



Pre-Application

What is the Purpose of a Pre-Application?

A pre-application is a preliminary review of your anticipated project by the City. It will be used to aid the applicant to prepare a complete application and anticipate macro level comments and concerns.

*Please note that only **one** pre-application is allowed. The City will not schedule subsequent meetings with individual departments. After obtaining feedback, the applicant should prepare a formal application for review including a narrative explaining how the project responds to preliminary comments received during the pre-application.*

How does a Pre-Application work?

Upon receiving a complete pre-application (see attached checklist), Planning staff will schedule it for the next available **Plan Review Committee (PRC)** meeting. The PRC meets each Thursday and is made up of representatives of different departments including but not limited to Engineering, Transportation Engineering, Fire, Building and Planning.

The applicant will be required to attend the PRC meeting and provide a brief overview of the project (10 minutes). Following clarifying questions, staff will provide preliminary feedback of the project which may include macro-level comments, elements that should be addressed with the formal application submittal, potential requirements, or comments on site, building, and utility design. This review process is a maximum of 30 minutes. Following PRC, Planning staff will provide a summary letter of feedback provided at the meeting.

Please note that these comments will be based on the preliminary information and does not constitute a complete and thorough review of the project. When a formal application is submitted, the City will complete a thorough review of the project and may likely raise new comments and questions that have not been addressed here.

How do I Request a Pre-Application?

Submittal of a pre-application is voluntary, but is intended to help applicants with potentially large and complex projects to make as complete an application as possible. The more information you can submit, the more detailed the City response. This process is intended for larger scale housing projects (consistent with SB-330) and commercial developments.

See the submittal requirements to request a pre-application.



SUBMITTAL REQUIREMENTS

Pre-Applications

Submit **one electronic copy** (in a pdf format) and **one hard copy** of all materials and plan sets (full size and reduced). Full size plans sets shall be a maximum size of 24" x 36". Reduced sized plan sets shall be a maximum size of 11" x 17". Fold all sets to 8 ½" x 11". All plans shall be drawn to scale and completely dimensioned. The following are the minimum items needed for any planning application.

MATERIALS

- [Application](#) Signed by Property Owner or Authorized Agent
- [Application Fees](#)
- Project Narrative (optional)

PLANS

- SITE PLAN**
 - Existing and proposed structures/uses
 - Number of existing units on site and whether they will be demolished.
 - Proposed physical alterations
 - Vehicle parking, bike parking and drive aisles including number of parking spaces
 - Identify an historic or cultural resources
 - Proposed point sources of air or water pollutants
 - Any species of special concern
 - All existing on-site trees and street trees (location, size, and species)
 - Location & size of backflow preventers
 - Easements (storm drains, water lines, and other right-of-ways)
- FLOOR PLANS** (optional)
- BUILDING ELEVATIONS**
 - Including massing, height, approximate square footage, color and materials
- PROJECT DATA**
 - Number of units (including BMR units and level of affordability)
 - Proposed density (including any requests for density bonus, bonus units, incentives, concessions, and/or waivers)

- Square footage
- Parking
- Use categories in applicable zoning district
- Located in very high fire hazard zone, wetlands, hazardous waste site, special FEMA flood hazard area, and/or stream

TOPOGRAPHIC SURVEY (optional)

- Existing topography with contour lines