



# PRE-SUBMITTAL REVIEW APPLICATION

submission process for larger projects to obtain preliminary comments from City Departments and Divisions prior to the formal submittal of a development application to the City

JOB ADDRESS

DATE

APPLICATION NO. (STAFF USE ONLY):

Applicant (primary contact)	Name		Phone	
	Address		Unit	City
	State	Zip	Email	
Property Owner	Name		Phone	
	Address		Unit	City
	State	Zip	Email	

### PRE-SUBMITTAL APPLICATION REQUIREMENTS

**Application & Fees**  
One digital PDF version of Pre-Submittal Application and payment of fees.

**Project Plans & Supporting Documents**  
One digital PDF version of project plans and all supporting documents helpful in assisting City staff conduct a comprehensive project review.

### PROJECT INFORMATION

Project Description	Provide a comprehensive project description (i.e. narrative) that clearly details the proposed scope of work including:			
	<ul style="list-style-type: none"> <li>Type of work proposed</li> <li>Type of uses and services proposed</li> <li>Extent of demolition proposed on the site</li> <li>Square feet by floor level (interior remodeled area and newly added area)</li> <li>Where work is proposed on a structure</li> <li>Where work is proposed on the property</li> <li>Number, type, and location of fixtures and equipment proposed to be installed</li> </ul>			
Property Type	Res. <input type="checkbox"/>	Comm. <input type="checkbox"/>	Mixed-Use <input type="checkbox"/>	What specific land uses are associated with project? (e.g. multi-family residential, retail, restaurant, creative office, etc.)
Construction Data	Occupancy Type	Construction Type	Estimated Project Valuation	Fire Sprinklers? Y <input type="checkbox"/> N <input type="checkbox"/>

**Identify any specific project details or questions that you would like addressed as part of the City review (use attachments as needed):**  
Participating City reviewers may include Building & Safety, City Planning, Public Works, Transportation/Mobility, Resource Recovery & Recycling, Fire Dept., Office of Sustainability and the Environment, Public Landscape, Rent Control, and Human Services

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Residential Square Footage (attach additional sheets as necessary)		Existing	New	Remodeled	Demolished	Total
	Basement					
	1st Floor					
	2nd Floor					
	3rd Floor					
	Other (specify)					

Commercial Square Footage (attach additional sheets as necessary)		Existing	New	Remodeled	Demolished	Total
	Basement					
	1st Floor					
	2nd Floor					
	3rd Floor					
	Other (specify)					

Off-Street Parking Spaces (attach additional sheets as necessary)	Level Name	Existing	New	Removed	Total
	Surface				
	Level 1 (specify)				
	Level 2 (specify)				
	Level 3 (specify)				

Misc. (specify building type)	Type	Existing	New	Remodeled	Demolished	Total