



PRE-APPLICATION MEETINGS

WHAT IS A PRE-APPLICATION MEETING?

A pre-application meeting is an opportunity for you to present your preliminary project plans to the City for review before you spend time and money on a complete project submittal. Meetings are held at the request of the applicant or a developer. The purpose of the meeting is to provide you preliminary feedback on your project from knowledgeable representatives from Development Services Department, Public Works, Fire and Police. These are the departments directly involved in reviewing and regulating your project.

WHAT IS DISCUSSED AT THE PRE-APPLICATION MEETING?

Typical development issues discussed include consistency with adopted plans, applicable zoning, subdivision standards, and design standards; circulation and parking standards; street dedication and improvements; fire prevention concerns; hazardous materials issues; potential drainage, flood, geologic and seismic hazards; water and sewer capacity; grading; building code requirements and policies affecting project design.

You can also obtain information about the review process, realistic estimates of the time involved and tips for minimizing problems and delays.

WHAT DOES IT COST?

The initial 1 hour pre-application meeting is complimentary!

FOR WHAT TYPE OF PROJECT IS A PRE-

APPLICATION MEETING RECOMMENDED?

- ◆ large residential, commercial or industrial project
- ◆ large subdivision (tract map)
- ◆ planned development district
- ◆ project with potentially significant environmental impact
- ◆ project with significant impacts on City utilities or service levels
- ◆ projects located in the following areas:
 - redevelopment area
 - historic district
 - environmentally sensitive area
- ◆ general plan amendment

HOW DO I ARRANGE TO HAVE A PRE-APPLICATION MEETING?

A pre-application meeting can be arranged by calling or visiting the Planning Division at 583-4005 and asking to speak with a planner. A planner will ask you a few questions about your project to determine which City staff should be in attendance at the meeting or whether you can get the information you need without having to attend a meeting. Plans and the required fee must be submitted one week in advance of the meeting.

WHEN ARE PRE-APPLICATION MEETINGS HELD?

Pre-application meetings are generally scheduled for Wednesday mornings at either 8:45 a.m. or 10:00 a.m. The meetings are held in the Permit Center conference room on the first floor at City Hall, 777 B Street, Hayward, unless you are informed of a different location.

WHO WILL BE AT THE PRE-APPLICATION

MEETINGS?

The meeting will be facilitated by a Planner and/or the Development Services Engineer from the Planning Division. Representatives from Public Works, Engineering, Transportation, Building Division and the Fire Department will also be present.

If appropriate, staff from Wastewater Treatment, Hazardous Materials, Economic Development, Redevelopment, Police, City Attorney and City Manager may also be asked to attend.

The more specific you can be about your project, the more specific City staff can be about feedback and guidance. It is highly recommended that the project developer, owner, architect and engineer be present at the meeting. If a general contractor or any consultants have already been engaged, it would be worthwhile for them to attend also.

IS THE PRE-APPLICATION MEETING PART OF A FORMAL APPLICATION?

No. Your pre-application meeting does not constitute an official application. Only after you have submitted a **complete** application and paid the appropriate filing fees, will your project be considered "filed."

WILL I RECEIVE CITY COMMITMENTS AT THE PRE-APPLICATION MEETING?

It is the City's policy to provide reliable responses to projects at pre-application meetings. However, a different response may result from a formal application for the same project because when more complete information, such as environmental studies, is available, new issues are raised during review by City departments, other agencies or interested parties; or there are changes in development policies or regulations. While the information provided at the meeting is purely

advisory, it may result in cost-reducing and time-saving suggestions and may help you to develop a better project.

A planner will be in charge of taking or collecting notes of the meeting. You are encouraged to take your own notes, but copies of City staff notes and other pertinent information will be provided to you. Notes of pre-application meetings for projects which do not result in a formal application within one year, will be destroyed.

WHAT SPECIFICALLY DOES THE STAFF WANT TO KNOW?

In order to assist you, the staff needs to know some information about you as a developer, about the site, about the project, and about your expected time constraints. The attached check list should guide you in putting together information that will make it possible for the staff to adequately understand your project and provide you with reliable information. **It is understood that your project is generally conceptual at this point; thus, you are not required to submit all of the following. However, the more information you can provide, the better staff can respond.**

APPLICANT CHECKLIST

- Name and address of the project developer, architect, engineer, and other members of the Development Team
- Development Team background and experience
- Site Information:
 - Location
 - Description (vacant, slope, vegetation, structures)
 - Surrounding uses (residential Industrial, commercial)
 - Existing use or tenant and prior tenants or uses, if known (if applicable)
- Conceptual site plan:
 - Type of use(s)
 - Building footprint(s) including square footage of building(s)
 - Number of units
 - Circulation and parking, including a accessible space and routes dimensions
 - Trash enclosures
- Conceptual architectural and landscape plans (if available)
- Conceptual floor plans
- Water and sewer service requirements
- Previous use of chemicals on site or site contamination issues, if applicable
- Special studies (e.g., soil reports, geologic studies, hazardous materials, traffic studies, if available)
- Need for public funds in project, if applicable
- Occupancy classifications of proposed uses, including adjoining tenant spaces (per Uniform Building Code, Chapter 5)
- Classification of building by type of construction per U.B.C., Chapter 17