



CITY OF
**PALO
ALTO**

SINGLE FAMILY INDIVIDUAL REVIEW (IR)

IR PRELIMINARY REVIEW PROCESS

The following is a description of the process and purpose of the steps involved in this preliminary review. IR preliminary review meetings are not mandatory, but are highly encouraged for all applicants. We encourage you to meet with us early in the design process, and bring a survey of the site, photos of the area and preliminary plans or sketches.

The purpose of these meetings is to:

- a) Provide property owners and designer/architects with the opportunity to obtain early, non-binding preliminary comments on development projects to encourage constructive dialogue about how to proceed on issues related to the IR guidelines and zoning regulations.
- b) Allow property owners and designer/architects an opportunity to ask questions about the review process, regulations, neighborhood input and obtain related information and advice at an early stage of the project design.
- c) Focus on the issues of greatest significance to compliance with the IR guidelines 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 IR project, nor do they consider specific neighbor concerns or allow for full consideration of neighborhood context.
- 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 IR preliminary 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. Select "Pay for IR Preliminary Meeting" in the Planning box
3. Follow instructions listed on each webpage
4. Note: Only the address number and first part of the street name is needed in order to "search" for the property address.
5. Enter your credit card information
6. Write down or print the file number (e.g. 21PLN-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. 21PLN-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. Due to shelter-in-place, IR 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.