



CONCEPTUAL PROJECT REVIEW SUBMITTAL REQUIREMENTS

Planning Division

Revised: May 3, 2024

Overview

A Project Review application includes a conceptual site plan, a brief project description, and any proposed architecture for review by City staff. This provides an opportunity for applicants to present their projects on a basic level in order to minimize up-front design costs. There is no fee for this process, and it is encouraged for any type of development application (i.e., requests to amend the General Plan, rezone property, modify an existing project, building of new commercial structures, etc.).

Submittal Requirements

Applications will be accepted for review with any level of detail provided by the applicant, although the more information available, the more thorough staff comments will be. At a minimum, one copy of the following materials should be submitted for review:

Electronic Processing

All materials are required to be submitted electronically by e-mail directly to Planning@brentwoodca.gov (note that there is a 20 MB limit on e-mails) or via e-mail of a shared file link containing the complete submittal package. Physical copies of the submittal requirements will not be accepted.

1. Completed [Universal Application](#), signed by the property owner. Alternatively, a letter of authorization from the property owner will suffice.
2. A list of specific questions that the applicant has for the city (if any). This can be related to the approval process, design guidelines, zoning, general plan, site development, landscape requirements, etc.
3. A detailed project description (with as much information available). This information is critical for staff to fully understand your project and how you wish to operate. This will also help staff identify potential issues and additional entitlements/licenses/ permits that may be required.
 - a) **Project Title:** *Name of the proposed subdivision, residential development, commercial/industrial center or anchor tenant.*
 - b) **Project Site Context:** *Address and APN. General Plan Land Use designation and density range, including mid-range. Confirm if a density transition is required and how the project would comply with this requirement. Zoning district. Acreage of property. Major roads. Surrounding land uses. Current condition of the site (i.e. vacant, developed). Special areas affecting the site (i.e. flood zone, biological habitat, etc.)*
 - c) **Site Development:** *Number of lots proposed. Number of residential units proposed. Number of commercial/industrial buildings proposed, multi-tenant or single tenant. Demolition proposed. Onsite circulation. Ingress/egress. Interaction with abutting uses/right-of-way (i.e. shared parking, continuation of public trail, etc.) Outdoor storage areas, loading/unloading areas. Trash enclosure (location, materials and design). Describe lighting plan and methods of preventing glare and light pollution.*
 - d) **Use:** *Proposed use. Hours/days of operation. Number of employees. Number of customers/guests.*

- e) **Design:** *Describe the tentative design, the designer's approach, and how the architectural, landscape and other elements have been integrated. The relationship of the project to adjacent properties and to the adjacent streets should be expressed in design terms. Define the site, building design, and landscape concepts in terms of site design goals and objective, pedestrian circulation, outdoor uses area, visual screening and enhancements, conservation of natural resources, mitigation of negative site characteristics, and off-site influences.*
- f) **Environmental Review:** *To your knowledge, are there any environmental considerations that should be taken into account (i.e. cultural, biological, agricultural, etc.)?*
4. Site plan of the subject property, including all existing and proposed buildings and setbacks from property lines, drawn to scale (if available).
 5. Floor plan, including labels for the uses in various parts of the building, drawn to scale (if available).
 6. Building elevations, drawn to scale (if available).

Further Reviews

This process is intended to afford any applicant the option for a one-time review of an application for initial feedback prior to actual submittal of an entitlement request. Should an applicant desire to resubmit revised plans for further review prior to the submittal of an entitlement application, the applicant will be requested to establish a deposit account against which staff time and materials expended on the project may be charged until such time as the formal entitlement application is submitted.