ZONING
PRE-APPLICATION

Questions & Answers

What is a Zoning pre-application?   Why is it important?

A Zoning pre-application is the first step in the formal Zoning permit process. The pre-application is submitted *prior* to submitting your formal Zoning permit application and may include a meeting with the project's representatives (e.g., sponsor, agent, and architect) and a staff planner.

Working together, you and the planner will review your proposal to ensure that it meets the applicable zoning requirements as well as development and design-related criteria. If necessary, the planner will also work with you to strengthen your proposal by recommending modifications or alternatives for you to consider. A pre-application does not guarantee the approval of your Zoning permit, nor can the planner assure approval.

The pre-application provides a one-on-one opportunity for the planner to outline the specific zoning issues, permits and procedures (e.g., Variances, Use Permits, and Regular Design Review) associated with your project. The planner will also provide and review the appropriate permit application packet, Submittal Checklist, timelines and fees.

Pre-applications that are submitted early in the project stage can help ensure that the project meets necessary requirements and avoids costly delays.

Is it required?

In most cases, NO.   However, a Zoning pre-application conference *is* recommended for projects that involve:
- Multiple Permits;
- Complicated Land Use Issues; or
- Alternative Permit Scenarios (affects processing timelines, fees or decision-making bodies).

Specifically, what can I expect to get from the Zoning pre-application?

Staff planners will review your preliminary project information prior to the pre-application conference and will be prepared to provide the following information:

- **MEASURES:** Criteria and guidelines that will be used to evaluate your project;

- **FINDINGS:** Key zoning, land use and/or design-related issues;

- **REQUIREMENTS:** Number and type of Zoning permits needed;

- **APPLICATIONS:** Appropriate applications, submittal requirements and fees;

- **PROCESSES:** Zoning permit process and timeline (i.e., notification, review period, decision-making body, appeal rights);

- **RECOMMENDATIONS:** Input on how to tailor your project to better meet the requirements and criteria; staff's experience with similar zoning applications which could reduce timelines and/or fees;

- **OTHER ISSUES:** Complex projects can also be submitted for review by the Technical Review Advisory Committee (TRAC) to provide feedback on non-planning issues related to building, fire, engineering services, traffic engineering, sewers, etc. The staff planner will relay back any information gained from TRAC review (TRAC meetings are for staff only and are not open to applicants or the public). If you would like your pre-application to be reviewed by TRAC, you will need to submit 10 sets of plans (see minimum submittal requirements below).

What should I not expect to get from the Zoning pre-application?

▪ **REDESIGN:** Project design or redesign is the responsibility of your architect or designer.

▪ **GUARANTEES:** Determinations of approval will require an in-depth review of your complete Zoning permit application. The pre-application conference is intended to help you prepare the strongest application for your project.

What is the cost of a Zoning pre-application?

The non-refundable pre-application fee is charged upon submittal of your pre-application request. This may include a meeting with the project's representatives (e.g., sponsor, agent, and architect) and a staff planner (one hour maximum).

Additional meetings require an hourly fee (one hour minimum).

How do I request a Zoning pre-application? What information do I need?

Complete the attached Zoning Pre-application Request Form *including all of the Minimum Submittal Requirements* (see detailed list). Submit this information in person with a check for the appropriate amount, payable to the City of Oakland, to:

Planning & Building Department
Zoning Division
250 Frank H. Ogawa Plaza, Second Floor, Suite 2114
Oakland, CA 94612

MINIMUM SUBMITTAL REQUIREMENTS

1) PRELIMINARY PLANS
Should include a Plot or Site Plan that includes a stamp from the Engineering Services Division, a Floor Plan, Elevations, and if applicable, a Sign Plan (see detailed descriptions below).

▪ Staff will be able to provide you with more useful information and feedback based on the level of completeness of your plans and information.

▪ All drawings should be fully dimensioned and labeled.

▪ For additions/alterations to existing structures, plans should identify Existing elements (E), Proposed elements (P), and elements to be Removed (R).

Plot or Site Plan: Should include building footprint and projections from above (shown as dashed lines); property lines and setbacks; contours and existing trees; sidewalks, streets, parking spaces maneuvering aisles, and driveways; and accessory structures, fences and retaining walls. Also include the location of structures on adjacent properties within 20 feet of the subject property.

Floor Plan: Should show all floors and rooms; doors and windows; and location and thickness of walls. Functional areas should be labeled.

Elevations (if applicable): Should show all building sides indicating height, roof slope, finished floor elevations and materials. In some instances, elevations can be substituted with photographs. Staff can determine this exception.

Sign Plan (if applicable): Should show area of each proposed sign; all lettering and graphics; method of illumination; materials; and the aggregate sign area of all existing and proposed signs on the subject property.

For projecting signs, banner signs, flags and awnings, include maximum projections, minimum distance from the ground, and method of attachments. For under canopy signs, include canopy cross section. For banner signs and flags, show pole angle and height; and height of base and tops of pole from ground.

2) PHOTOGRAPHS. Should show proposed development site or work area, and adjacent properties with addresses clearly marked. Photos must be labeled and mounted on a sheet(s) no larger than 8-1/2 x 14".

3) ASSESSOR'S PARCEL MAP. Available at the City of Oakland Engineering Services or Zoning counters, or County Assessor's Office, 1221 Oak St.

4) PROJECT DESCRIPTION. Should describe the proposed project, hours of operation, number of employees, targeted customers, loading schedule and any other unique operational aspects that apply to your business or activity.

PHONE   **FAX**
(510) 238-3911   (510) 238-4730

WEBSITE   oaklandca.gov
The website includes general Zoning information.

ZONING PRE-APPLICATION CONFERENCE REQUEST

1. General Information

APPLICANT'S NAME/COMPANY: _____

PROPERTY ADDRESS: _____

ASSESSOR'S PARCEL NUMBER: _____ **LOT AREA (ACRES/SQ. FT.):** _____

EXISTING USE OF PROPERTY: _____

DESCRIPTION OF PROPOSAL (including type of use, hours of operation, number of employees, etc., on additional sheets if needed.)**:**

_____

_____

_____

_____

2. PROPERTY OWNER AND APPLICANT INFORMATION

Applicant (Authorized Agent)**, if different from Owner:** _____

Applicant Mailing Address: _____

City/State: _____ **Zip:** _____

Phone No.: _____ **Fax No.:** _____ **E-mail:** _____

Owner: _____

Owner Mailing Address: _____

City/State: _____ **Zip:** _____

Phone No.: _____ **Fax No.:** _____ **E-mail:** _____

Signature of Property Owner: _____ **Date:** _____

To be completed if Applicant is not the Property Owner:

I authorize the applicant indicated above to submit the application on my behalf. _____
                                                                        Signature of Property Owner

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TO BE COMPLETED BY STAFF

GENERAL PLAN LAND USE CLASS.: _____ ZONING: _____

APPLICATION FEE[1]:   **EXPECTED PROCESSING TIME[2]:**

$ _____   _____

[1]Fees are subject to change without prior notice. The fees charged will be those that are in effect at the time of application submittal.

[2]Expected processing time is only an estimate and is subject to change without notice due to staff workload and the completeness or complexity of your application.