



PREAPPLICATION REVIEW PROCESS



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DEFINITION

A preapplication is a process designed to provide a structured and documented review of a preliminary development plan by appropriate City Departments and, where necessary, outside agencies prior to the submission of a formal application.

PURPOSE

A preapplication is highly recommended as an early means of determining a project's conformity with City land development policies and standards or identification of development issues specific to the project that the applicant may not be aware of. This early consultation can facilitate completion of the final project plans and help move the project more quickly through the formal application process. A preapplication enables a more substantive, comprehensive, and documented review of a preliminary land development proposal than can be achieved by an inquiry at the front counter or with an individual planner.

PRODUCT

A preapplication will result in a written response on the development proposal addressing conformity with City General Plan policies and Zoning Ordinance standards, identification of potential environmental issues and the need for supplemental information to complete an environmental impact analysis of the project, disclosure of major development issues and requirements, and include comments of all reviewing City Departments and outside agencies.

If a project proposal does not comply with City General Plan policy or development standards, where appropriate, staff may suggest modifications to the development plans to bring the project into conformance. However, it is not the intent of the preapplication process to design or redesign a project.

APPLICABILITY

While City staff is always available to determine zoning and General Plan conformance and to informally discuss a development proposal, generally, a preapplication is necessary for an initial project review where a written response or multidepartmental review is desired. Generally, larger projects, such as subdivisions and commercial developments of an acre or more, will benefit most from the preapplication process.

FEE

A preapplication fee as established by the City Council is required. This fee will be credited toward the formal application fee if a complete application is submitted within 90 days of the preapplication letter of response.

PREAPPLICATION MATERIAL REQUIREMENTS

By its nature, a preapplication does not necessitate as complete an information package as a formal application. A balance must be struck between the preliminary design stage of a project and adequate information to allow a meaningful response by the City. The preliminary plan should include basic information such as parcel size and dimensions, building footprints, abutting right-of-way widths and street improvements, parking, driveways, landscape areas and other site appurtenances, location of utility services, and be drawn to a standard engineering scale. At a minimum, a preapplication should contain the following:

1. Completed application form (provided by the City).
2. Preapplication fee.
3. A narrative description of the project.
4. Identification of any specific questions or issue that the applicant wants to be sure is addressed through the preapplication review.
5. Preliminary Site Development Plan.

PREAPPLICATION PROCESS

There is not a mandated time line for a preapplication review. Generally, a preapplication will have a lower priority than a formal application which does have processing deadlines. It is the City's goal to process preapplications in a four- to seven-week time frame. The following steps are taken in the preapplication process:

1. Preapplication is submitted at the Permit Center.
2. Preapplication is assigned a number and entered into the permit tracking system, and a file is established.
3. Preapplication is assigned to a project Planner.
4. Preapplication is forwarded to appropriate City Departments and outside agencies. The routing identifies the referral as a "preapplication" and, therefore, comments may be broad-based, addressing conformance with development policy and standards as opposed to specific development conditions. A response time of three weeks is allowed.
5. Project Planner gathers all departmental and agency comments and prepares a preapplication response letter.
6. The response letter is reviewed by the Planning Manager and forwarded to the applicant. The letter will note that at the applicant's request, a meeting will be scheduled with any of the responding departments.

TYPICAL TIME LINE

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| 1. Application submitted, file created, assignment to project Planner. | 1 week |
| 2. Referred to Departments and agencies for review. | 1 week |
| 3. Comment period. | 3 weeks |
| 4. Preparation of preapplication response letter. | 1 week |
| 5. Meeting with applicant (optional). | |