

Preliminary Review Letter – Planning Office

The Preliminary Review Letter is an informational letter prepared by the Planning Office that provides an initial summary of development requirements and known constraints in association with a land development proposal for a specific property. This summary is intended to assist current and prospective property owners to better understand the development regulations prior to applying for any approvals for permits for land development.

The Preliminary Review Letter involves in-house research to provide an overview of the County regulations, permit process, and known constraints specific to an identified property.

Planning Office staff will provide the Preliminary Review Letter within 10 calendar days, following submittal of

- (a) This Preliminary Review Letter Request Form
- (b) Preliminary Review Letter Request Fee - \$360 (Payable to the County of Santa Clara)

If a future development application is submitted within 6 months of the Preliminary Review Letter, this fee will be deducted from that development application.

In order for Planning Office staff to best assist you in providing this preliminary research, it is strongly suggested that you provide specific questions regarding the property in question and proposed development.

Address of Property _____

Assessors Parcel Number (APN)- _____

Describe the existing use of the property:

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Intended Use or Development of Property (What would you like to do?)

Do you have any specific questions or major areas of concern you would like addressed in the review?

Contact information (person requesting preliminary review letter) –

Name

Phone

Mailing Address

Email address