



NON-RESIDENTIAL PRE-APPLICATION CHECKLIST

Hours: Monday, Tuesday, Thursday 8 am–4 pm / Wednesday 8 am–3 pm / Friday by appointment

CITY OF SAN LEANDRO
Community Development Department
835 East 14th Street
San Leandro, CA 94577

Email planner@sanleandro.org
Call (510) 577-3325

What is a Preliminary Application Review?

A preliminary application review (or “pre-app”) is an informal—and optional—process that provides an opportunity for potential applicants to get feedback and comments from City staff before spending further time and expense on a formal application.

While staff may advise you on how to better tailor your project to meet code requirements, the pre-app does not offer any guarantees and is not a substitute for preparation and due diligence. Project redesign is ultimately the responsibility of your architect, engineer, or designer.

Does my project qualify for a pre-application review?

The pre-app review is intended for larger or more complicated discretionary applications that go before the Board of Zoning Adjustments, Planning Commission, or City Council at a Work Session. These may include projects and developments that require Conditional Use Permits (CUPs), Site Plan Review, and Planned Developments (PDs).

Is there a fee for having a pre-app review?

First Meeting. The City offers an initial courtesy pre-application review at no cost.

Follow-Up Meetings. There is a fee for subsequent follow-up meetings to recoup staff costs. See www.sanleandro.org/planningfees. Fees must be paid prior to processing your revised proposing and scheduling a meeting.

What are development standards and policy recommendations to consider?

The City of San Leandro’s website has valuable resources to help you prepare your application. Before designing your project, we recommend you review:

- Zoning Code Standards:**
www.sanleandro.org/zoning
- General Plan:**
www.sanleandro.org/depts/cd/plan/genplan
- Bicycle and Pedestrian Plan:**
www.sanleandro.org/depts/transit/bicycle/default.asp
- [Industrial] Next Generation Workplace Study:**
www.sanleandro.org/depts/cd/bizdev/current_initiatives/ngws.asp
- [Downtown] Downtown TOD Strategy:**
www.sanleandro.org/depts/cd/plan/polplanstudiesceqa/downtownplan/todoview.asp
- Long Range Plans & CEQA Documents:**
www.sanleandro.org/depts/cd/plan/polplanstudiesceqa/default.asp

How does the process work?

1. **Contact a planner.** Provide an address, zoning information, and a description of your proposed project to determine if your application potentially qualifies for a pre-application review.
2. **Submit preliminary application materials.** If the Planner determines that your project qualifies for a pre-app review, please submit detailed plans and project information to enable City staff to provide more detailed, project-specific comments.

At minimum, please submit 8 sets + a digital copy of the following items:

- Project Description + Proposed Use(s)
- Scope of Work Summary Table
- Site and Landscape Plan: Existing + Proposed
- Floor Plan(s): Existing + Proposed
- Building Elevations (front/sides/rear)
- Parking Lot + Traffic Circulation Detail
- Preliminary Title Report to identify potential easements or deed restrictions that may exist on the property.

The assistance we are able to provide depends on the detail and accuracy of the plans and information submitted to us. If your plans are not accurate and critical details are not disclosed, our comments will be limited and less beneficial.

3. **Preliminary Material Review.** Once staff receive your preliminary application materials, we generally need at least 2-3 weeks to review your proposal and coordinate a meeting time with all of the different departments involved.
4. **In-Person Pre-App Meeting.** The pre-app meeting is a good opportunity for applicants to ask questions directly to various City departments in a one-stop setting. We encourage all applicants to bring their design team to the scheduled pre-application meeting. Comments are usually provided from a representative of each department.

[#-#] Refers to relevant Zoning Code Section.

Zoning Code and map available online here: www.sanleandro.org/zoning



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

PLANNING SERVICES DIVISION

510-577-3325 / planner@sanleandro.org

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.** An 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 current Zoning Code + General Plan**
8. **Signage.** New/existing signage
9. **Coordination with other agencies.**
10. **Environmental Review**
11. **Permits required.** Review and approval process; estimated timeframe
12. **Fees**

ECONOMIC DEVELOPMENT

510-577-3311

1. **Description.** Business activity proposed on site
2. **Existing Agreements.** Are there any existing agreements on property (e.g., Owner Participation Agreement, Disposition and Development Agreement) or other binding agreement?
3. **Total Investment.** What will be the total investment for the project?
4. **Revenue Generation.** Besides property tax, will there be any revenue generated from retail sales, business-to-business sales, etc.?

[#-#] Refers to relevant Zoning Code Section.

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BUILDING AND SAFETY SERVICES

510-577-3423

1. **Design Criteria.** Seismic Zone 4; Wind Design Exposure C, D; Wind Speed 80
2. **Building Codes.** 2016 California Building Code, Residential Code, Electrical Code, Mechanical Code, Plumbing Code, Energy Code, Fire Code, Green Building Code, Referenced Standards Code
Consult the current Design Criteria Handout 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.** City or Oro Loma
9. **Soils Analysis**
10. **Size of building/improvement**
11. **Foundation/structural framing/special inspection Requirements**

ENGINEERING AND TRANSPORTATION

510-577-3428

1. **Subdivision.** Proposing to subdivide the property?
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 & C.3 requirements
4. **Right-of-Way Dedications**
5. **Frontage improvements.** Curbs/sidewalks/gutters; driveways; street trees
6. **Dedications and/or Impact Fees.** Undergrounding of utilities; park land; Street Improvements (DFSI); Sewer Connection
7. **Construction activity.** Temporary street closures; transport of materials to/from site
8. **Traffic.** 100+ PM peak hours contributed by project? Need for traffic analysis?
9. **Access and Circulation.** On-site circulation, parking standards, truck loading

POLICE/COMMUNITY COMPLIANCE

1. **Security issues**
2. **Alcoholic Beverage License**
3. **Community Standards Compliance**