



Introduction

Strategically located on the east shore of the San Francisco Bay, the City of San Leandro encompasses 15 square miles and has approximately 80,000 residents. Various residential neighborhoods and a significant commercial and industrial presence along the 5 major corridors define the city.

The City of San Leandro is focused on retaining existing businesses, assisting local businesses in their expansion plans and attracting new businesses that will build on the City's strengths and diversified economic base. Residential development is another key component to ensure a sound development balance to meet the community's need.

The Pre-Application Meeting is an important first step for most new or expansion development projects.

What is a Pre-Application Meeting?

A pre-application meeting is an opportunity for you to present your preliminary proposal to the City of San Leandro staff for review before you spend considerable time and money on a formal project submittal. At the pre-application meeting, you will receive preliminary feedback on your proposal from knowledgeable City staff that may include representatives from the Community Development Department, Office of Business Development, Engineering and Transportation, Alameda County Fire, and others. A pre-application meeting reduces the need for you to meet with each Department individually.

The primary objectives of a pre-application meeting are to:

1. Review and clarify the necessary entitlement and permit process.
2. Review and discuss potential environmental concerns.

3. Review and discuss traffic and circulation issues.
4. Review and discuss site planning issues.
5. Clarify building code requirements.
6. Review other health and safety issues related to the project including Environmental, Police or Fire services.
7. Review and discuss applicable fees.

Pre-application meetings fall into two general categories:

Level 1: Typically at this level plans have not been prepared yet or only conceptual sketches have been prepared. The applicant may be exploring the purchase or lease of a piece of property for a proposed use, or is in the initial stage of the due diligence period. This meeting allows you to have an early discussion with City staff about general matters such as City land use policies, zoning regulations, engineering and traffic issues, and the entitlement process. Plans do not have to be submitted prior to this meeting, and only key City staff may attend the meeting. Information conveyed by staff is usually broad in nature and correlates with the specifics provided by the applicant about the proposal.

Level 2: At this level, preliminary project plans have been prepared, but a full application submittal is still pending. Preliminary plans should be submitted prior to the pre-application meeting for distribution to City staff. For maximum productivity, the City recommends that you attend this meeting along with your technical experts, such as the project manager, planning consultant, architect, engineer, or real estate representative, as appropriate. These experts will be able to discuss directly with staff about the technical items related to your proposal. Representatives from various City departments will usually attend this meeting. The more detailed or definitive the plans, the more specific and complete will be the comments from City staff.

Staff suggests that you submit your plans at least 10 days in advance of the meeting to facilitate discussion and to ensure that your questions will be addressed.

A pre-application submittal or meeting does not constitute an official application. Only after you have submitted a complete application packet and have paid the appropriate filing fees will your project be considered filed for processing.

Appointments can be scheduled by calling Debbie Pollart, Planning Manager at 510/577-3327. You will be asked a few questions to determine what level of meeting is anticipated and which staff should attend. Please note that due to the number of varying staff involved in the meeting, it may take 2-3 weeks to schedule an appointment time.

When is a Pre-Application Meeting Recommended?

Projects requiring coordination with several City departments could benefit from a pre-application meeting such as:

- Large subdivisions/tract maps;
- Zone changes, including Planned Developments;
- Projects with potentially significant environmental impacts;
- Projects with significant impacts on City utilities and/or service levels;
- Projects located in a Redevelopment Area
- Large residential, commercial, or industrial projects;
- Projects requiring a Conditional Use Permit;
- Projects requiring a General Plan amendment.

Are There Costs Associated with the Pre-Application Meeting?

The Pre-Application Meeting is an optional step in the development process and does not require a fee. Staff may suggest that your project should go before the Planning Commission, Board of Zoning Adjustments or City Council as a Work Session. This is usually

recommended if the project involves a significant policy decision or the applicant is unsure which development alternative to pursue. Because staff time is involved in reviewing plans and preparing a staff report, there is a \$500 fee for the Work Session. If a formal planning application is made within 6 months of the Work Session, one half of the fee is credited towards the planning application fees.

Information Gathering

When you are in the planning stages for your project, there is much information that can be accessed from the City's website at www.ci.san-leandro.ca.us. The General Plan, Zoning Code, and various planning studies are available on the Community Development Department's page. The Engineering & Transportation Department's page includes all of the Standard Plans specifications. Many of the City's Departments have included FAQs and forms on their pages, which are available for downloading and/or printing. Aerial maps of your property can be tailor-made and purchased from our Information Services Division (510/577-3393).