



# Preliminary Review Request

Planning, Building and Code Enforcement

Staff will assign **FILE #**

**INSTRUCTIONS.** Use this form to request a Preliminary Review of your project concept, prior to formally submitting project plans for review. This form collects the information that will help Planning staff analyze your project and provide you with feedback. By providing detailed, accurate information, you will enable staff to better serve you with a more accurate analysis. Submittal of a site plan drawn to scale facilitates an effective Preliminary Review; see the submittal checklist below and page 4 for instructions on your submittal.

**Submitting this Preliminary Review Request is not considered a formal development application with the City. The feedback and analyses generated during Preliminary Review are generally valid for six months.**

**NO APPOINTMENT REQUIRED.** Bring the completed application package in person to the Development Services Permit Center, 1st floor of City Hall. For assistance, call 408-535-3555.

USE THE COMPUTER-FILLABLE FORM AT [WWW.SANJOSECA.GOV/PLANNINGAPPLICATIONS](http://WWW.SANJOSECA.GOV/PLANNINGAPPLICATIONS) OR PRINT CLEARLY USING INK.

## 1. TYPE OF PRELIMINARY REVIEW YOU ARE REQUESTING SEE EXAMPLES ON PAGE 4

TYPE <small>CHECK ONE</small>	APPROXIMATE PROCESSING TIME <small>(CALENDAR DAYS)</small>	BASE FEE	OPTIONAL REVIEWS BY SOME OR ALL DEVELOPMENT SERVICES PARTNERS <small>CHECK ANY</small>
<input type="checkbox"/> <b>FOCUSED REVIEW - ONE SINGLE-FAMILY HOUSE ON A SINGLE LOT.</b> Includes Plan Review, Planning staff analysis, and written response.	30 days from submittal	\$303.00	<input type="checkbox"/> Meeting with Planning: \$303.00 <input type="checkbox"/> Building Review: \$265.00 <input type="checkbox"/> Fire Review: \$249.00 <input type="checkbox"/> Meeting with Fire: \$249.00 <input type="checkbox"/> Parks Department Review: \$0 <input type="checkbox"/> Housing Department Review: \$0 <input type="checkbox"/> Interdepartmental Meeting (PBCE only): \$757.00 <input type="checkbox"/> Public Works Focused Review: \$966.00 <i>Includes meeting with staff, no public works memo</i>
<input type="checkbox"/> <b>FOCUSED REVIEW - ALL PROJECTS EXCEPT SINGLE-FAMILY HOMES ON A SINGLE LOT.</b> Includes Planning staff analysis and written response (no site and architectural plan review).	30 days from submittal	\$909.00	<input type="checkbox"/> Public Works Enhanced Review: \$1,449.00 <i>Includes meeting with staff and public works memo</i> <input type="checkbox"/> Department of Transportation Review: \$573.00* <input type="checkbox"/> Technical Report Review: \$606.00 per report <i>Historic Reports and Environmental Reports (e.g. noise, geotechnical, biological resources, air quality, soil, phase 1 environmental site assessment, etc.)</i>
<input type="checkbox"/> <b>ENHANCED REVIEW - SITE AND ARCHITECTURAL PLAN REVIEW.</b> Includes site and architectural plan review, Planning staff analysis, and written response.	45 days from submittal	\$1,212.00	<input type="checkbox"/> Initial Environmental Scoping: \$909.00 <input type="checkbox"/> Urban Design Review: \$1,500.00 Initial deposit

\* If Department of Transportation Review is selected, a Public Works review must be selected as well.

## 2. PRELIMINARY REVIEW PACKAGE SUBMITTAL CHECKLIST SEE MORE DETAILS ON PAGE 4

Submit this form and the required documents listed below, according to your type of request:

FOCUSED REVIEW - ONE SINGLE-FAMILY HOUSE ON A SINGLE LOT	FOCUSED REVIEW - ALL PROJECTS EXCEPT SINGLE-FAMILY HOMES ON A SINGLE LOT	ENHANCED REVIEW - SITE AND ARCHITECTURAL PLAN REVIEW
2 sets plus 1 set for each selected department review, including: <input type="checkbox"/> Preliminary Site Plan <input type="checkbox"/> Photographs	2 sets plus 1 set for each selected department review, including: <input type="checkbox"/> Preliminary Site Plan <input type="checkbox"/> Photographs <input type="checkbox"/> Conceptual floor plans IF proposing a change of use <input type="checkbox"/> PDF file of all required documents on USB Flash Drive	2 sets plus 1 set for each selected department review, including: <input type="checkbox"/> Preliminary Site Plan <input type="checkbox"/> Conceptual Building Elevations <input type="checkbox"/> Conceptual Floor Plans <input type="checkbox"/> Photographs <input type="checkbox"/> PDF file of all required documents on USB Flash Drive

*continued*>

**3.a. PROPERTY AND PROJECT INFORMATION** FIND APN AT [WWW.SCCASSESSOR.ORG](http://WWW.SCCASSESSOR.ORG)

ASSESSOR'S PARCEL NUMBER/PROJECT ADDRESS/LOCATION:

---

PARCEL SIZE IN SQUARE FEET:

---

CURRENT USE AT THIS SITE BRIEFLY DESCRIBE:

---

PROJECT SCOPE OF WORK USE A SEPARATE SHEET IF NECESSARY:

---

PRELIMINARY REVIEW GOALS LIST SPECIFIC ISSUES OR QUESTIONS FOR STAFF TO ADDRESS - USE A SEPARATE SHEET IF NECESSARY:

---

**3.b. QUESTIONS ABOUT THE PROPERTY AND PROJECT** BRIEFLY EXPLAIN ALL ITEMS CHECKED "YES" ON AN ATTACHED SHEET OF PAPER.

YES	NO	Does the property or site ...
		1. Have an active code enforcement case? If yes, please attach a copy of the compliance order
		2. Have any structures that are more than 45 years old? If yes, indicate the year built: _____
		<b>Will the project involve ...</b>
		3. Involve the demolition or alteration of any existing structures on the project site?
		4. Involve or anticipate the use of federal funding? <i>Note: Compliance with the National Environmental Policy Act (NEPA) is required for projects using federal funding. Contact Planning staff for more information.</i>
		5. The sale of alcoholic beverages?
		6. Any drive-through uses?
		7. What are the hours of operation? _____
		8. Removal of existing signs or billboards?
		9. More than 10,000 sq. ft. of impervious surface (roofs, paving, etc.)?
		10. Noise, such as generated by generators, outdoor equipment, gatherings on school grounds or playgrounds, etc.
		11. A wireless communication facility?
		12. Removal or relocation of any trees? If yes, how many ordinance _____ and non-ordinance _____?

**4. ONLY FOR APPLICANTS WHO SELECTED ENHANCED REVIEW ALL OTHERS PLEASE LEAVE BLANK**

1. Does the project include new construction? **CHECK ONE**  YES  NO  
 If yes: Indicate the proposed floor area or number of units: \_\_\_\_\_sq. ft. OR \_\_\_\_\_units

2. How many buildings are proposed? \_\_\_\_\_ Height of tallest building \_\_\_\_\_ ft.

<p>3. Indicate Occupancy Classification <b>CHECK ALL THAT APPLY</b></p> <p><input type="checkbox"/> Type I                      Find definitions of Type of Construction and Occupancy Classification, per California Building Code, at:  <a href="https://codes.iccsafe.org/public/document/details/toc/654">https://codes.iccsafe.org/public/document/details/toc/654</a></p> <p><input type="checkbox"/> Type II</p> <p><input type="checkbox"/> Type III</p> <p><input type="checkbox"/> Type IV</p> <p><input type="checkbox"/> Type V</p>	<p>4. Indicate Occupancy Classification <b>CHECK ALL THAT APPLY</b></p> <p><input type="checkbox"/> Assembly                      <input type="checkbox"/> Mercantile</p> <p><input type="checkbox"/> Business                      <input type="checkbox"/> Organized Camps</p> <p><input type="checkbox"/> Educational                      <input type="checkbox"/> Research Laboratories</p> <p><input type="checkbox"/> Factory And Industrial                      <input type="checkbox"/> Residential</p> <p><input type="checkbox"/> High Hazard                      <input type="checkbox"/> Storage</p> <p><input type="checkbox"/> Institutional                      <input type="checkbox"/> Utility and Miscellaneous</p> <p><input type="checkbox"/> Laboratory</p>
---	--

**5. ONLY FOR APPLICANTS WHO SELECTED PUBLIC WORKS REVIEW ALL OTHERS PLEASE LEAVE BLANK**

Use this space to list any specific issues or questions for Public Works staff to address (street improvements or access, utilities, grading, geologic hazards, etc.). If more space is needed, list your questions on an attached sheet.

**6. CONTACT INFORMATION**

APPLICANT NAME:

---

NAME OF FIRM IF APPLICABLE:

---

APPLICANT PHONE:

---

APPLICANT EMAIL:

---

NAME OF DESIGN PROFESSIONAL IN CHARGE IF APPLICABLE:

---

DESIGN PROFESSIONAL PHONE:

---

DESIGN PROFESSIONAL EMAIL:

---

RSN/BUSINESS LICENSE #:

---

**PRELIMINARY REVIEW PACKAGE SUBMITTAL CONTENTS**

**Preliminary Site Plan.** A site plan of the subject site with scale and North arrow; property lines; existing on-site and surrounding uses; proposed uses of the site; building footprint and setbacks with dimensions; streets adjoining the site; parking and circulation aisles; driveways and parking stalls; proposed grading and topographic map, if necessary, for hillside development; landscape areas; and size, species, and location of any planned removal of existing trees.

**Conceptual Building Elevations.** Plans including dimensioned elevations of all exterior walls (photographs may be substituted for existing elevations to remain unchanged); type of roof, wall and trim materials, colors, and textures; attached and detached sign details, designs, and locations; changes or additions to existing buildings or materials clearly identified.

**Conceptual Floor Plans.** Plans for each floor level indicating exterior dimensions; total square footage; and locations of windows and doors.

**Photographs.** Photographs of relevant project site areas which are not easily visible from the street.

**PRELIMINARY REVIEW INFORMATION**

**What is Preliminary Review?** Preliminary Review is a fee-based service that provides applicants with an early analysis of how City codes, policies, and development review processes may apply to a prospective project. A Preliminary Review does not promise project approval, but it can help applicants address issues and prepare accurate plans so as to save time and reduce the potential for plan revisions during the formal review process.

**What kinds of projects undertake Preliminary Review?** See the table below for examples of the common projects that request Preliminary Review. While the Preliminary Review process is generally optional, all Signature Projects must submit for a Preliminary Review prior to submittal of a formal application.

**Expiration of Preliminary Review feedback.** The feedback and analyses generated during Preliminary Review are generally valid for six months. As regulations, development policies, and the built environment continually evolve, the information is considered expired after six months. It is, therefore, important for applicants to file for formal project reviews soon after the Preliminary Review is completed.

**Can Preliminary Review substitute for a Development/Use Application?** No. A Preliminary Review submittal does not constitute a formal development application with the City. You still must submit a complete development application, including environmental clearance and fees, in order for your project to be on file and considered a formal application with the City.

COMMON TYPES OF PRELIMINARY REVIEWS	
TYPE OF REVIEW	EXAMPLES OF COMMON PROJECTS
<b>FOCUSED REVIEW - ONE SINGLE-FAMILY HOUSE ON A SINGLE LOT.</b> Includes Plan Review, Planning staff analysis, and written response.	<ul style="list-style-type: none"> <li>Addition to one existing single-family home on one lot</li> <li>Santa Clara County Contiguity Annexation Referral for a single-family home</li> </ul>
<b>FOCUSED REVIEW - ALL PROJECTS EXCEPT SINGLE-FAMILY HOMES ON A SINGLE LOT.</b> Includes Planning staff analysis and written response (no site and architectural plan review).	<ul style="list-style-type: none"> <li>Changes to the General Plan and Zoning to enable a proposed project</li> <li>Changes of Use</li> <li>Residential Subdivisions (up to 4 lots)</li> <li>Alcohol Sales</li> <li>Zoning Code Clarifications</li> <li>Santa Clara County Contiguity Annexation Referral for multifamily and nonresidential projects, or additions within the County</li> </ul>
<b>ENHANCED REVIEW - SITE AND ARCHITECTURAL PLAN REVIEW.</b> Includes site and architectural plan review, Planning staff analysis, and written response.	<ul style="list-style-type: none"> <li>Urban Village Redevelopment</li> <li>Drive-Through Uses</li> <li>New Downtown development</li> <li>Residential Subdivisions (5+ lots)</li> <li>Wireless Telecommunications Proposal Review</li> <li>Urban Design Review</li> </ul>

**QUESTIONS?**

Speak with a planner at 408-535-3555. Visit [www.sanjoseca.gov/planning](http://www.sanjoseca.gov/planning) for phone service hours.