



## **Preliminary Application Checklist**

**PRELIMINARY APPLICATION PROCESS.** Preliminary Application review is required to assist applicants through the development review process. Preliminary Application review helps applicants design projects in conformance with City plans and policies to improve chances of approval by the Planning Commission. It provides applicants with comments and/or direction to reduce the time and money spent revising plans to meet City standards before a formal application is submitted. Preliminary review helps to identify issues and potential conditions of approval which could be required for project approval.

The depth and accuracy of the City's comments depend on the extent and accuracy of the information provided. While the information required for a Preliminary Application is not as detailed as for a formal submittal, if the information submitted is not accurate or if critical details are not disclosed (such as slope constraints), the City's comments are likely to change as more information is disclosed. Applicants need to meet with Planning and Engineering staff, prior to preparing plans and submitting a Preliminary Application, to verify the General Plan designation, Zoning classifications and other Municipal Code requirements. Unless otherwise specified all Preliminary Applications require a site plan prepared by a Civil Engineer.

Preliminary Applications are scheduled for review by the Development Advisory Committee (DAC), which is comprised of City staff from Planning, Building, Engineering, Parks, Maintenance, and Police, within 30 days of submittal. DAC meets every two weeks and the agenda is set two weeks prior to give staff time to review the proposal and visit the site. At the time of submittal an Initial Neighborhood meeting and Conceptual Design Review (when required) will also be scheduled. After the DAC meeting, the Initial Neighborhood meeting and Conceptual Design Review, staff will transmit all comments and redlined plans to the applicant prior to a follow-up meeting with the applicant and the design team to discuss concerns. When possible, the formal application will be assigned to the Project Planner who reviewed the Preliminary Application.

**SUBMITTAL REQUIREMENTS.** The submittal requirements for a Preliminary Application are listed below. The information listed below is the minimum needed for review, but submittal of additional or more detailed information will enable staff to provide more detailed, project specific comments. If new information is presented later in the process, the Preliminary Application review comments may change significantly.

- APPLICATION FORM.**
- FILING FEE\***. (See Fees and Charges Resolution for current year).
- PUBLIC NOTIFICATION MATERIALS.** If required for public notification of neighborhood meetings and public hearings. (See handout)
- WRITTEN STATEMENT.** Describe the characteristics of the proposal and provide any other relevant information.

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\* **The City adjusts all fees and charges on an annual basis in accordance with the San Francisco-San Jose-Oakland Area Consumer Price Index, actual hourly rates for work performed by City employees, and the Construction Cost Index for the San Francisco Bay Area published in the most current edition of the Engineering News Record. The new fees are adopted following a public hearing and incorporated in the Master Fees and Charges Resolution July 1 of every year. Persons interested in how a particular fee is adjusted should contact the City department that administers the fee or the Finance Department**

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- TITLE REPORT.** Prepared within the past three months (two copies).

### REQUIREMENTS FOR ALL PLANS. All plans shall:

- Be prepared, signed and stamped by licensed professionals.
- Include the date of preparation and dates of each revision.
- Be fully dimensioned and drawn to scale on the same size sheets, with a consistent scale (as noted) throughout all plan sheets (if more than one sheet).
- Be submitted in collated sets folded to 8-1/2" x 11" (if more than one sheet).
- Be numbered in proper sequence (if more than one sheet).

The following numbers of plan sets are required for all applications (unless otherwise noted):

- 5 sets full size 24" x 36"
- 21 sets reduced to 11" x 17"
- 1 set 8 1/2" x 11"

- SITE PLAN.** Prepared, signed and stamped by a licensed Civil Engineer, drawn at 1"=20' scale, showing lot area (net and gross), preliminary topography and grading information, dimensions of property lines, easements, setbacks, existing and proposed structures, driveways, adjacent streets and public improvements (curb, sidewalk, landscape strip and any area proposed for dedication), parking, the location, size and species of all trees over 4" in diameter, and preliminary drainage information (spot elevations, pad elevations, existing catch basins).
- CROSS-SECTIONS.** A minimum of two cross-sections drawn at 1"=20' scale, through critical portions of the site extending beyond the property line to the opposite curb line of adjacent streets or to a minimum of 50 feet onto adjacent properties or nearest off-site structure, showing existing topography, proposed grades, existing and proposed structures, fences, walls and property lines. Section locations shall be shown on the site plan.
- BUILDING ELEVATIONS.** Plans shall be drawn by a licensed Architect at 1/8"=1' minimum scale and fully dimensioned (vertically and horizontally) for all four sides of buildings, showing pertinent details such as materials, colors and building features. Plans should not include superimposed trees that hide the buildings for artistic purposes.
- FLOOR PLANS.** Plans shall be drawn at 1/8"=1' scale and consistent with the elevations.
- CONCEPTUAL LANDSCAPE PLAN.** Plan shall be drawn by a licensed Landscape Architect, on a plan consistent with the civil site plan, at 1"=20' minimum scale, showing existing trees and vegetation, trees to be saved and removed, proposed landscape areas, hardscape, stormwater treatment areas, preliminary plant palette, and other pertinent information.
- STORMWATER CONTROL PLAN.** Required if the project creates or replaces more than 10,000 sq. ft. of impervious area, or 5,000 square feet for auto service facilities, retail gasoline outlets, restaurants and uncovered parking lots, including the following: (all numbers given in sq. ft.).
  - Site size.
  - Existing impervious surface area (all land covered by buildings, sheds, patios, parking lots, streets, paved walkways, driveways, etc.).
  - Impervious surface are created, added or replaced.
  - Total impervious surface area (existing impervious area to remain and proposed impervious area).
  - Percent increase/replacement of impervious area surface area (new impervious surface area/existing impervious surface area multiplied by 100).
  - Estimated area of land disturbance during construction (including clearing, grading or excavating).
  - Delineate and label the tributary areas and proposed BMPs.

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- Provide a table listing the tributary areas and associated BMPs (insure that all tributary areas drain to associated BMPs).
- Insure compliance with the proper sizing factors (4% minimum).

See Stormwater Control Plan Application Checklist for all items to be required with formal application. Refer to Stormwater C.3 Guidebook for additional guidance on plan preparation <http://www.cityofconcord.org/pw/stormwater/stormwaterC3guidebook3rd.pdf>.

- PHOTOS.** Several photos of the project site and surrounding properties, with location identified.
- OTHER INFORMATION.** \_\_\_\_\_  
\_\_\_\_\_

**FOR INITIAL MEETING**

CHECKLIST REVIEWED ON \_\_\_\_\_ PROJECT NAME \_\_\_\_\_  
 STAFF PLANNER \_\_\_\_\_  
 STAFF ENGINEER \_\_\_\_\_  
 PROJECT APPLICANT \_\_\_\_\_

**FOR STAFF USE ONLY**

FILE NUMBER \_\_\_\_\_ ASSOCIATED FILES \_\_\_\_\_  
 PLANNER \_\_\_\_\_ DATE \_\_\_\_\_  
 PROJECT ADDRESS \_\_\_\_\_  
**GENERAL PLAN** \_\_\_\_\_ **ZONING** \_\_\_\_\_