

2. Optional Pre-Application Project Review

This type of review is for applicants who are further along in conceptualizing their project, but still not ready to make a formal application. The purpose of this meeting is to provide a more thorough review for issue-spotting before applying. City staff will already have prepared written comments, concerns and recommendations in bullet form and bring these to the meeting.

At the meeting, staff will address the following:

- 1) Review the proposed project against the City's plans and goals for the project and site.
- 2) Identify issues with the site.
- 3) Discuss community reception and outreach.
- 4) Make recommendations to improve the project.
- 5) Provide a rough timeline and explanation of the process, including necessary permits and approvals.
- 6) Define specific submittal requirements.
- 7) Identify fees and costs.

City of San Gabriel



Community Development
Department
425 S. Mission Dr.
San Gabriel, CA 91776
Phone: 626-308-2806
Fax: 626-458-2820
www.sangabrielcity.com

3. Application Review for Large/Complex Projects; Comment Letter Petition; Request for Clarifications

This type of review is for applicants who have a very large or complex project that will require more time for comments and discussion with staff. These are one-hour meetings that may take place before or after formal submittal.

You will receive a comment letter from the Case Manager with comments and conditions for your project. Even if your project is not very large or complex, you may attend one of these sessions to petition or get clarification on these comments and conditions.



If you feel that one of these meeting types will be helpful, we invite you to attend! We want to make your project application process as simple and smooth as possible, and look forward to having your project built in our great community.

Please contact Planning Division staff at 626-308-3806 (press 4) if you have any questions or to schedule your ARS.

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How to Get the Most Out of the Applicant Review Session



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What is the Applicant Review Session?

Applicant Review Sessions (ARS) are monthly standing meetings designed to give applicants a chance to meet with lead staff about their projects. Discussion will provide clarification on City requirements, raise “red flag” issues, and streamline City approval processes. This opportunity is available for commercial and multi-family projects.

At the ARS, we will likely explore multiple paths to success. We encourage applicants to come to the ARS prepared to think flexibly. Please come to these meetings with as much information as possible and ready to ask questions so that we can resolve issues early in the process.

We want you to come out of the ARS knowing what steps are needed to move your project forward towards success.

Who Can I Talk to at the Applicant Review Session?

Applicants will have access to the following staff members and consultants at ARS:

- Community Development Director
- Case Manager
- Building Division Manager
- Planning Manager
- Engineering Manager
- Economic Development Manager
- City Architect
- Fire Marshal
- Crime Prevention Officer, Police Department



Upon request from the Community Development Director, the City Landscape Architect and Revenue Collections Administrator from the Finance Department may also be available.

The ARS uses a case management system to provide the best customer service possible and promote more efficient communication. Outside of the meeting itself, as the applicant, you will have a single point of contact throughout the application process.

Types of Consultation Available at the Applicant Review Session

You will be able to participate in one of three types of consultation at the ARS.

1. Initial Consultation
2. Optional Pre-Application Project Review
3. Application Review for Large/Complex Projects; Comment Letter Petition; Request for Clarifications

1. Initial Consultation

Initial Consultations are half-hour meetings for applicants who have a preliminary concept of their project proposal. At this point, applicants may or may not have site control, resources to hire a team of professionals, a market feasibility study, financial pro forma, or formal plans. The goal of this meeting is to assess project readiness and provide information on how to prepare for a formal submittal.

Main topics at Initial Consultations may include basic project information, applicant preparedness, project feasibility and level of environmental review needed. Staff can provide a Development Review Checklist that will list all of the items needed for a formal submittal.

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