

How Soon After The Pre-Application Meeting Can I File My Application?

If you have everything ready to go, you may file your application at the meeting. Otherwise you may file when you have all the material that staff covered at the meeting in final form. Note that you must make an appointment to file the application.

What Should I Bring To The Meeting?

When you set up the meeting the Senior Planner will discuss with you what to bring to the meeting and how many copies to bring. You should have a detailed idea of what you want to accomplish and be prepared to discuss it with staff. You should have at least a rough but readable set of plans. You do not need the professional drawings that you will need for the actual filing, but if you have a draft set of drawings, it will be very helpful. If you have any written narrative, feel free to bring this as well. The more information you are able to bring with you, the more beneficial the meeting will be. As noted above, this is not a formal application; material can be considerably more preliminary than what you will need for the actual filing.



Who Will Attend The Meeting? Who Can Attend The Meeting?

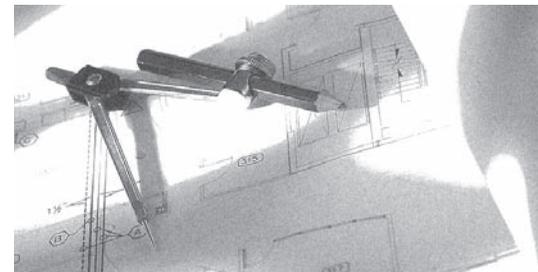
In general you, as the applicant, and County staff will attend the meeting. If you wish, you may bring people such as your architect, engineer, contractor, or other representatives; depending on the scope of your project this may be highly advisable. When you make the appointment, the Senior Planner may suggest whom you should bring to the meeting. There will always be a representative from the County Planning Department at the meeting; depending on the scope of the project there may be representatives from other County departments, particularly the Public Works Agency, present as well. Public Works staff will be present at all Pre-Application Meetings for subdivisions, rezonings to a PD District that include the equivalent of a Site Development Review, Site Development Reviews for multiple residential projects, quarries, and any project that involves creation or replacement of 10,000 square feet or more of impervious surface area or less than 10,000 square feet if part of a larger common plan for development. This is not a public meeting; no members of the public will be there. Nor will any member of a decision making body, such as the Castro Valley Municipal Advisory Council, a Board of Zoning Adjustments, Planning Commission, or Board of Supervisors, or any of their representatives be present.

How Long Will The Pre-Application Meeting Take?

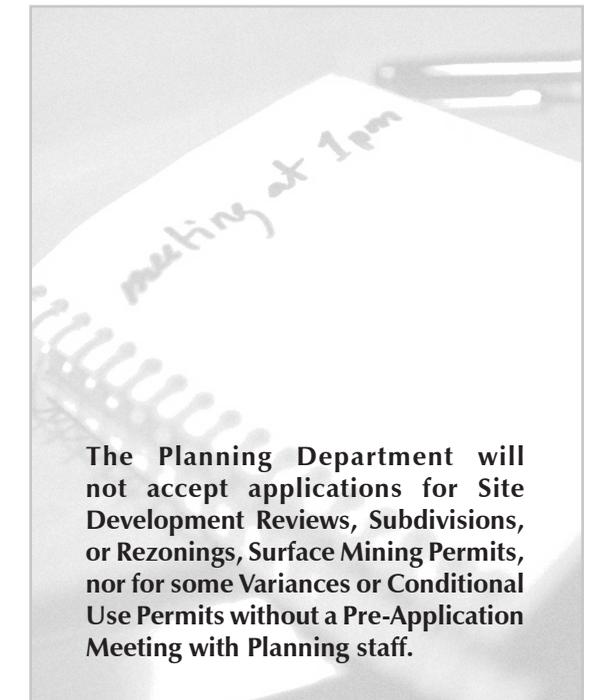
In general a Pre-Application Meeting should not take longer than about forty-five minutes. Depending on how prepared you are, it may take less than this. If it runs much longer, staff will ask you to refine your plans more and return for a later meeting.

How Much Will The Pre-Application Meeting Cost Me?

The County Board of Supervisors has mandated that County Departments cover their costs. Therefore there will be a nominal charge, based on our costs. For meetings on variances and most conditional use permits, the cost will be \$125. For meetings for other projects at which only a representative of the Planning Department is present, the cost will be \$150. For meetings at which representatives of other Departments are present, including all subdivision meetings, the cost will be \$150 for each Department present. A Planning Department representative will determine the scope of the meeting when you schedule it. Few meetings will involve representatives from more than two Departments.



PRE-APPLICATION MEETING GUIDE



The Planning Department will not accept applications for Site Development Reviews, Subdivisions, or Rezoning, Surface Mining Permits, nor for some Variances or Conditional Use Permits without a Pre-Application Meeting with Planning staff.

OFFICES:

224 W. Winton Avenue, Suite 111
Hayward, CA 94544

Permit Center
399 Elmhurst Street, Room 136
Hayward, CA 94544

Ph: (510) 670-5400 Fax: (510) 785-8793
www.acgov.org/cda

What Is A Pre-Application Meeting?

A Pre-Application Meeting is a meeting between you as a prospective applicant and County staff to review your application before you actually file it. County staff will review your proposal with you, describe the public review process, tell you what you need to submit with your application, and answer any questions you may have about the process. Staff will also review Federal, State, and County regulations, requirements, plans, policies, standards, and other material, including requirements for environmental review and findings that the approval body must make if it approves your application, that might apply to your proposal.

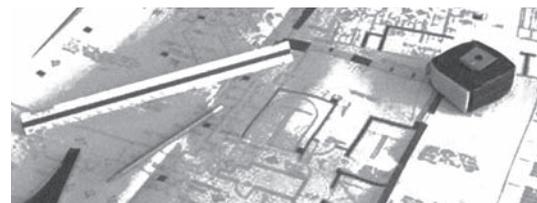
County staff may also give you advice on how to make the process go more smoothly such as possible modifications to your project, including site layout, circulation, or grading, that will make it more consistent with County policies. Do not, however, expect County staff to design or redesign your project at this meeting; by the time you come to the meeting you should have a fairly well thought-out concept and plans or other material that will allow staff to review and critique it (see “What Should I Bring To The Meeting?” on other side of brochure). At the conclusion of the meeting staff will give you a checklist of what you will need to submit with your application and can advise you how to get this material.

A Pre-Application Meeting does not constitute an official filing of your

application. Only after you have submitted a complete application packet and have paid the appropriate filing fees or deposit will your project be considered filed for processing.

Why Do I Have To Have A Pre-Application Meeting?

The purpose of the Pre-Application Meeting is to make sure that you understand the process and thus make the processing of your application, once you actually file it, more efficient. It is also a chance for you to get preliminary feedback from staff regarding your project. At the conclusion of the meeting you will know exactly what you need to file the application and what the review process will be. This can save significant time, as well as cost to you, later in the process since, assuming the information is adequate for our review and barring unforeseen circumstances, we will not have to send the application back to you for additional material. However, you should be aware that as our review progresses, particularly for the more involved projects, you may need to supply additional or more detailed material for the environmental review or to respond to questions that arise during the public hearing process.



How Do I Set Up A Pre-Application Meeting?

Setting up a Pre-Application Meeting is a two-step process. First, you should either call the Planning Department at 510-670-5400 or drop by the Planning Department Zoning Counter in the County Public Works Building, 399 Elmhurst Street, Hayward, and ask for a Request for Pre-Application Meeting form. At that time you should also request the relevant application handouts for your project. Once you fill out the form, either drop by or call the Planning Department and ask to speak to a Senior Planner about a Pre-Application Meeting.

You should be able to give a brief but comprehensive description of your project when you call. The Senior Planner will determine what staff should be present at the meeting and work with you to set a date that will be convenient for you. Once you have scheduled the meeting, please be on time for it, since it is likely that we will have scheduled meetings following yours and if you are late we may not be able to extend your time. If you find that you are unable to attend your scheduled meeting, please call the Planning Department to reschedule your meeting.

Are There Any Exceptions To The Requirement?

All major Site Development Reviews, subdivisions, Surface Mining Permits, and rezonings, and most Conditional Use Permits

and Variances must have a Pre-Application Meeting. There may be exceptions for some minor Site Development Reviews, Conditional Use Permits, or Variances, particularly if the proposal will have only a minimal impact or if it is a continuation of an existing use that involves no expansion. When you call to set up your appointment the Senior Planner will discuss your project with you and may make a determination at that time that a Pre-Application Meeting is not necessary. However, do not expect that your project will be exempt. Please note that this requirement does not apply to minor applications, including but not limited to, Boundary Adjustments, Certificates of Compliance, Private Streets, and Administrative Conditional Use Permits.

How Soon Can I Schedule A Pre-Application Meeting?

Depending on how prepared you are when you call to schedule the meeting and our application load at the time, we can usually schedule it within a week. Pre-Application Meetings for subdivisions are scheduled for Friday mornings; Pre-Application Meetings for other types of projects are scheduled by mutual convenience.

