



CITY OF
**PALO
ALTO**

SB 9 PRELIMINARY PLANNING PROCESS

The following is a description of the process and purpose of the steps involved in this SB 9 Preliminary Planning process. At least one such meeting is mandatory for all SB 9 projects, and additional meetings may be required. We encourage you to meet with us early in the design process, and bring appropriate plans as specified on the SB 9 checklist.

The purpose of these meetings is to:

- a) Provide property owners and designer/architects with the opportunity to obtain early comments on SB 9 projects to encourage constructive dialogue about how to proceed on issues related to the objective standards and zoning regulations.
- b) Allow property owners and designer/architects an opportunity to ask questions about the review process, regulations, and obtain related information and advice at an early stage of the project design before involving other city departments.
- c) Focus on the issues of greatest significance to compliance with the objective standards and zoning regulations. These procedures are not intended to cover all aspects of the design or make a determination on the approval or disapproval of any given SB 9 project.
- d) Facilitate orderly and consistent implementation of the city's development regulations, while acknowledging staff's limited ability to review plans fully in the preliminary meeting format.

Prior to making an appointment for an SB 9 Preliminary Planning review, the appropriate fee must be paid to the City. Instructions for paying the meeting fee are as follows:

1. Go to <https://aca.accela.com/paloalto/>
2. Near the bottom of the webpage, select  Pay for IR Preliminary Meeting in the Planning section
3. Follow instructions listed on each webpage
4. Note: Only the address number and first part of the street name is needed to "search" for the property address.
5. Enter your credit card information
6. Write down or print the file number (e.g. 22PLN-00123) for later use.

Once the fee has been paid, call Planning at (650) 329-2441 x0 to set up an appointment.

1. All meetings occur on Wednesday afternoon, so have your schedule ready
2. Be prepared to provide the above file number (e.g. 22PLN-00123) as verification of payment

For applicant's records

Meeting Time: _____ Date: _____

At least 24 hours prior to the meeting, staff will send a confirmation email with meeting details. Please respond to this email by attaching a copy of your preliminary plan set. Currently, SB 9 preliminary review meetings are held via Zoom. If you are new to Zoom, please give yourself 10 minutes prior to the meeting to log in to the software.