

Guidance on acquiring campus site drawings and scheduling pre-application meetings with DSA's regional offices

To inform project planning for scope of work and needed budget, a pre-application meeting with DSA is required as part of the CAL FIRE Green Schoolyards Implementation Grant application. This is also required to be included in Planning Grant activities but not prior to Planning Grant awards.

Step 1. Contact the respective school district for site drawing that may include site improvements related to path of travel.

- School districts should be part of the project even if they are not the grant applicant. It is in their best interest to supply pertinent information to improve planning and overall success of the project.
- Site drawings related to projects with the below exemptions may be excluded as their relevance is unlikely (per CBC chapter 11B-202.4 and 11B-203).

Step 2. [Schedule pre-application meeting](#) with the respective regional office of the DSA.

- Pre-application meetings are intended to cover a single project. Meetings can cover 1-2 campuses. Meetings are planned to be approximately 1 hour so more complicated project should not be combined with other projects. Schedule meetings as necessary to cover all campuses included in the project.
- Submit site drawing acquired from the school district, if available, and aerial photos and at least conceptual plans for each campus. Additional information such as previous related project application numbers, photos of existing conditions etc. will aid DSA with recommendations for related path of travel improvements that may be triggered by the project. .
- Attendance: A district facilities manager or other district staff responsible for the project's implementation/management must be in attendance. If the school district is not the grant applicant, the lead or designated representative from the applicant's organization must also be in attendance. Other lead professionals such as landscape architects, architects, structural engineers may also be in attendance if it is beneficial to the meeting however attendees should be limited to those individuals who will add value to the meeting. When projects are submitted for formal review, an architect or structural engineer licensed in the state of California must assume responsibility as individual in general responsible charge of the preparation of plans, specifications, and related documents, and the observation of construction.

Step 3. Following the pre-application meeting submit meeting minutes, via email  to the DSA lead for review of accuracy within one week of the meeting. If accurate, submit the initial meeting request documents and the meetings minutes to CAL FIRE as part of the application.

Exemptions under 11B-202.4

5. Alterations of existing parking lots by resurfacing and/or restriping shall be limited to the actual scope of work of the project and shall not be required to comply with Section 11B-202.4.

6. The addition or replacement of signs and/or identification devices shall be limited to the actual scope of work of the project and shall not be required to comply with Section 11B-202.4.

7. Projects consisting only of heating, ventilation, air conditioning, reroofing, electrical work not involving placement of switches and receptacles, cosmetic work that does not affect items regulated by this code, such as painting, equipment not considered to be a part of the architecture of the building or area, such as computer terminals and office equipment shall not be required to comply with Section 11B-202.4 unless they affect the usability of the building or facility

Exemptions under 11B-203: General exceptions

11B-203.1 General. Sites, buildings, facilities and elements are exempt from these requirements to the extent specified by 11B-203.

11B-203.2 Construction sites. Structures and sites directly associated with the actual processes of construction, including but not limited to, scaffolding, bridging, materials hoists, materials storage and construction trailers shall not be required to comply with these requirements or to be on an accessible route. Portable toilet units provided for use exclusively by construction personnel on a construction site shall not be required to comply with Section 11B-213 or to be on an accessible route.

11B-203.3 Raised areas. Areas raised primarily for purposes of security, life safety or fire safety, including but not limited to observation or lookout galleries, prison guard towers, fire towers or lifeguard stands, shall not be required to comply with these requirements or to be on an accessible route.

11B-203.4 Limited access spaces. Spaces not customarily occupied and accessed only by ladders, catwalks, crawl spaces or very narrow passageways shall not be required to comply with these requirements or to be on an accessible route.

11B-203.5 Machinery spaces. Spaces frequented only by service personnel for maintenance, repair or occasional monitoring of equipment shall not be required to comply with these requirements or to be on an accessible route. Machinery spaces include, but are not limited to, elevator pits or elevator penthouses; mechanical, electrical or communications equipment rooms; piping or equipment catwalks; water or sewage treatment pump rooms and stations; electric substations and transformer vaults; and highway and tunnel utility facilities.

11B-203.6 Single occupant structures. Single occupant structures accessed only by passageways below grade or elevated above standard curb height, including but not limited to, toll booths that are accessed only by underground tunnels, shall not be required to comply with these requirements or to be on an accessible route.