

# County of Santa Clara

Department of Planning and Development  
Planning Office

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## STAFF MEMORANDUM

April 6, 2023

Staff Contact: Joanna Wilk, Senior Planner  
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**FILE:** PLN22-207  
**ADDRESS:** 1655 Campus Drive, Stanford (APN: 142-04-036)  
**SUBJECT:** Inclusion of Land Development Engineering Conditions required to be completed prior to grading or building permit issuance.

### **BACKGROUND**

The final Zoning Administrator packet was posted on March 30, 2023. The packet posted to the County Zoning Administrator webpage, which was provided to the applicant and the Zoning Administrator, did not include a set of Land Development Engineering (LDE) Conditions of Approval required to be completed prior to grading or building permit issuance. When finalizing the report for publishing these conditions were removed in error during the final publishing of the staff report and attachments.

To remedy the error, staff has prepared revised Conditions of Approval, attached this memorandum which is posted on the County Zoning Administrator webpage. Please refer to Conditions of Approval Nos. 22 to 33 (with asterisks) showing the conditions that were erroneously removed.

ATTACHMENT A – Conditions of Approval Revised March 30, 2023

### **Prepared By:**

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**ATTACHMENT A**  
**PRELIMINARY CONDITIONS OF APPROVAL**  
**FOR**  
**ARCHITECTURE & SITE APPROVAL AND GRADING APPROVAL**

Date: April 6, 2023

Owner/Applicant: Stanford University

Location: 1655 Campus Drive, Stanford (APN: 142-04-036)

File Number: PLN22-207

CEQA: Prior CEQA - 2000 Stanford Community Plan and General Use Permit (GUP) Program Environmental Impact Report (EIR)

Project Description: Concurrent application for Architecture & Site Approval and Grading Approval for a 12,500 square foot addition and renovation of underground locker rooms and athletic training facilities at the Maples Pavilion (not a historic resource). The project site is located on the southeastern portion of Campus Drive, between Bonair Siding Road and Sam McDonald Mall, adjacent to the Arrillaga Family Sports Center and football practice fields. Proposed grading quantities associated with Grading Approval include 8,100 cubic yards of cut and 70 cubic yards of fill, with a maximum depth of 17.5 feet to establish the underground athletic facility.

If you have any question regarding the following preliminary conditions of approval, call the person whose name is listed as the contact for that agency. He or she represents a specialty or office and can provide details about the conditions of approval.

<b>Agency</b>	<b>Name</b>	<b>Phone</b>	<b>E-mail</b>
<b>Planning</b>	Joanna Wilk	(408) 299-5799	<a href="mailto:joanna.wilk@pln.sccgov.org">joanna.wilk@pln.sccgov.org</a>
<b>Land Development Engineering</b>	Ed Duazo	(408) 299-5733	<a href="mailto:ed.duazo@pln.sccgov.org">ed.duazo@pln.sccgov.org</a>
<b>Fire Marshal</b>	Alex Goff	(408) 299-5763	<a href="mailto:alex.goff@sccfd.org">alex.goff@sccfd.org</a>
<b>Environmental Health</b>	Darrin Lee	(408) 573-2464	<a href="mailto:darrin.lee@cep.sccgov.org">darrin.lee@cep.sccgov.org</a>
<b>Building Inspection</b>	Building Inspection Office	(408) 299-5700	

**STANDARD CONDITIONS OF APPROVAL**

**Building Inspection**

1. For detailed information about the requirements for a building permit, obtain a Building Permit Application Instruction handout from the Office of Building Inspection or visit their website ([www.sccbuilding.org](http://www.sccbuilding.org)).

## Planning

2. Development and maintenance of the project site shall take place in accordance with approved plans, received by the Planning Department on February 22, 2023. The project allows construction of a 12,500 square foot addition and renovation of underground locker rooms and athletic training facilities at the Maples Pavilion, and associated site work including reconfiguration of existing landscaping. The plans submitted into Plan Check shall be in substantial conformance with the approved plans. Any changes to the approved project included such as (but not limited to) the design, quantity, location or other modifications to the approved plans are required to be submitted for review by the Planning Office and may result in a Modification to the approved ASA and Grading Approval and may be subject to additional review under the California Environmental Quality Act (CEQA).
3. File and obtain demolition, grading and building permits for the project.
4. The project shall comply with the Stanford University 2000 General Use Permit Conditions of Approval, and approved Stanford University 2000 GUP Mitigation Monitoring and Reporting Program.
5. Stanford shall be responsible for paying all reasonable costs associated with work by the County Planning Department, or with work conducted under the supervision of the County Planning Office, in conjunction with, or in any way related to the conditions of approval identified in this project. This includes but is not limited to costs for staff time, consultant fees, and direct costs associated with report production and distribution.
6. In the event that previously unidentified historic or prehistoric archaeological resources are discovered during construction, the contractor shall cease work in the immediate area and the County Planning Office and Campus Archaeologist shall be contacted. An independent qualified archaeologist retained by the County at the expense of Stanford shall assess the significance of the find and make mitigation recommendations.
7. If archeological resources are discovered as described above, construction monitoring shall be conducted at any time ground-disturbing activities (greater than 12 inches in depth) are taking place in the immediate vicinity of the identified resources. If monitoring does not produce evidence of significant cultural resources within the project area, further mitigation shall be limited to construction monitoring, unless additional testing or other specific mitigation measures are determined by a qualified archaeologist to be necessary to ensure avoidance of damage to significant archaeological resources. A technical report of findings describing the results of all monitoring shall be prepared in accordance with professional standards. The archaeological monitoring program shall be implemented by an individual meeting the Secretary of Interior Professional Qualifications Standards in Archaeology (36 CFR 61); individual field monitors shall be qualified in the recognition

of cultural resources and possess sufficient academic and field training as required to conduct the work effectively and without undue delay.

8. In the event that human skeletal remains are encountered, the applicant is required by County Ordinance No. B6-18 to immediately notify the County Coroner. Upon determination by the County Coroner that the remains are Native American, the coroner shall contact the California Native American Heritage Commission, pursuant to subdivision (c) of section 7050.5 of the Health and Safety Code and the County Coordinator of Indian affairs. No further disturbance of the site may be made except as authorized by the County Coordinator of Indian Affairs in accordance with the provisions of state law and this chapter. If artifacts are found on the site a qualified archaeologist shall be contacted along with the County Planning Office. No further disturbance of the artifacts may be made except as authorized by the County Planning Office.
9. In the event that fossilized shell or bone is uncovered during any earth-disturbing operation, contractors shall stop work in the immediate area of the find and notify the Campus Archaeologist and the County Building Inspector assigned to the project. The Campus Archaeologist shall visit the site and make recommendations for treatment of the find (including but not limited to consultation with a paleontologist and excavation, if warranted), which would be sent to the County Building Inspection Office and the County Planning Office. If a fossil find is confirmed, it will be recorded with the United States Geological Survey and curated in an appropriate repository.

#### Department of Environmental Health

10. All construction activities shall be in conformance with the Santa Clara County Noise Ordinance Section B11-154 and prohibited between the hours of 7:00 p.m. and 7:00 a.m. on weekdays and Saturdays, or at any time on Sundays for the duration of construction.

### **CONDITIONS OF APPROVAL TO BE COMPLETED PRIOR TO GRADING OR BUILDING PERMIT ISSUANCE**

#### Planning

11. Place a construction note on the site plan that states the following: *“The Bay Area Air Quality Management District (BAAQMD) has identified a set of feasible PM10 control measures for all construction activities. These control measures, as previously required in the Program EIR, shall be adhered to during all construction activities.*
  - A. *Water all active construction areas at least twice daily;*
  - B. *Cover all trucks hauling soil, sand, and other loose materials or require all trucks to maintain at least two feet of freeboard;*
  - C. *Pave, apply water three times daily, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas and staging areas at construction sites;*

- D. Sweep daily (with water sweepers) all paved access roads, parking areas and staging areas at construction sites;
  - E. Sweep streets daily (with water sweepers) if visible soil material is carried onto adjacent public streets;
  - F. Hydroseed or apply (non-toxic) soil stabilizers to inactive construction areas (previously graded areas inactive for ten days or more);
  - G. Enclose, cover, water twice daily or apply (non-toxic) soil binders to exposed stockpiles (dirt, sand,);
  - H. Limit traffic speeds on unpaved roads to 15 mph;
  - I. Install fiber rolls, sandbags or other erosion control measures to prevent silt runoff to public roadways;
  - J. Replant vegetation in disturbed areas as quickly as possible;
  - K. Install wheel washers for all existing trucks, or wash off the tires of tracks of all trucks and equipment leaving the site; and
  - L. Suspend excavation and grading activity when winds (instantaneous gusts) exceed 25 mph.”
12. Place a construction note on the site plan that states the following: *“All construction contractors shall properly maintain the equipment and where feasible, use “clean fuel” equipment and emissions control technology (e.g., CNG fired engines, catalytic converters, particulate traps, etc.). Measures to reduce diesel emission would be considered feasible when they are capable of being used on equipment without interfering substantially with equipment performance.”*
13. Submit site plan that shows all pedestrian and bicycle corridors along with public transit stops adjacent to the project site and indicate how bicycle, pedestrian, and public transit access and circulation will be maintained during construction. Bicycle and pedestrian access onto the campus and around the site (outside construction areas) shall not be substantially limited by construction activities associated the project. In addition, access to public transit shall not be limited, which could include the relocation or removal of adjacent bus stops.
14. Final grading permit plans shall include the following construction notes:
- A. Stanford shall make feasible attempts to limit the number of construction material deliveries from 7:00 a.m. to 9:00 a.m. and from 4:00 p.m. to 6:00 p.m. (peak-hours) on weekdays. Construction material delivery shall not result in reduction in on-street parking; reduction in pedestrian, bicycle, and public transit access; use of non-truck routes by construction traffic; damage to roadways; and interference with special events (This construction note shall be included in the Final grading permit plans). Stanford shall provide estimated total construction material deliveries, as well as estimated material deliveries, between these peak-hours as part of the Construction Logistics and Management Plan, and provide notice to residents and interested parties for deliveries during peak hours.

- B. Trucks exporting/importing dirt and building materials for the project shall use approved truck routes shown in the 2000 GUP, as designated by the cities of Palo Alto and Menlo Park.
15. Submit a Construction Management and Logistics Plan for approval by Planning and Land Development Engineering, **prior to issuance of any grading permits**, that clearly identifies the elements listed below:
- A. Provide the location, anticipated quantities and time frame for construction staging and earthwork stockpiling associated with this project. Said location is required to be approved by Planning and Land Development Engineering.
  - B. Provide off-street construction related parking. Identify off-street parking location(s) on site plan for all construction related vehicles (employee parking and construction equipment) throughout the construction period. If adequate parking cannot be provided on the construction sites, identify on the site plan or vicinity map the satellite parking location(s) that will be used.
  - C. Prohibit impacts to accessing public transit access and movement of public transit vehicles. Identify on site plan all temporary or permanent access limitations, re-routes, lane closures, or limits to public transit movements or place a note on the site plan stating “No temporary or permanent access limitations, re-routes, lane closures, or limits to public transit movement are permitted.”
  - D. Prohibit roadway construction activities from reducing roadway capacity during Stanford major athletic and special events. Stanford shall not limit roadway capacity during special events or during major athletic events, which attract a large number of visitors to the campus.
  - E. Provide written notification to Stanford Police and Palo Alto Fire Department regarding construction location and construction dates. Include in the notices alternate evacuation and emergency route designations to maintain response times during construction periods, if applicable. Provide one copy of the notices to the County.
  - F. Provide written notification to all contractors and subcontractors regarding appropriate routes and weight limits and speed limits for local roads used to access construction sites. Provide one copy of the notices to the County Planning Office.
  - G. Provide notification to the Cities of Palo Alto and Menlo Park of the construction schedule and include a copy of the Santa Clara County approved Construction and Traffic Management Plan. Provide one copy of the notices to the County Planning Office.
16. The following tree removal/protection requirements shall apply:
- A. Twelve (12) non-oak trees over 12 inches in diameter at 4.5 feet above grade are authorized for removal with this project (refer to approved plan page C-2.0).
  - B. All other trees in the project area shall remain and are protected after the approval of this ASA and Grading Approval, per plan C-2.0 (Tree Protection, Disposition and Relocation Plan).

- C. If any trees are proposed to be removed after the approval of the ASA, further review by the Planning Office may be required to assess the visual impact of the tree removal to the project and surrounding area.
  - D. Final grading plans shall show the size and species of all trees over 12 inches in diameter (at 4.5 feet above grade) within the proposed work area for the project and clearly label all trees proposed for removal. This shall include all trees where construction will occur within the dripline of the tree.
  - E. An I.S.A.-certified arborist shall review final grading plans. The objective shall be to ensure that all the trees adjacent to the improvements will not be damaged or removed.
  - F. A certified arborist shall monitor the construction and provide written recommendations to preserve any potentially impacted trees associated with the proposed improvements. Submit a plan-review letter prior to the issuance of the final grading permit evaluating consistency of final grading plans with these mitigations and a construction-observation letter prior to the issuance of final occupancy summarizing implementation of these mitigation measures.
    - i. Provide two copies of an arborist report that recommends effective tree protection measures for the site's existing trees that have not been slated for removal. Protection measures must be in place prior to construction activity commencing.
17. Adequate signs shall be posted along the street frontages or in front of the project site, no smaller than 1,296 square inches in size, containing the name, telephone number, and email address of the appropriate Stanford person the public may contact to register a complaint about construction noise. Additionally, Stanford shall create an outreach and information portal to facilitate information and alerts to be delivered to the immediate neighborhoods on construction activities. Stanford shall keep a written record of all such complaints and shall provide copies of these records to the County Planning Office.
18. Preconstruction surveys for nesting raptors and migratory birds shall be conducted by a qualified ornithologist to identify active nests that may be disturbed during project implementation. Between January 1 and April 30, preconstruction surveys shall be conducted no more than 14 days **prior to the initiation of construction activities or tree removal**. Between May 1 and August 31, preconstruction surveys no more than 30 days **prior to the initiation of these activities**. Stanford University shall conduct an additional preconstruction survey within 24 hours of initiation of construction activities, by the Campus Biologist, to verify no new nesting has occurred. If an active nest is found near, or in close proximity to, the construction area where the nest could be disturbed by these activities, the ornithologist or Campus Biologist, shall, in consultation with the California Department of Fish and Game, designate a construction free buffer zone (typically 250 feet) around the nest.
19. Landscape Plan: The requirements of Division B33 of the County Ordinance Code (Sustainable Landscape Ordinance) shall apply. As proposed, if the total landscape area exceeds 2,500 sq. ft., and a landscape documentation package shall be submitted **prior to building permit issuance** for review and approval. New landscaping shall be similar to existing landscaping on-site and meet all Stanford Community Plan and General Use

Permit requirements. The submittal shall include a landscaping plan and irrigation plan, stamped and signed by a licensed landscape architect. Submit two (2) copies of the final landscape plan and associated irrigation systems, prepared and stamped by a licensed landscape architect.

The landscape ordinance and supporting information can be found on the Planning Department web site: <https://plandev.sccgov.org/landscape-ordinance>

20. Incorporate any applicable water conservation and recycling measures into the project building plans, which may include but not be limited to: water efficient landscape, landscape water management, and public outreach.
21. **Prior to building permit issuance**, submit a detailed lighting plan which includes all new exterior lighting. The Lighting Plan shall provide light fixture details (cut sheets) with lighting profiles and product-specific information that includes the following information:

Depict the extent of illumination from all new outdoor lighting (photometric plan, beam patterns). The Photometric plan shall note the light fixtures and their locations relative to their photometrics on the plan. Light pole or mounting details must also be included. Lighting shall include light fixtures that are shielded. All lighting shall be downward directed and shall only illuminate the area intended. Ensure absence of upward glow. Use “state-of-the-art” luminaries including those with high beam efficiency.

#### Land Development Engineering

22. \*Obtain a Grading Permit from Land Development Engineering (LDE) prior to beginning any construction activities. Issuance of the grading permit is required **prior to LDE clearance of the building permit** (building and grading permits can be applied for concurrently). If the grading and building construction are to be phased, then issuance of the foundation permit shall be contingent on issuance of the rough grading permit, and issuance of the final grading permit shall be contingent on issuance of the final/finish grading permit. The process for obtaining a Grading Permit and the forms that are required can be found at the following web page:

[www.sccplanning.org](http://www.sccplanning.org) > How To > Apply for a Development Permit... > Grading Permit

23. \*Final plans shall include a single sheet which contains the County standard notes and certificates as shown on County Standard Cover Sheet. Plans shall be neatly and accurately drawn, at an appropriate scale that will enable ready identification and recognition of submitted information.
24. \*Final grading plans shall be prepared by a licensed civil engineer for review and approval by LDE and the scope of work shall be in substantial conformance with the conditionally approved preliminary plans on file with the Planning Office. Include plan, profile, typical sections, contour grading for all street, road, driveway, structures and other improvements



as appropriate for construction. The final design shall be in conformance with all currently adopted standards and ordinances. The following standards (Land Development Engineering Standards and Policies Manual, Volume 1, and 2007 Santa Clara County Drainage Manual) are available on-line:

[www.sccplanning.org](http://www.sccplanning.org) > Ordinances & Codes > Land Development Standards and Policies

[www.sccplanning.org](http://www.sccplanning.org) > Ordinances & Codes > Grading & Drainage Ordinance

25. \*Survey monuments shall be shown on the improvement plan to provide sufficient information to locate the proposed improvements and the property lines. Existing monuments must be exposed, verified and noted on the grading plans. Where existing monuments are below grade, they shall be field verified by the surveyor and the grade shall be restored and a temporary stake shall be placed identifying the location of the found monument. If existing survey monuments are not found, temporary staking delineating the property line may be placed prior to construction and new monuments shall be set prior to final acceptance of the improvements. The permanent survey monuments shall be set pursuant to the State Land Surveyor's Act. The Land Surveyor / Engineer in charge of the boundary survey shall file appropriate records pursuant to Business and Professions Code Section 8762 or 8771 of the Land Surveyors Act with the County Surveyor.
26. \*The improvement plans shall include an Erosion and Sediment Control Plan that outlines seasonally appropriate erosion and sediment controls during the construction period). Include the County's Standard Best Management Practice Plan Sheets BMP-1 and BMP-2 with the Plan Set.
27. \*All new on-site utilities, mains and services shall be placed underground and extended to serve the proposed development. All extensions shall be included in the improvement plans. Off-site work should be coordinated with any other undergrounding to serve other properties in the immediate area.
28. \*In the grading plans, include a stormwater management plan that details how the project complies with Provision C.3 of the current NPDES Municipal Regional Permit. Include C.3 sizing calculations to support the information provided in the stormwater management plan.
29. \*Indicate on the grading plans the land area that will be disturbed. If one acre or more of land area will be disturbed, file a Notice of Intent (NOI) with the State Water Resources Control Board for coverage under the State General Construction Permit. The SWRCB will issue a Waste Discharge Identification (WDID) number. The WDID number shall be shown on the grading plans. The SWRCVB website is:

[www.waterboards.ca.gov](http://www.waterboards.ca.gov) > Programs > Stormwater > Storm Water Program/Construction Program

30. \*Demonstrate that the on-site drainage will be controlled in such a manner as to not increase the downstream peak flow for the 10-year and 100-year storm event or cause a public nuisance.
31. \*Submit one copy of the signed and stamped of the geotechnical report for the project.
32. \*Submit a plan review letter by the Project Geotechnical Engineer certifying that the geotechnical recommendation in the above geotechnical report have been incorporated into the improvement plan.
33. \*Submit an updated Credit/Usage Capacity Tracking Sheet for the Stanford University East Campus C.3 Regional Stormwater Capture Facility.

#### Environmental Health

34. **Prior to issuance of a development permit/building permit**, provide a current sanitary sewer capacity and service letter for the proposed development.
35. **Prior to issuance of a development permit/building permit**, provide a water will serve letter from water service provider.

#### Fire Marshal's Office

36. The minimum fire-flow shall be based upon the final size of the structure shown on the building permit set of drawings to meet Appendix B of the CFC measuring gpm at 20 psi.
  - A. At the time of plan submittal for building permit, provide written verification from the water company that this condition can be satisfied that has been recorded within 1 year.
  - B. Standard fire hydrant spacing to meet Appendix "C" of the CFC.
37. These are minimum Fire Marshal standards. Should these standards conflict with any other local, state or federal requirement, the most restrictive shall apply.
  - A. All required access roads, driveways, turnarounds, and turnouts shall be installed, and serviceable prior to approval of the foundation, and shall be maintained throughout construction. A stop work order may be placed on the project if required driving surfaces are not installed, accessible, and/or maintained at all times.
38. For fire department access shall comply with the following:
  - A. Width: Access Roads to have a clear drivable width of 20 ft. and proper shoulder/s per CFMO-A1.
  - B. Vertical Clearance: Minimum vertical clearance of 13 ft. 6 in shall be maintained to building site (trim or remove, tree limbs, electrical wires, structures, and similar improvements) for access roads.
  - C. Curve Radius: Inside turn radius for curves shall be a minimum of 42 ft.
  - D. Grade: Maximum grade shall not exceed 15%.

- E. Surface: All driving surfaces shall be all-weather and capable of sustaining 75,000 pound gross vehicle weight.
  - F. Dead End Roads: Turnarounds shall be provided for dead end access roads in excess of 150 ft. in length. Acceptable turnaround shall comply with County Standard SD-16. All turnarounds shall have a slope of not more than 5% in any direction.
  - G. Gates: Gates shall not obstruct the required width or vertical clearance of the driveway and may require a Fire Department Lock Box/Gate Switch to allow for fire department access. Installation shall comply with CFMO-A3.
  - H. Address: Numbered address to be easily recognizable from the street.
39. Fire protection water systems and equipment shall be accessible and maintained in operable condition at all times and shall be replaced or repaired where defective. Fire protection water shall be made available to the fire department.
- A. Sheet C-7.0 shows an (E) FDC between Construction Parking and Laydown Area. More clarification will be needed at Building Permit submittal to ensure this FDC is kept clear and accessible (bollards are located at the FDC to allow access to where the Laydown Area is being proposed).
  - B. Fire department access roads, driveways, turnouts, and turnarounds shall be maintained free and clear and accessible at all times for fire department use. Gates shall be maintained in good working order and shall remain in compliance with Fire Marshal Standard CFMO-A3 at all times.

## **CONDITIONS OF APPROVAL TO BE COMPLETED PRIOR TO OCCUPANCY OR FINAL INSPECTION**

### Planning

40. For each 11,763 net square feet of academic space built, Stanford shall either: (1) provide 1 affordable housing unit on the Stanford campus; or (2) make an appropriate cash payment in-lieu of providing the housing unit equal to the “BMR” payment that the City of Palo Alto is charging to commercial development projects when the project is built. The payment shall be made to an escrow account established and maintained by the County.
41. All grading materials and stockpiled materials shall be removed and disposed at an approved location.
42. Following completion of construction, contact the Planning Department (Joanna Wilk at 408-299-5799) **at least two weeks in advance** to set up an appointment to schedule a site visit to verify the development is per approved plans.

### Land Development Engineering

43. Construct the improvements. Construction staking is required and shall be the responsibility of the developer.

44. Existing and set permanent survey monuments shall be verified by inspectors prior to final acceptance of the improvements by the County. Any permanent survey monuments damaged or missing shall be reset by a licensed land surveyor or registered civil engineer authorized to practice land surveying and they shall file appropriate records pursuant to Business and Professions Code Section 8762 or 8771 of the Land Surveyors Act with the County Surveyor.
45. Submit as-built plans. If there have been any changes to the stormwater management plan (e.g., a change in new/replacement impervious area, change in credit/capacity usage, etc.), submit an updated Credit/Usage Capacity Tracking Sheet with the as-built.

Fire Marshal's Office

46. Fire protection water system shall be installed, functioning and inspected **prior to approval of the foundation**. System shall be maintained in good working order and accessible throughout construction. A stop work order may be placed on the project if the required hydrant systems are not installed, accessible, and/or functioning.
47. An approved residential fire sprinkler system complying with CFMO-SP6 shall be installed throughout the structure.

NOTE: The fire sprinkler system shall be installed and finalized by this office prior to occupancy. A separate permit shall be obtained from this office by a state licensed C-16 contractor prior to installation. Please allow for a minimum of 30 days for plan review of fire sprinkler plans by this office.