

## SUBMITTAL REQUIREMENTS

The following information represents the basic application requirements for a particular project. Additional information may be requested by the Planning Department on a case-by-case basis. Where multiple applications may be involved, the submittal requirements need not be repeated for each application.

### **ALL APPLICATIONS**

1. Complete copy of Environmental Questionnaire unless Planning Department does not require.
2. All Site Development plans shall be drawn to scale and include property lines and dimensions, existing and proposed structures, setbacks, building footprints, building envelopes (when different from footprint), project phasing, all trees with a trunk diameter of 4" or more, and location and species of all street trees, location of proposed amenities (public or private), parking layout and dimensions, exterior lighting, and indication of whether the buildings or units are one or two stories, location of structures on adjacent lots and any waterway or drainage course. These shall be accompanied by project elevation drawings, to scale, and of sufficient detail to show how the project will appear from adjoining properties or public streets, and floor plans of proposed project.
3. One (1) reduced copy of the site development plans and any other required plans on 11" x 17" paper.

### **ADDITIONAL INFORMATION**

#### **Use Permits**

1. A detailed narrative describing the proposed use(s) of the property including, when appropriate, such information as hours of operation, number of employees, shipping or delivery needs, drive-through service, outdoor storage needs, number and square footage of residential units, etc.
2. Site development plans.

#### **Tentative Maps** (Subdivision of 5 or more lots)

1. Five (5) copies of the Tentative Map containing all information required by the Municipal Code and State Law. (A checklist is available upon request)
2. Five (5) copies of site development plans, to the same scale as the tentative map showing, where applicable, all information outlined above.
3. Copy of proposed Conditions, Covenants and Restrictions, if applicable (e.g. condominiums).
4. Preliminary Title Report.

#### **Parcel Maps** (Subdivision of 4 or less lots)

1. Three (3) copies of parcel map containing all information required by Municipal Code and State Law. (A checklist is available upon request).
2. Three (3) copies of site development plan, where applicable and including all applicable information.
3. Preliminary Title Report.

#### **Variance**

1. A detailed narrative describing the Variance requested; what exceptional or extraordinary circumstances of the land or building make the Variance necessary; why the Variance is necessary for the preservation and enjoyment of your property rights; and why the granting of the Variance will **not** adversely affect the surrounding area.
2. One (1) copy of a site plan, drawn to scale, showing all property lines and dimensions, existing and proposed structures, location of existing structures on adjacent lots, and any natural features pertinent to the application. Drawing size is not to exceed 11 X 17. PROJECT ELEVATION DRAWINGS may be required if the application relates to the construction of a new structure.

#### **Rezoning/Prezoning/General-Plan Amendment**

1. A detailed narrative describing the proposal and justification for the rezoning, prezoning and/or General Plan amendment.
2. Five (5) copies of a site plan, drawn to scale, showing all property lines and dimensions, existing and proposed structures, location of existing structures on adjacent lots, and any natural features pertinent to the application. PROJECT EVALUATION DRAWINGS may be required if the application relates to the construction of a new structure.
3. One (1) reduced copy of the site plan and elevations, no larger than 11" by 17".

#### **Lot Line Adjustment**

1. Legal descriptions of existing and proposed parcels.
2. Copy of plan, drawn to scale, showing existing and proposed property lines and dimensions, existing and proposed structures, location of existing structures on adjacent lots and any natural features pertinent to the application.
3. Preliminary Title Report for each affected property.