



PRE-APPLICATION PROCESS

The purpose of the pre-application process is for applicants to demonstrate a thorough assessment of their project in relation to applicable City codes, Community Plans, Design Guidelines, and the General Plan, and for staff to provide feedback to the applicant to ensure a successful project.

This package is intended to assist applicants in preparing a meaningful project submittal that will save time and resources in the processing of entitlements and permits. The more information applicants provide and the more detailed the submittal, the more accurate and constructive staff's review and input will be toward a successful project.

The goal at the conclusion of the meeting(s) with Planning staff is to provide direction on next steps in the land use entitlement process including:

- Issues that will need to be addressed prior to entitlement submittal(s);
- Processing timeframe(s) and specific requirements for entitlement(s); and
- Additional information and studies or reports necessary for entitlement submittal(s)

How do I start?

Before contacting the Planning Division to begin the pre-application process, applicants need to review City Records, applicable Codes, Community Plans, Design Guidelines, and the General Plan. Below are links to information accessed from the City's website:

Zoning & Historic Status https://csi.glendaleca.gov/csipropertyportal/	Building and Safety – Permit Records Request https://www.glendaleca.gov/home/showdocument?id=18355
Zoning Requirements & Development Standards http://qcode.us/codes/glendale/ (GMC Title 30 – Zoning & GMC Title 16 - Subdivisions as applicable.)	Design Guidelines https://www.glendaleca.gov/government/departments/community-development/planning-division/codes-and-regulations/design-guidelines
City-Wide Plans (Strategic Plans) https://www.glendaleca.gov/government/departments/community-development/planning-division/city-wide-plans	Historic Preservation https://www.glendaleca.gov/government/departments/community-development/planning-division/historic-preservation
Specialty Maps (i.e. ridgelines, setbacks, hillside slopes, etc.) https://www.glendaleca.gov/government/departments/community-development/planning-division/services/specialty-maps-	Contact other City Departments (i.e. Building and Safety, Public Works, Fire, etc.) regarding specific requirements related to project proposal.

My research is complete, now what?

1. Prepare preliminary drawings/ sketches for your project.
2. Visit the Planning Counter at the Permit Services Center with preliminary drawings and photos of the property for staff to determine if the pre-application process is appropriate based on the scope of your project.
3. Obtain a Pre-application submittal packet from the Planner.
4. Prepare all necessary information from the checklist and contact Planning staff to have a case planner assigned. Requests for a specific case planner are not accommodated.
5. Schedule an appointment with the planner to submit your pre-application submittal package.
6. The planner will review the submittal package and verify the checklist has been completed.
 - If the package is incomplete per the checklist requirements, your application will be returned and an appointment will be necessary to resubmit.
7. If all necessary information has been provided, the planner will accept the application for review.

What happens once I have submitted for pre-application review?

Please be advised that once submitted, you will have a maximum of two meetings with your case planner regarding your project, prior to submitting any entitlement application(s).

Step 1: 1st Meeting	Step 2: Pre-Application Resubmittal
<ol style="list-style-type: none"> 1. Applicants should come prepared with questions related to the project or City requirements 2. Case planner will provide a letter to the applicant approximately 2 weeks after the meeting summarizing staff's feedback in relation to the Zoning Code, design guidelines, and community plans. 	<ol style="list-style-type: none"> 1. Applicants will provide a formal written response to staff's letter and identify how all comments have been addressed 2. Case planner will review the resubmittal and contact applicant within approximately 2 weeks. If there are no additional comments, staff will provide information for entitlement submittal(s). 3. If there are remaining issues, the case planner will schedule a second, and final, meeting.
Step 3: 2nd Meeting (if necessary)	Step 4: Final Pre-application Submittal
<ol style="list-style-type: none"> 1. Case planner will discuss outstanding items with applicant and identify solutions. 2. Case planner will provide a letter to the applicant approximately 2 weeks after the meeting summarizing staff's feedback. 	<ol style="list-style-type: none"> 1. Applicants will provide a formal written response to staff's letter and identify how all remaining comments have been addressed. 2. Case planner will review the resubmittal and will contact the applicant within approximately 2 weeks and provide information on entitlement submittal(s).

Please Note:

1. Failure to furnish any of the requested information will delay action on the request. Only complete applications will be accepted.
2. Applicant is responsible for compliance with all applicable codes, guidelines, and community plans, whether or not described in this submittal packet.
3. Failure to address comments provided by staff may result in recommendation of denial for requested entitlement(s).
4. Additional information may be required based on the scope of work and changes to project.
5. The Permit Services Center is open Monday thru Friday from 7 am to 12 pm (except holidays) and is located at 633 East Broadway, Room 101, Glendale, CA 91206.