



PRELIMINARY REVIEW PROCEDURE (PRP)

Purpose: The purpose of the Preliminary Review Procedure (PRP) is to permit an applicant to receive responses to a preliminary development proposal from several City staff professional disciplines (such as planning, zoning, building, engineering, traffic, police, fire, hazardous materials and landscape architecture) and other public agencies (such as the flood control, water and sanitary districts) prior to submitting an application for project approval.

Positions communicated in the meeting between applicant and staff held in conjunction with the PRP are valid for 120 days following that meeting. Such positions are further subject to modification in the event of any policy change which may subsequently be adopted by the Planning Commission or City Council prior to project approval by the appropriate City agency.

Application Meeting: PRP applications shall be submitted by appointment. Call a Principal Planner or Senior Planner directly or call the Planning Division at 510-494-4440 to schedule.

Code/Policy Reference: Not applicable.

I understand that my plan review may be delayed if required materials are missing from the submittal package.

Project Applicant

Date

Submittal Requirements:

NOTE:

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (✓) the box if the item is required for your application.

- 1. A completed application form including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Affordable Housing Plan Proposal for all residential projects resulting in two or more net new units or lots.

Part VI: Development Statistics

■ 2. Plans including the following items:

a. Vicinity map showing a one-half mile radius of the site.

b. Accurately dimensioned site plan showing:

(1) Property lines.

(2) Location, configuration and setbacks of all existing and proposed buildings and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code.

(3) Parking, vehicle circulation areas and driveways.

(4) Pedestrian ways and recreation areas, existing and proposed.

(5) Development Reserve Boundary, Toe-of-the-Hill and Ridgeline, where applicable.

(6) Fencing.

(7) Easements on the property.

(8) All fire hydrants within 300 feet of the project site.

(9) All land uses surrounding the project site.

c. Landscape Concept Plans, new or modified, showing:

(1) Location, spacing, size, quantities, and botanical designations of all existing and proposed on-site, and required right-of-way trees.

- (2) Shrub, groundcover, turf grass, and ornamental grass massing with botanical designations provided in list form and grouped by type, symbol, and water use.
- (3) Concept sections and elevation drawings of all landscape architectural features such as walls, fences, lighting, paving types (and patterns), arbors, benches, fountains and other like features showing scale, form, materials, and colors.
- (4) Existing trees proposed for preservation.
- (5) Refer to the City's Landscape Development Requirements and Policies online at www.fremont.gov.

d. Elevations showing:

- (1) Each side of all proposed buildings and/or existing buildings.
- (2) Materials and colors to be used on each elevation.

e. Floor plans, indicating all intended uses of each area.

f. Tree Survey Plan showing the following:

- (1) Existing and proposed site features, including but not limited to buildings, walls, paving, grading etc.
- (2) Tree(s) trunk six-inch DBH (trunk diameter at 4.5 – feet above ground level) and larger located on plan by a licensed surveyor, and with accurate canopy outline.
- (3) Trees labeled by number and tagged on-site per ISA standards.
- (4) Summary table identifying botanical designation, DBH, and elevation of tree at ground level.

NOTE: Additional analysis by a certified arborist may be required pending review of tree survey and other required project plans. If not trees exist on site, provide a statement by the civil engineer or surveyor indicating this, as an alternative to the required tree survey.

■ 3. The number of plans required to be submitted with the application are:

- a. Ten (10) sets of full-sized plans (collated and folded to NO LARGER THAN 8" x 13").
- b. Sixteen (16) copies of the plans reduced to 11" x 17", collated and folded to 8-1/2" x 11".

Full-sized plans and sepias submitted should be no larger than 30" x 42".

- 4. Statistics checked below may be provided on the site plan or on a separate sheet:
 - a. Building floor area (measured from the exterior faces of the walls less any areas within the buildings devoted to parking/circulation, malls and similar areas).
 - b. An inventory of all tenant spaces on the property, listing the address (or suite number), type of business (or other use of the space) and floor area for each.
 - c. Floor Area Ratio (FAR) calculations, for commercial or industrial projects.
 - d. Building coverage of site.
 - e. Number of parking spaces, specifying the number of full size, handicapped, and compact spaces.
- 5. Twenty-five copies of a statement of proposed operations and design concept. The statement shall be prepared as a letter separate from the application forms. This statement shall include, if applicable, the hours and days of operation, a detailed description of the activities proposed under this project, and a description of the proposal.
- 6. Two complete copies of the Impervious Surfaces Form (<http://fremont.gov/ISF>).

Incomplete Applications: Because of the optional nature of the Preliminary Review Procedure, there is no issue of formal completeness of application materials. Applicants should be aware, however, that the quality and completeness of the responses to their proposals will correspond directly to the quality and completeness of the materials they submit.

Schedule Time Line: An applicant meeting with the staff planner assigned to the project will be tentatively scheduled, at the time of application is filed, for a date approximately four weeks later. The date of the applicant meeting will be confirmed by letter.

Before the applicant meeting, the project will be reviewed by the City Technical Coordinating Committee (CTCC) for general ordinance and policy compliance. The CTCC will also determine generally what additional information would be needed to review the proposal further.

Any issues identified by the CTCC or staff planner will be discussed during the applicant meeting.

Development Impact Fees: For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

Fee: The minimum deposit for your application is \$_____ and is due at the time of submittal. The actual charge will be based on staff time required to process the application. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: _____ Phone: (510) 494-_____

for proposal: _____

_____ Date: _____



Affordable Housing Plan Proposal

Applicability: Residential projects containing two or more net new living units or residential lots, or a combination of living units and residential lots, are required to provide the affordable housing per Fremont Municipal Code Chapter 18.155, Affordable Housing. Compliance with the affordable housing ordinance can be achieved through the basic requirement or, if approved, use of an alternative to the basic requirement. Below, identify how the residential project proposes to comply with the affordable housing ordinance by placing a “✓” in the appropriate section.

Basic Requirement: The affordable housing obligation is achieved differently for for-sale and rental residential projects, as described below:

_____ *For-sale projects:* For projects deemed complete by December 31, 2014, at least 15% of all living units in any for-sale residential project shall be made available at affordable cost to moderate income households. Effective January 1, 2015, the project’s affordable requirement increases to 20% of all living units. (FMC §18.155.030(a)(1))

_____ *Rental projects:* Rental projects not receiving any City assistance comply with the affordable housing obligation through payment of the affordable housing impact fee. (FMC §18.155.030(b)(1))

Alternatives to Basic Requirement: If one of the allowed alternatives to the basic requirement is proposed, identify the alternative below and describe how the project would comply with the specific FMC requirements for alternatives (FMC §18.185.080(a) through §18.185.080(f)).

_____ *Provision of rental units:* Where ownership affordable units are required to comply with the basic requirement, the applicant may construct rental units affordable to moderate, low, and very low income households at rents prescribed in FMC §18.185.080(a)(1). (FMC §18.185.080(a))

_____ *Off-site construction:* The applicant may propose to construct affordable units on another site. (FMC §18.185.080(b))

_____ *Property dedication:* The applicant may propose to dedicate, without cost to the City, property within or contiguous to the residential project sufficient to accommodate at least the required number of affordable units for the residential project. (FMC §18.185.080(c))

_____ *Purchase of existing market-rate units:* The applicant may propose to purchase existing market-rate units not subject to any affordability covenants and convert them to affordable housing, or to purchase affordability covenants for existing market-rate units, to provide the required affordable housing. (FMC §18.185.080(d))

_____ *Preservation of affordable units at risk of loss:* The applicant may propose to preserve existing affordable units at risk of loss to provide the required affordable housing. (FMC §18.185.080(e))

_____ *In-lieu fee payment:* The applicant may pay a fee in-lieu of construction of affordable units on site. (FMC §18.185.080(f))

