



**Development Services Department**  
 Planning Division  
 777 B Street, Hayward, CA 94541

# CONCEPTUAL DEVELOPMENT REVIEW

SCHEDULED MEETING DATE/TIME: \_\_\_\_\_

T: 510.583.4200 TTD: 510.247.3340  
 F: 510.583.3649 [www.hayward-ca.gov](http://www.hayward-ca.gov)

## APPLICANT INFORMATION (PLEASE PRINT OR TYPE)

Applicant's Name		Contact Phone	
Street		Email Address	
City, State, ZIP Code			

## PROPERTY INFORMATION

Project Address / Location			
Assessor's Parcel Number			
Lot/Parcel Area (in acres)		Current Land Use	
Zoning District		General Plan Designation	

## PROJECT INFORMATION

THIS PROJECT INVOLVES: (check all that apply)

<input type="checkbox"/> Use of Existing Building	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Tree Removals	<input type="checkbox"/> Remodeling/Alteration
<input type="checkbox"/> New Construction	<input type="checkbox"/> Site Improvements	<input type="checkbox"/> Variance	<input type="checkbox"/> Rezoning/Plan Amendment

PROJECT DESCRIPTION: Describe in Detail. Attach a separate sheet if necessary.


## SUBMITTAL REQUIREMENTS\*

- Six (6) full-sized project plan sets, six (6) reduced 11"x17" project plan sets, and one electronic set of project plans (USB or CD).  
*The plan sets should include a site plan, floor plan, building elevations, preliminary grading and landscape plan.*
- Vicinity Map and Site Photographs

\*These are minimum requirements only. The greater amount of information submitted, the greater amount of feedback provided by staff.

## RECEIVED BY (TO BE COMPLETED BY STAFF ONLY)

## APPLICATION #

Staff Planner		Date	
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Fire Prevention	Airport Manager	Building Inspection
Hazardous Materials	Economic Development	Landscape Architect
City Engineer/Director PW/E&T	Hayward Area Recreation District	Development Review Engineer
Engineering	Housing	Planning Manager/Principal Planner
WPSC	Police –SOUTH or NORTH	Advanced Planning
Utilities/Environmental Services	Police—Alcohol, Massage	Transportation Planning
Recycle/Solid Waste	FYI to Maintenance & Streets	OTHER _____



# CONCEPTUAL DEVELOPMENT REVIEW INFORMATION SHEET

Development Services Department

## **PURPOSE**

A Conceptual Development Review is a forum that allows City staff from various departments to analyze a project and provide feedback on potential concerns and suggestions for possible improvements. It is not a prerequisite to formal application submittal nor is it intended to be a substitute for or to supersede the normal development review process. This Conceptual Development Review is intended to provide general feedback on a project proposal prior to application submittal. This development review meeting is **not** considered a Preliminary Application for purposes of Senate Bill 330.

There is no charge for the first Conceptual Development Review; however, subsequent meetings related to the same project and/or site will be charged at \$328 per hour per the City's [Master Fee Schedule](#). 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, e.g., an opportunity for the applicant 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 project processing
- Receipt of City department contact names for submittal assistance

## **TIME FRAME**

Conceptual Development Review meetings are held Wednesday mornings. Applications received by Tuesday at 12:00 noon will be scheduled for a Conceptual Development Review meeting in two or more weeks to allow staff sufficient review. No "walk-in," "faxed," or "e-mailed" applications will be accepted. The applicant and/or the applicant's representative is strongly encouraged to attend the meeting.

## **SCOPE OF REVIEW**

Comments provided by City staff during the Conceptual Development Review process depend on the amount of information provided by the applicant and may include feedback on the following:

1. Consistency with the *Hayward 2040 General Plan, Zoning Ordinance, or Other Plans*
2. Identification of ordinances, standards and policies applicable to the project, such as development standards, municipal code requirements, and guidelines
3. Appropriateness of the land use or intensity of development
4. General comments from staff related to site layout, circulation, building architecture, and landscaping
5. General comments from staff related to engineering, transportation, fire, utility, solid waste, recycling, planning, and building requirements for on-site and off-site improvements.

## **NEXT STEPS**

Conceptual Development Review comments will be e-mailed to the applicant within three business days of the meeting date, and if deemed necessary, the planner will recommend a follow-up meeting between the applicant and City staff. The comments provided in no way guarantee approval of the project and all comments/time frames provided are non-binding and subject to change. Applicant may subsequently submit a Preliminary Application consistent with Senate Bill 330, the Housing Crisis Act of 2019, for eligible residential development projects.

If you have questions about the Conceptual Development Review or the Preliminary Application Review process, please contact a City Planner at 510-583-4216 or [planning.division@hayward-ca.gov](mailto:planning.division@hayward-ca.gov).