



**COMMUNITY DEVELOPMENT  
DEPARTMENT  
(925) 779-7035**

**PROCEDURE FOR  
PRELIMINARY DEVELOPMENT PLAN**

**PURPOSE**

A preliminary development plan allows an applicant to receive comments on a proposal from the Planning Commission and to appropriately modify the plan prior to its submittal as a final development plan. Preliminary development plan review is required for all proposed Planned Development Districts which include a residential component and is also suggested for larger projects.

**PROCESS**

**Step 1 - Filing of Application**

Applications for a preliminary development plan shall be filed in the Community Development Department upon forms provided by the City (attached). The application is subject to a 30-day review period to determine completeness of the information submitted. If it is found unacceptable, the application will be returned for correction.

**Step 2 - Staff Review**

Following receipt of a preliminary development plan application, staff will consider the proposal with particular attention paid to environmental effects, land uses, traffic circulation, engineering issues (e.g. grading), and the interrelationship of uses. A conference will be held with the applicant to discuss comments from other agencies and other details. Following the conference, a tentative hearing date will be set. (Note: No CEQA environmental review is required for a preliminary development plan.)

**Step 3 - Commission Review**

Approval of the preliminary development plan by the Planning Commission is required. The Planning Commission meets on the first and third Wednesdays of the month and will hold a hearing to discuss the project. At least ten days prior to the meeting, property owners within 300 feet of the project site will be notified by mail of the upcoming hearing. A notice will also be advertised in the local newspaper.

A staff report will be prepared giving staff's recommendations on the project. A copy of the staff report will be mailed to you the Friday prior to the Wednesday Planning Commission meeting. If you have not received it by Monday, you should contact the Planning Office to obtain another copy. It is very important that you review the staff report prior to the meeting. The applicant or his representative should be in attendance at the meeting.

Once approval of the preliminary development plan has been given, the applicant may submit an application for a final development plan. It should be understood that this approval is only an advisory action, however, and does not constitute an endorsement of the proposal.

### Processing Time

The estimated time frame for the processing of a preliminary development plan is typically 12-16 weeks.

### Submittal Requirements

1. A written statement describing the project, including specific discussion as to why the request merits consideration. The City's application form provided in this package must also be submitted.
2. Fifty-five (55) copies of preliminary development plan maps which, at a minimum, should include a site plan, a preliminary grading plan, and conceptual building elevations (if available). **\*\*PLANS MUST BE FOLDED TO 8½" x 11"\*\*\***
3. List of adjacent property owners, assessor parcel numbers and one (1) set of stamped (**NO METERED POSTAGE**), pre-addressed envelopes. These will be used to notify property owners of the public hearings. (**NO RETURN ADDRESS ON ENVELOPES**)
4. \$2,000 deposit, with the actual cost of labor and material to be charged against this deposit. The applicant shall also sign and submit the "Statement of Understanding" provided in this application package.
5. Any other information that the applicant feels would help to present the project (i.e. the more information submitted, the more that the Planning Commission has to provide comments on.)

**INCOMPLETE PLANS/REQUIRED INFORMATION AS STATED ON THIS FORM OR AS REQUIRED BY THE PLANNING DEPARTMENT WILL CAUSE A POSTPONEMENT IN PROCESSING THE APPLICATION.** Please do not submit application until **ALL** plans and required information are ready for submittal.