



Preliminary Review Team (PRT) Information Sheet Community Development Department City of Walnut Creek

PURPOSE

The Preliminary Review Team (PRT) process is an internal staff review provided by the City to potential applicants who desire informal feedback prior to application submittal. It is not a prerequisite to formal application submittal nor is it intended to be a substitute for or to supercede the normal development/project review process. The PRT focuses on basic issues. A flat fee is charged for the initial assessment of multi-unit/-family and commercial projects. There is no charge for the initial review of a single family dwelling. Benefits to the applicant include:

- A better understanding of submittal requirements and the review process
- Identification of potential project conflicts with City codes and guidelines prior to formal application
- Cost savings since applicants have the opportunity to refine drawings prior to formal submittal
- Time savings due to the reduced likelihood of incomplete submittal of the formal application
- Receipt of a general timeline for planning, engineering and building processing
- Receipt of City department contact names for submittal assistance

TIME FRAME

The Preliminary Review Team meets every Tuesday morning. Applications submitted by Wednesday will be reviewed by the PRT the following Tuesday. PRT comments will be e-mailed to the applicant within 48 hours of the meeting date, and if deemed necessary, the planner will recommend a follow-up meeting between the applicant and City staff.

SCOPE OF REVIEW

Comments provided by City staff during the PRT process will address the following:

1. Consistency with the General Plan and Zoning Ordinance
2. Identification of ordinances, standards and policies applicable to the project such as development standards, design guidelines and the Tree Preservation Ordinance
3. Appropriateness of the land use or intensity of development
4. General design comments relative to basic site layout, circulation patterns, building architecture and grading
5. General engineering, transportation and building requirements pertaining to on-site and off-site improvements, frontage improvements, site drainage requirements, vehicle and pedestrian circulation

Outside agencies, such as the Fire Protection District, Central Sanitary District and water districts, do not participate in the PRT process. The City recommends the applicant contact such agencies directly to obtain their comments.

SCHEDULED MEETING DATE _____

**City of Walnut Creek
Community Development Department**

***Preliminary Review Team (PRT)
Pre-Application Review***

PLEASE PRINT OR TYPE	
Project Address / Location	
Assessor's Parcel Number	Parcel Size (Total of all parcels)
Applicant Name / Contact Person	Contact Phone
Applicant Address / City / State / ZIP Code	Email or FAX
THIS PROJECT INVOLVES...	CHECK USE AND STATE AREA / UNIT COUNT
<input type="checkbox"/> Use of Existing Building <input type="checkbox"/> New Construction/Addition <input type="checkbox"/> Remodeling / Alteration <input type="checkbox"/> Site Improvements <input type="checkbox"/> Change of Use <input type="checkbox"/> Demolition <input type="checkbox"/> Fence or Sign <input type="checkbox"/> _____	<input type="checkbox"/> Commercial _____ Sq. Ft. <input type="checkbox"/> Residential _____ # Units/Sq.Ft. <input type="checkbox"/> Other _____ Sq. Ft.
PROJECT DESCRIPTION - Describe in detail. Attach a separate sheet if necessary.	
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MINIMUM SUBMITTAL REQUIREMENTS	
<p>The more information that is provided to the Preliminary Review Team, the more detailed response the City will be able to provide to the applicant.</p>	
<input type="checkbox"/> 4 to 6 sets of project plans (11x17 or half-size preferred) including: <input type="checkbox"/> Vicinity Map <input type="checkbox"/> Conceptual Building Elevations <input type="checkbox"/> Conceptual Site Plan <input type="checkbox"/> Site Photographs (Optional)	
RECEIVED BY	DATE
Staff Contacts: Building City Arborist Engineering Housing Planning Traffic Engg Other 	