



**General Plan Amendment,
 General Development Plan,
 Sectional Planning Area,
 Precise Plan,
 Specific Plan,
 Zone Change**

SUBMITTAL CHECKLIST:

Please ensure that you have read through the items below and mark whether you have included it in your submission (Y = Yes, N = No, N/A = Not Applicable).

Y	N	N/A	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review Fees/Deposits - See Master Fee Schedule
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form (check Zone Change, if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer Intake Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Information Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plans (provided on a flash drive AND an online link to all documents)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Project location, legal description, and Assessor’s Parcel Number (APN)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Lot size (square footage, acres)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Property owner’s name and address
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Name of person/firm who prepared the plans & preparation date (indicate Architect/Engineer)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Provide a Vicinity Map & North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Boundaries of subject property with dimensions & setbacks between property lines & buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. All existing & proposed buildings & structures (including freestanding signs)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Distance between buildings & structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I. Provide property zoning/land use and adjacent zoning/land use or the applicable Sectional Planning Area (SPA)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	J. Provide use and square footage for each building
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K. List number of existing/proposed dwelling units, types of dwelling units (SF, MF), number of bedrooms, density.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L. Show existing and proposed walls, fences, etc., indicating height, design, materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	M. Parking Layout, existing parking, required parking calculation, dimensions of parking spaces, pedestrian pathways, and/or loading area(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N. Lot coverage and floor area ratio (FAR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	O. Label adjacent streets, alleys, properties & structures



Y	N	N/A	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P. Trash areas with screening and dimensions (Refer to Recycling and Solid Waste Planning Manual)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Provide square footage for each unit & total floor area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Provide private storage areas (location and size per unit) – for condominiums only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Label interior use and square footage of each area or room of the building
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Trash enclosure detail – type and size of bins
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. All four sides of each new building (N/S/E/W)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Building height(s) - existing and proposed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Provide all exterior building materials - on each elevation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Trash enclosure(s) – building material, height
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conceptual Landscape Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Provide a landscape plan with exterior lighting, planting, accessory structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Provide lot coverage for proposed landscape (minimum 15% required for new construction or any proposed site improvements)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. For minor changes to the site, provide any landscape improvements, existing/proposed planting, or note there will be no changes to the landscaping of the site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Conceptual Grading Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Provide the storm drain, sewer, retaining walls, and all building footprints
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Provide the proposed cubic yards of earthwork (required for > 250CY)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental/Technical Studies (Per Project) *
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Noise/Acoustical Study (carwashes, mixed-use, major roadway adjacent, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Biology Study (> 1 acre or sensitive habitat)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Paleontological/Cultural Study (vacant land)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Air Quality/Greenhouse Gas Emissions Study (> 50 residential units and/or >900 metric tons of CO2 for non-residential SF)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. Lighting/Photometric Plan (sports fields, parks, adjacent to sensitive habitat, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Phase 1 Environmental Analysis (vacant land, former gas stations, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Transportation Study (increase in trips)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	H. Other (specify)



Y	N	N/A	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineering Reports (for new construction)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Drainage Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Geotechnical Report/Soils Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Storm Water Quality Management Plans (SWQMP) - if applicable from Storm Water Applicability Checklist