

PRELIMINARY REVIEW REQUEST

Preliminary Review is a fee-based service that provides applicants with an early analysis of how City codes, policies, and development review processes may apply to a prospective project. The review does not promise project approval, but it can help you address issues, prepare accurate plans, and potentially reduce the need for revisions during a formal application process.

Requesting a Preliminary Review does not constitute a formal project application. To proceed after a Preliminary Review, you are responsible for submitting a formal application.

Expiration. Because regulations, development policies, and the landscape continually evolve, the analyses generated by a Preliminary Review are considered expired after six months.

Preliminary Review is required of [Signature Projects](#) and optional for all other projects. Here are the types of projects that commonly request Preliminary Review:

TYPE OF PRELIMINARY REVIEW	COMMON PROJECTS
<p>1. FOCUSED REVIEW - SINGLE-FAMILY HOME ON A SINGLE LOT OR SB 9 SUBDIVISION Includes plan review, staff analysis, and written response.</p>	<ul style="list-style-type: none"> ▪ Addition to one existing single-family home on one lot ▪ SB 9 Subdivision ▪ Santa Clara County Contiguity Annexation Referral for a single-family home
<p>2. FOCUSED REVIEW - ALL PROJECTS OTHER THAN SINGLE-FAMILY HOMES OR SB 9 SUBDIVISION AND NOT REQUESTING ARCHITECTURAL PLAN REVIEW Includes staff analysis and written response but no architectural plan review.</p>	<ul style="list-style-type: none"> ▪ Alcohol Sales ▪ Amend the General Plan and Zoning to enable a proposed project ▪ Changes of Use ▪ Residential Subdivisions of up to 4 lots ▪ Santa Clara County Contiguity Annexation Referral for multifamily and nonresidential projects, or additions within the County ▪ Zoning Code Clarifications
<p>3. ENHANCED REVIEW WITH SITE AND ARCHITECTURAL PLAN REVIEW Includes staff analysis and written response and site and architectural plan review.</p>	<ul style="list-style-type: none"> ▪ Downtown Developments ▪ Drive-Through Uses ▪ Residential Subdivisions of 5 or more lots ▪ Urban Village Redevelopment ▪ Wireless Telecommunications Proposal Review

FOR QUESTIONS - Speak with a City Planner at 408-535-3555 during these [phone service hours](#).

Para información en español, comuníquese con un Planificador de la ciudad al **408-793-4100**.

Để được hỗ trợ, nói chuyện với người lập kế hoạch thành phố tại **408-793-4174**.

INSTRUCTIONS FOR APPLICATION PACKAGE

Submit this completed form with your application package. Please provide detailed, accurate information to enable staff to provide a more accurate analysis.

HOW TO SUBMIT - Save all forms/documents as PDF files and submit online at www.SJPermits.org. After creating an account, select these options at Add Application:

- Application Group: Planning
- Application Type: All Other Permits

- Application Sub Type: Preliminary Review Request
- Application Work Type: Other

FEES - Fees are outlined on page 2. An invoice for fees will be generated after you submit your application. Review of your submittal will not begin until fees are paid in full. Methods of payment are outlined at www.sanjoseca.gov/PlanningApplications.

continued >

Staff will assign FILE #

Please download and save this computer-fillable form to your computer. Follow instructions for [Digital Forms](#).

1. TYPE OF PRELIMINARY REVIEW YOU ARE REQUESTING

Check the type of preliminary review you are seeking and any optional reviews by other departments.

TYPE OF PRELIMINARY REVIEW <small>CHECK ONLY ONE</small>	BASE FEE	APPROXIMATE PROCESSING TIME <small>(CALENDAR DAYS)</small>	OPTIONAL REVIEW BY OTHER DEPARTMENTS <small>CHECK ANY</small>	
<input type="checkbox"/> 1. FOCUSED REVIEW - ONE SINGLE-FAMILY HOUSE ON A SINGLE LOT OR SB 9 SUBDIVISION. Includes Plan Review, Planning staff analysis, and written response. <i>What to Submit see details below</i> <ul style="list-style-type: none"> ▪ PRELIMINARY SITE PLAN ▪ PHOTOGRAPHS 	\$362	30 days from submittal	<i>Department</i>	<i>Fee</i>
			<input type="checkbox"/> Meeting with Planning	\$362
			<input type="checkbox"/> Building Division Review <i>only with Enhanced Review</i>	\$325
			<input type="checkbox"/> Building Division Review and Meeting <i>only with Enhanced Review</i>	\$687
<input type="checkbox"/> 2. FOCUSED REVIEW - ALL PROJECTS OTHER THAN SINGLE-FAMILY HOMES OR SB 9 SUBDIVISION AND NOT REQUESTING ARCHITECTURAL PLAN REVIEW. Includes Planning staff analysis and written response. No architectural plan review. <i>What to Submit see details below</i> <ul style="list-style-type: none"> ▪ PRELIMINARY SITE PLAN ▪ PRELIMINARY FLOOR PLANS if changing use ▪ PHOTOGRAPHS 	\$1,086	30 days from submittal	<input type="checkbox"/> Fire Department Review	\$359
			<input type="checkbox"/> Fire Department Review and Meeting	\$721
			<input type="checkbox"/> Housing Department Review	\$0
			<input type="checkbox"/> Parks Department Review	\$0
			<input type="checkbox"/> Public Works Focused Review <i>includes meeting with staff, no Public Works memo</i>	\$1,223
<input type="checkbox"/> 3. ENHANCED REVIEW WITH SITE AND ARCHITECTURAL PLAN REVIEW Includes Planning staff analysis and written response with site and architectural plan review. Plans will be evaluated against the relevant Design Guidelines and Standards to the extent that design details are provided. <i>What to Submit see details below</i> <ul style="list-style-type: none"> ▪ PRELIMINARY SITE PLAN ▪ PRELIMINARY FLOOR PLANS if changing use ▪ PRELIMINARY BUILDING ELEVATIONS ▪ PHOTOGRAPHS 	\$1,448	45 days from submittal	<input type="checkbox"/> Public Works Enhanced Review <i>includes meeting with staff and Public Works memo</i>	\$1,835
			<input type="checkbox"/> Transportation Department Review <i>if selected, you must also select a Public Works Review</i>	\$1,146
			<input type="checkbox"/> Technical Report Review: <i>Historic reports and/or environmental reports, e.g., noise, geotechnical, biological resources, air quality, soil, etc.</i>	\$724 per report
			<input type="checkbox"/> Initial Environmental Scoping	\$1,086

WHAT TO SUBMIT - DETAILS

- PRELIMINARY SITE PLAN - Draw to scale and show:
 - Scale, North arrow, and Property lines
 - Existing on-site and surrounding uses
 - Proposed uses of the site
 - Building footprint and setbacks with dimensions
 - Streets adjoining the site
 - Driveways, parking stalls, and circulation aisles
 - Proposed grading and topographic map, if necessary, for hillside development
 - Landscape areas
 - Location, size, and species of any existing trees to be removed

- PRELIMINARY FLOOR PLANS - Required only if changing the use. Show:
 - Dimensions to exterior of walls
 - Total square footage
 - Locations of windows and doors
- PRELIMINARY BUILDING ELEVATIONS - Show:
 - Dimensioned elevations of all exterior walls. Photographs may be substituted for unchanged elevations.
 - Type of roof, wall and trim materials, colors, and textures
 - Changes or additions to existing buildings or materials
- PHOTOGRAPHS - Show relevant project site areas which are not easily visible from the street.

2. PROPERTY AND PROJECT INFORMATION FIND APN AT WWW.SCCASSESSOR.ORG

ASSESSOR'S PARCEL NUMBER/S:

PROJECT ADDRESS/LOCATION:

PARCEL SIZE IN SQUARE FEET:

CURRENT USE AT THIS SITE BRIEFLY DESCRIBE:

PROJECT SCOPE OF WORK USE A SEPARATE SHEET IF NEEDED:

PRELIMINARY REVIEW GOALS LIST SPECIFIC ISSUES OR QUESTIONS FOR STAFF TO ADDRESS - USE A SEPARATE SHEET IF NEEDED:

3. QUESTIONS ABOUT THE PROPERTY/PROJECT BRIEFLY EXPLAIN ALL "YES" ITEMS ON AN ATTACHED SHEET OF PAPER.

YES	NO	Does the property or site ...
		1. Have an active code enforcement case? If yes, please attach a copy of the compliance order
		2. Have any structures that are more than 45 years old? If yes, indicate the year built:
		Will the project involve ...
		3. The demolition or alteration of any existing structures on the project site?
		4. The sale of alcoholic beverages?
		5. Any drive-through uses?
		6. What are the hours of operation? Enter here:
		7. Removal of existing signs or billboards?
		8. More than 10,000 sq. ft. of impervious surface (roofs, paving, etc.)?
		9. Noise, such as generated by generators, outdoor equipment, gatherings on school grounds or playgrounds, etc.?
		10. A wireless communication facility?
		11. Removal or relocation of trees? If yes, how many ordinance-size? And non-ordinance size?
		12. Involve or anticipate the use of federal funding? Note: Compliance with the National Environmental Policy Act (NEPA) is required for projects using federal funding. Contact Planning staff for more information.

4. ONLY FOR APPLICANTS WHO SELECT ENHANCED REVIEW ALL OTHERS PLEASE LEAVE BLANK

1. Does the project include new construction? **CHECK ONE** YES NO
If yes: Indicate the proposed floor area or number of units: sq. ft. OR # of units

2. How many buildings are proposed? What is height of tallest building? ft.

3. Indicate Occupancy Classification
Find California Building Code definitions for Type at:
<https://codes.iccsafe.org/public/document/details/toc/654> **CHECK ALL THAT APPLY:**
 Type I
 Type II
 Type III
 Type IV
 Type V

4. Indicate Occupancy Classification **CHECK ALL THAT APPLY**
 Assembly Mercantile
 Business Organized Camps
 Educational Research Laboratories
 Factory and Industrial Residential
 High Hazard Storage
 Institutional Utility and Miscellaneous
 Laboratory

5. ONLY FOR APPLICANTS WHO SELECT PUBLIC WORKS REVIEW ALL OTHERS PLEASE LEAVE BLANK

Use this space to list any issues or questions for Public Works staff to address, such as street improvements or access, utilities, grading, geologic hazards, etc. If more space is needed, list your questions on an attached sheet.

6. CONTACT INFORMATION

APPLICANT NAME:

NAME OF FIRM IF APPLICABLE:

APPLICANT PHONE:

APPLICANT EMAIL:

NAME OF DESIGN PROFESSIONAL IN CHARGE IF APPLICABLE:

DESIGN PROFESSIONAL PHONE:

DESIGN PROFESSIONAL EMAIL:

RSN/BUSINESS LICENSE #:

7. PERMISSION TO DISTRIBUTE ARCHITECTURAL DOCUMENTS FORM

[Senate Bill 1214](#) (SB 1214) requires local planning agencies to ensure copyrighted architectural drawings are made available to the public in a manner that does not facilitate their copying unless the copyright owner grants permission.

If the design professional or copyright owner does not authorize the sharing of architectural plans, SB 1214 requires that they provide to the planning agency a massing diagram and site plan, as defined in California Government Code [65103.5 \(f\)](#), for public distribution and online posting.

Massing diagram - A diagram showing the three-dimensional form of a building and describing the general profile, bulk, setbacks, and size of the building, but does not contain specific architectural detail.

Site plan - A document for a project that is drawn to scale and displays all of the following: (A) Property lines, (B) Setback lines, (C) Topographic lines, (D) Easements, (E) Drainage, (F) Utilities, (G) Lighting, (H) Driveways, (I) Surrounding streets and traffic flow, (J) Parking lots and parking spaces, (K) Landscaped areas, (L) Setback distance between buildings and property lines, (M) Outline of existing and proposed buildings and structures, (N) Distance between buildings, and (O) Ground sign location.

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ENTER PROJECT ADDRESS:

Regarding architectural documents submitted as part of a project application, I understand I have the option to deny or grant permission for the public distribution of such documents:

- No - The design professional or owner of the copyright **does not grant permission** to the City of San José Planning Division to publicly distribute and post online architectural documents that have been submitted as part of a project application. By selecting "No" I agree to provide a massing diagram and site plan as defined above, including these in my plan submittal package.
- Yes - The design professional or owner of the copyright **grants permission** to the City of San José Planning Division to publicly distribute and post online architectural documents that have been submitted as part of this project application.

DESIGN PROFESSIONAL OR OWNER OF THE COPYRIGHT

PRINT NAME:

• SIGNATURE

DATE: [MM/DD/YYYY]

For electronic submittal or virtual appointments, a [Digital ID Signature](#) is required.
For in-person appointments, an original ink signature is required.