**CONCEPTUAL DEVELOPMENT REVIEW**

REVIEW DUE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Development Services Department**

Planning Division T: 510.583.4200 TTD: 510.247.3340

777 B Street, Hayward, CA 94541 F: 510.583.3649 [www.hayward-ca.gov](http://www.hayward-ca.gov)

# APPLICANT INFORMATION (PLEASE PRINT OR TYPE)

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Name |  | Contact Phone |  |
| Street |  | Email Address |  |
| City, State, ZIP Code |  | | |

# PROPERTY INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| Project Address / Location |  | | |
| Assessor’s Parcel Number |  | | |
| Lot/Parcel Area (in acres) |  | Current Land Use |  |
| Zoning District |  | General Plan Designation |  |

# PROJECT INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| THIS PROJECT INVOLVES: (check all that apply) | | | |
| Use of Existing Building  New Construction | Change of Use  Site Improvements | Tree Removals  Variance | Remodeling/Alteration  Rezoning/Plan Amendment |
| PROJECT DESCRIPTION: Describe in Detail. Attach a separate sheet if necessary. | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# SUBMITTAL REQUIREMENTS\*

1. One (1) electronic set of dimensioned project plans. E-mail submittals to [Planning.Division@hayward-ca.gov](mailto:Planning.Division@hayward-ca.gov).  
   *The plan sets should include dimensioned site plan, floor plan, building elevations, preliminary grading, and landscape plan.*
2. Vicinity Map and Site Photographs

\*These are minimum requirements only. The greater amount of information submitted, the greater amount of feedback provided by staff.

# RECEIVED BY (To be completd stAFF ONLY) APPLICATION #

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Staff Planner | |  | | | | Date |  | |
|  | | |  | | |  | |  |
|  | Fire Prevention | | |  | Airport Manager | |  | Building Inspection |
|  | Hazardous Materials | | |  | Economic Development | |  | Landscape Architect |
|  | Public Works Engineer | | |  | Hayward Area Recreation District | |  | Development Review Engineer |
|  | Survey Engineer | | |  | Housing | |  | Planning Manager/Principal Planner |
|  | WPSC | | |  | Police—SOUTH or NORTH | |  | Staff Planner |
|  | Utilities/Environmental Services | | |  | Police—Alcohol, Massage | |  | Transportation Planning |
|  | Recycle/Solid Waste | | |  | FYI to Maintenance & Streets | |  | OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |



**CONCEPTUAL DEVELOPMENT REVIEW INFORMATION SHEET**

Development Services Department

**PURPOSE**

A Conceptual Development Review is a forum that allows City staff from various departments to analyze a project and provide feedback on potential concerns and suggestions for possible improvements. It is not a prerequisite to formal application submittal nor is it intended to be a substitute for or to supersede the normal development review process. This Conceptual Development Review is intended to provide general feedback on a project proposal prior to application submittal. This development review meeting is **not** considered a Preliminary Application for purposes of Senate Bill 330.

There is no charge for the first Conceptual Development Review; however, subsequent meetings related to the same project and/or site will be charged at $328 per hour per the City’s [Master Fee Schedule](https://www.hayward-ca.gov/your-government/documents/master-fee-schedule). Benefits to the applicant include:

* A better understanding of submittal requirements and the review process
* Identification of potential project conflicts with City codes and guidelines prior to formal application
* Cost savings, e.g., an opportunity for the applicant to refine drawings prior to formal submittal
* Time savings due to the reduced likelihood of incomplete submittal of the formal application
* Receipt of a general timeline for project processing
* Receipt of City department contact names for submittal assistance

**TIME FRAME**

Conceptual Development Review applications take approximately three to four weeks to process. At the end of the CDR process, you will receive a comprehensive set of comments from the Development Review team.

**SCOPE OF REVIEW**

Comments provided by City staff during the Conceptual Development Review process depend on the amount of information provided by the applicant and may include feedback on the following:

1. Consistency with the *Hayward 2040 General Plan*, Zoning Ordinance, or Other Plans

2. Identification of ordinances, standards and policies applicable to the project, such as development standards, municipal code requirements, and guidelines

3. Appropriateness of the land use or intensity of development

4. General comments from staff related to site layout, circulation, building architecture, and landscaping

5. General comments from staff related to engineering, transportation, fire, utility, solid waste, recycling, planning, and building requirements for on-site and off-site improvements.

**NEXT STEPS**

Conceptual Development Review comments will be e-mailed to the applicant, and if deemed necessary, the planner will recommend a follow-up meeting between the applicant and City staff. T**he comments provided in no way guarantee approval of the project and all comments/time frames provided are non-binding and subject to change.** Applicant may subsequently submit a Preliminary Application consistent with Senate Bill 330, the Housing Crisis Act of 2019, for eligible residential development projects.

If you have questions about the Conceptual Development Review or the Preliminary Application Review process, please contact a City Planner at 510-583-4216 or [planning.division@hayward-ca.gov](mailto:planning.division@hayward-ca.gov).