



Community Development Department Pre-Application Checklist

Meeting Date: _____ Project Address: _____

Applicant/Property Owner: _____

Meeting Attendees: _____

The following is a list of considerations that may, or may not apply to your specific project and site. They are intended to serve as a starting point for staff's review of the proposal, and do not reflect all of the issues that may arise for a specific project or site.

A. Planning Services Division

510/577-3371; 577-6004 for Housing

1. Details on uses – existing and proposed; zoning classification of use/activities; hours of operation; number of employees/shifts; outdoor storage
2. Details of Site Plan – show property lines; existing/proposed improvements; building elevations; setbacks; easements; existing and proposed landscaping and parking
3. Existing site and building conditions; Changes or additions to existing building(s); condominiums proposed?
4. If commercial or industrial use, does it abut residential areas?
5. If new residential construction, 15% inclusionary housing requirement may apply. Inclusionary Housing Plan may need to be submitted at time of planning application.
6. Phasing Plan for new construction
7. Compliance with existing zoning standards/General Plan;
8. New/existing signage
9. Environmental review
10. Permits required; review and approval process; estimated timeframe
11. Fees
12. Coordination with other agencies

B. Office of Business Development

510/577-3320

1. Description of business activity proposed on site
2. Is project site within Redevelopment Area?
3. Is proposed use consistent with Redevelopment Plan?
4. Are there any existing agreements on property (e.g., Owner Participation Agreement, Disposition and Development Agreement) or other binding agreement?
5. What will be the total investment for the project?
6. Besides property tax, will there be any revenue generated from retail sales, business-to-business sales, etc.?

C. Building and Safety Services

510/577-3405

1. Design Criteria – Seismic Zone 4; Wind Design Exposure C, D; Wind Speed 80
2. Building Codes – 1997 Uniform Building Code (2001 California Building Code) *w/ structural amendments*; 2000 Mechanical Code (2001 California Mechanical Code); 2000 Uniform Plumbing Code (2001 California Plumbing Code – *includes provision for prohibition of the use of plastic piping material for any drain, waste and/or vent systems*; 2002 National Electric Code (2004 California Electrical Code); 2000 Uniform Fire Code (2001 California

Fire Code with amendments for Sprinklers and Closers)

3. Distance from earthquake fault line; in Alquist-Priolo Zone?
4. Flood zone
5. Change of occupancy ratings
6. Accessibility requirements
7. Cost of construction (remodel/alteration)
8. Sanitary sewer impact (Oro Loma)
9. Soils analysis
10. Size of building/improvement
11. Foundation/structural framing/special inspection requirements

D. Alameda County Fire Department 510/618-3490

1. Building use/Fire code requirements; occupancy rating
2. Fire code permitted activities
3. Fire and emergency access
4. Fire sprinkler and water supply requirements
5. Fire alarm requirements
6. Fire hydrants – location and flow information
7. Automatic gates
8. High-pile storage/racking

E. Environmental Services

510/577-3401 (Haz. Materials/Stormwater);
510/577-6026 (Solid Waste & Recycling)

1. Previous use of chemicals on-site or site contamination issues
2. Proposed use or storage of hazardous materials on-site (specific information required)

3. Proposed processes that may discharge to the sanitary sewer
4. Projected wastestreams from demolition, production processes or other activities
5. Proposed outdoor processes or activities

F. Engineering and Transportation 510/577-3428

1. Subdivision of property proposed?
2. Grading more than 50 cubic yards or an area more than 5,000 s.f.?
3. Site drainage/compliance with NPDES guidelines (Clean Water Act)
4. Right-of-way dedications
5. Frontage improvements (curbs/sidewalks/gutters; driveways; street trees)
6. Dedications and/or fees: undergrounding of utilities; park land; DFSI; sewer connection
7. Construction activity – temporary street closures; transport of materials to/from site
8. 100+ PM peak hours contributed by project?
9. Existing traffic issues; need for traffic analysis
10. On-site circulation, parking standards, truck loading

G. Police/Community Compliance 510/577-3253

1. Security issues
2. Alcoholic beverage license
3. Community standards compliance