

PRELIM Preliminary Review Request

Applicant Name: _____

Site Parcel Number (to be filled in by the Planning Department): _____

Site Address: _____

Contact the Planning Department at (510) 670-5400 to submit the following materials to the Alameda County Planning Department (Permit Center – Zoning Counter) at 399 Elmhurst Street, Room 141, Hayward, California. Please note that incomplete applications will cause a delay in processing. Please use the following checklist to ensure the application is complete. You can also email the Preliminary Review Request to Planninginfo@acgov.org.

Required

- Standard Application form.
 - Application Supplement: *Preliminary Review Request*
 - Filing Fee: \$500 deposit. Make check payable to “Treasurer, County of Alameda”. Credit Card payment available, please visit Land Use Planning Forms and Guides Planning web-page for authorization form (<https://www.acgov.org/cda/planning/ordinance/forms.htm>)
 - Project Description: Describe your Project or Proposed Development:
 - Submit a Letter with the Project Description Including:
 - Type of Business, Operation, or Land Use – please be descriptive
 - Hours of Operation, Days of the Week
 - Number of Employees or Staff
 - Number of Guests or Customers or Attendees per day, per week, and during peak operations
 - Other Information Requested by Planner: _____
 - Information requested from County:
 - Type of information desired in the Preliminary Review Request: _____
 - _____
 - Other: _____
- Project Drawings: Show all information as shown on the **Sample Plot Plan** on the back of this form.

To start the submittal process:

- Electronic files of the drawings, .pdf formatted.
 - Site Plans
 - Floor Plans
 - Building Elevations (including color drawings)
 - Preliminary Grading Plan
 - Preliminary Landscape Plan (including color drawings)
 - If on a Hillside: Building Section Drawings

During the project review phase:

- Paper drawings in the quantity and paper size as requested by Planning Department staff.
- Materials and Color Board

Alameda County Planning Department
224 West Winton Avenue, Room 111, Hayward, CA 94544
Phone: (510) 670-5400 Email: planninginfo@acgov.org Web: <http://www.acgov.org/cda/planning>

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- Landscape Plan:** Landscape plan that is Water Efficient Landscape Ordinance compliant. For more information please consult the California Department of Water Resources web-page: <https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Model-Water-Efficient-Landscape-Ordinance>
- Statement from Environmental Health Department:** Regarding feasibility of septic tank system, including Percolation test and water supply, specifying quantity and quality.
- Statement Regarding Access Easements:** If parcels do not have direct frontage on a County road or are not utilizing a County road for access, applicant should submit copies of any pertinent access easements.
- Visual Analysis:** When necessary, a visual analysis of the impact of the proposed dwelling from critical vantage points, such as open space areas, highway and nearby residential development may be required. The analysis may be done graphically using drawings and maps, or by creating a scale photomontage of the proposed structure(s) on the site. In rare cases, the applicant may be required to simulate the building massing on the site in order to better assess the visual impact.
- Other Information requested by planner:** _____
-

I agree to pay all fees and costs needed to process this request.

Applicant Signature:

Signature

Date

Land Owner Signature:

Signature

Date

Zoning Counter Contact Information and Hours of Operation:

Permit Center, 399 Elmhurst Street, Room 141, Hayward, CA 94544, (510) 670-5400
Monday, Tuesday, and Thursday, 8:30 am to 4:30 pm; Wednesday, 11:00 am to 4:30 pm
Friday by email at planninginfo@acgov.org, or by telephone at (510) 670-5400

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1. Site Plan

- Title Block** showing: **Applicant** name, address, signature and phone number;
 Property Owner name, address, signature and phone number
 Plan Preparer name address and phone number
 Project Address
 Assessor's Parcel Number(s)
 Note (if applicable) "Proposed modifications to approved S- _____"

- Statement by Plan Preparer**

"I, _____, certify that this Site Plan has been prepared by me or under my direction and do attest to the accuracy of all information indicated hereon. Signature _____
Title _____ Reg no. _____ Date _____"

- North Arrow and Scale:** Minimum scale is 1" = 20".
- Boundaries:** show parcel dimensions in distance and bearing. Show distance from parcel to nearest street intersection and distance from parcel to centerline of street.
- Buildings and Structures (existing and proposed):** Show dimensions, location and proposed uses. Delineate each residential unit or space.
- Adjacent Properties:** State use of all abutting properties. Show location, height and number of stories of buildings.
- Building Appurtenances:** Show location and dimensions of balconies, exterior corridors, steps, stairs, and roof lines.
- Access:** Show driveways, pedestrian walks, access, internal circulation, location and access of service areas (including trash enclosures), and all points of entry to all structures.
- Yards and Open Space between Buildings:** Show dimensions between structures. Indicate ground material such as paving, lawn, ground cover or other landscaping. Show signs, mailboxes, and trash enclosures.
- Statistical Data:** Indicate total square footage of site area, building coverage and Usable Open space (as defined by the Alameda County Zoning Ordinance) on project site. Indicate number of parking spaces. Indicate number of bedrooms and floor area of each residential unit.
- Utilities:** Show the location and type of all existing and proposed utility systems, including fire hydrants, PG&E transformers, meter boxes, water pumps, and underground lines.

2. Floor Plan

- Floor Area:** Show dimensions, size, height, conceptual floor plan, and total square footage of floor area in existing and proposed buildings.
- Use:** Indicate use of each room. Indicate occupancy load and all publicly accessible rooms (such as restaurants, meeting halls, retail floor areas, etc.) if applicable.

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3. Grading Plan

- Topography:** Indicate existing and proposed contour lines extending 60 feet beyond project site boundaries. Use one (1) foot contours for slopes of less than 5% and two (2) foot contours for slopes in excess thereof.
- Grading:** Show finished grades, uniform cut and fill slopes, and finished floor elevations. Quantify the amount of cut and fill and off-haul off materials required. Show finished ground elevations at all corners of buildings, basements, grade breaks, lot corners and all drainage connection points.
- Retaining Walls:** Indicate location, height and materials used for all retaining walls. Indicate finished ground elevations at top and bottom.
- Storm Drainage:** Indicate storm water disposal plan. Show all catch basin elevations, pipe type, and size.

4. Landscape Plan

- Landscape Structures:** Show location and dimensions of major landscape structures such as fences, walls, walks, pools and trellises.
- Paving Materials:** Indicate paving materials to be used.
- Planting Plan:** Show proposed generalized planting plan.
- Existing Trees:** Indicate location and size of all trees four (4) inches in diameter or larger.

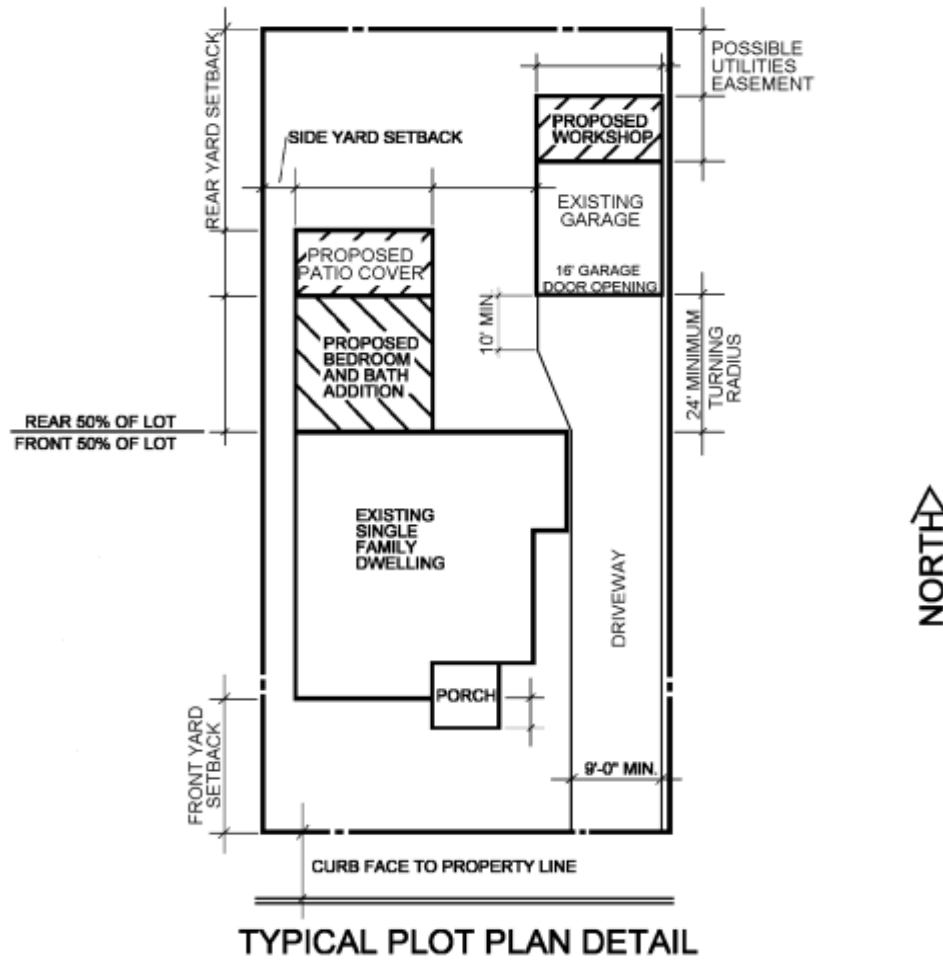
Note: A final landscaping plan, prepared by a licensed Landscape Architect, must be submitted and approved before a building permit can be issued.

5. Building Elevations

- Building Exterior:** Show front, rear and side views of existing and proposed buildings, including color finishes.
- Materials and Color Board:** Indicate colors and materials for proposed building facades.
- Section Details:** Indicate the detailing of fenestration (windows and doors) to show whether fenestration is recessed from the face of the building exterior, and/or there is framing around the fenestration.
- Context:** Show exterior building elevations of residential buildings within abutting parcels. County staff will check the residential proposal against the buildings at residential parcels on the same side of the street and within 300 feet of the subject parcel and those directly opposite these lots, to review if the prevailing buildings (60% of those surveyed) on residential lots are single story. If so, then the second story of the proposed residential building is to be stepped back at least 12 feet from the exterior front façade.

Sample Site Plan**Site Plan should include the following:**

1. North direction arrow.
2. Scale. You must use 1 inch = an even number of feet (i.e. 20 feet, 40 feet, 100 feet, or 600 feet depending on the size of your property).
3. Boundaries of the parcel, including dimensions (you may need a plot map of your property).
4. Location, dimensions, and purpose of rights-of way and easements within the property.
5. Location, dimensions, and use of all existing and proposed structures.
6. Distances of existing and proposed structures from all property lines, from rights-of way, easements, and other structures.
7. Location of all utilities labeled existing or proposed, including septic tank and drainfield, water, power, phone etc.
8. Location and dimensions of all proposed and existing roads, driveways, parking areas, patios, decks, walkways, and other impervious (paved) area(s).
9. Location of any surface water (streams, culverts, drainage ways), or any distinguishing land features such as slopes within or adjacent to the parcel.
10. Extent of area which will be disturbed by construction activity, clearing, digging, or earth moving.
11. On the back of your site plan, please provide detailed directions to the site.
12. Vicinity map.

**TYPICAL PLOT PLAN DETAIL****Alameda County Planning Department**

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