

What types of projects can apply for preliminary review?

All large scale projects are encouraged to submit for a preliminary review early in the design schematic stage. Small scale projects should do a preliminary review if there are code application questions or special circumstances that could substantially impact the review process or project design.

What is involved in the process?

The preliminary review process typically involves information being provided by the applicant, the information is then sent to other departments, divisions, and agencies for initial comments. Once the comments are received, the planner assigned to the project can construct a response letter and provide the applicant with direction for the “next steps”.

What is considered?

The preliminary review process is not a formal application, therefore there is no set findings or review criteria used. However, the process is based on the philosophy that if questions and concerns are addressed before project plans are fully developed, the formal application could typically be processed faster and with less revisions being requested.

Typical topics that are considered in the process:

- What portions of the project conform to the Municipal Codes/City standards?
- What are the questions the applicant needs answered before the design/proposal can be finalized?
- Are there additional fees or special processing that the applicant should be made aware of with the current proposal, i.e. traffic studies, peer review for design, etc?
- Is the plan compatible with developed properties in the vicinity and with the natural and topographic features of the site?
- Are adequate public safety measures incorporated into the design?
- In general, is the proposal supported by the Planning Division?

Still have Questions?



The City of Pleasanton is committed to helping you achieve your development goals. If you have any questions about the information in this brochure, please contact us.

Public Information Planner

Telephone:

925-931-5600

E-mail:

<http://www.ci.pleasanton.ca.us/services/contact/comments/>

Or

stop in to see a planner:

City Hall

200 Old Bernal Avenue

Monday* - Friday, 8:00 a.m. - 5:00 p.m.

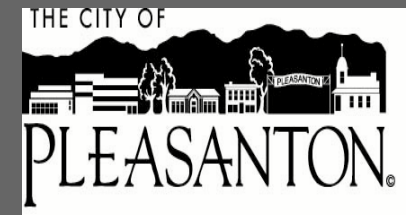
**Planners are not available on Mondays from 9:00 a.m. to 11:30 a.m.*

Brochure prepared by the Planning Division

Preliminary Review

What is a Preliminary Review?

A preliminary review allows the applicant to get direction and initial determinations on complex projects, special circumstances, and/or ambiguous code/standard applications. A preliminary review also allows the City to address concerns and provide suggestions at the earliest point in the design process for a project.

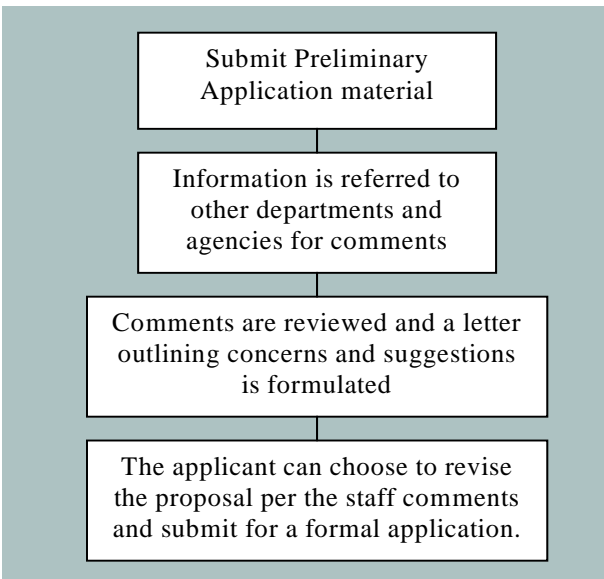


**City of Pleasanton
Community Development Department
Planning Division**

**200 Old Bernal Avenue
P.O. Box 520
Pleasanton, CA. 94566-0802**

**Tel: (925) 931-5600
FAX: (925) 931-5483**

What is the process?



Staff Analysis

When your application is submitted it will be assigned to a staff planner. Once a planner is assigned to the project, they will contact you to let you know that they will be managing your project. The project will be reviewed for conformance with City standards and the project planner will communicate if any additional information is needed.

Project Review, Referrals, and Meetings

The information provided will be sent to the appropriate departments, divisions, and agencies for comments.

Response

Once comments are received regarding the proposal, staff will compile a letter that outlines the comments received and suggestions for project revisions to address any concerns noted in the process.

Public Hearing

There is no public hearing on preliminary applications. Larger complex projects are sometimes taken to the Planning Commission as a workshop item. Once a formal application is filed, the project would be scheduled for the appropriate project process.

How long does the process take?



Normally, from the time the application is received, the process is about **three to four weeks** for comments*. This period may be longer if additional information is required.

*These timelines are goals and a variety of factors can result in longer timelines.

What documents are required?

Because a preliminary review can be requested for a vast assortment of project types at varying levels of detail and complexity, there is no preset list of submittal requirements. Therefore, the basic rule of thumb is “the level of information that is provided reflects the level of comments that the applicant will receive.”

Therefore the more information that is provided and the clearer the plans are, the better/more in-depth the comments will be.

Documents that can be submitted

- **Site Plan:** An exhibit which clearly shows the dimensions and locations of all streets, on-street and off-street parking, buildings, and other structures and, where applicable, any bicycle paths and trails; should include lots, boundary lines, setbacks, easements, north arrow, written scale, and graphic (bar) scale; and all existing and proposed medians, median openings, and adjoining driveways. The topographic information must also be provided on this sheet or as a separate sheet.
- **Street Plans:** Plans indicating the proposed street improvements. The plans need to contain dimensions and detail to show right-of-way and pavement widths, street grades, note if they are public or private streets, and all proposed frontage improvements on existing and proposed streets; provide a typical street section for each type of street being proposed.
- **Elevation Drawings:** An exhibit indicating the detailed appearance of all proposed construction (all four sided colored renderings of every building). Dimensions, heights, colors, materials, and any special architectural features should be shown. Commercial project should provide a conceptual sign program.
- **Floor Plans:** Plans showing all model types and use of spaces. Residential projects must show the location and types of dwelling units with the number of bedrooms per unit noted.
- **Grading Plan:** A plan showing the existing and proposed contours and the depths of all cuts and fills; contour lines should be carried a minimum of 50 feet beyond the project boundaries on both the grading plan and the topographic map; drainage information; any retaining wall information (including height and materials), building pad elevations and finished floor elevations should be noted.
- **Slope Classification:** A map showing the lands < 10%, 10%-20%, and > 20% slopes. A development profile may also be required by the Planning Director.
- **Tree Survey:** A survey of the existing trees on the site, including size, species, and indication of which trees are to be removed, note all “heritage” trees, and provide accurate dripline

notations. The survey must be accompanied by a tree report prepared by a City approved Arborist. A list of approved Arborists can be obtained from the Planning Division.

- **Landscape Plan:** A plan detailing the existing and proposed landscaping of the project. The plan must indicate the species (botanical and common names), container sizes, and dimensions and location of all proposed trees, shrubs, and groundcover; paving materials, street furniture; and fencing materials; evidence of an irrigation system (indicating a manual or automatic) must be shown.

All plans need to be drawn to scale and no smaller than 8 1/2”x11” nor larger than 24”x36”.

- **Data Table:** Every plan set must have a table listing percentage and area data for land coverage, impervious surface, building coverage (FAR), parking, streets and sidewalks, and recreation facilities. Residential projects must include a calculation of the density of the development.
- **Soils Report, Geologic Report, and/or Geotechnical Study:** Reports and studies are to be prepared by a registered civil engineer and/or a registered geologist depending on the site characteristics or if required by the Planning Director.
- **Photographs:** Submit photographs or a photo simulation to illustrate the proposed location and signage proposal.

The type and level of detail is dependent on the context of the proposal and the stage the project is in at the time of submittal.

What documents do I need to submit?

Application: Applications can be obtained on-line or from the Planning Division counter.

<http://www.ci.pleasanton.ca.us/pdf/devapp.pdf>

A written narrative: A letter which describes in detail any elements of the project. The narrative needs to state the size/area of the project site, size and number of all proposed buildings, size and number of proposed dwelling units, unique characteristics of the proposal, etc. Commercial projects must provide specifications of the permitted and conditional uses desired for the development plan.

A total of 9 (nine) complete sets of the information†

† Additional plans and materials may be required if additional agencies are involved.