

SANTA CLARA COUNTY
DEPARTMENT OF PLANNING AND DEVELOPMENT
PLANNING OFFICE

PRE SCREENING (PS) PROCESS

Santa Clara County Planning Office has an informal Pre Screening (PS) process for property owners, architects, engineers, and developers. The purpose of the PS process is to obtain County agency staff preliminary response for proposed Building Site Approval (without ASA), Design Review, Grading, Variance, and Compatible Use Determination (Williamson Act/Open Space Easement) projects early in the development process that do not require a mandatory Pre-Application. Projects that require a mandatory Pre Application (Use Permit, Subdivisions, Lot Line Adjustments) may not use the Pre Screening Process.

Application Materials

Required application materials include a completed written questionnaire form, reduced site plans, assessor parcel map, and a filing fee. Additional application materials, depending on the proposed project and location, may include preliminary elevations, material samples/colors, photographs and Environmental Information Form.

Applications will be accepted during regular business days, Monday 9:30 a.m. to 5:00 p.m., and Tuesday through Friday 8:00 a.m. to 5:00 p.m. Applications received by the 2nd or 4th Friday of the month will be scheduled for the project review meeting held on the 2nd and 4th Tuesday of each month.

PS Project Review Meetings

PS Project Review meetings will be held in the 7th Floor Library, at 8:30 a.m. and 9:30 a.m. on the 2nd and 4th Tuesdays of each month, except holidays (See link to *Pre Screening Meeting Dates*). Each project will be allotted 40 to 45 minutes for discussion and a total of 2 projects will be scheduled per meeting.

On the scheduled meeting date, the property owner/representatives will meet with each reviewing County Agency staff and receive preliminary information applicable to the proposed project. Agency staff representatives from the Planning Office, Land Development Engineering, Department of Environmental Health, and Fire Marshal Office will attend the meetings. Other agency staff from Geology and Building Inspection will attend meetings as required. The meetings will be informal and Agency staff will provide written notes to the property owner/applicant with pertinent regulations, codes, and comments applicable to the proposal

Application Fee

Each Pre Screening application will be charged a fee. Please see the Planning Office Fee brochure for the applicable fee.