

Planning permit submittals must include the items on this checklist and all required fees. **Items marked with an * are mandatory for Design Review.**

*** APPLICATION MATERIALS**

- Completed Planning Permit Online Application
- Completed Lot Summary Table Form (for projects with floor area changes)

*** ALL PLANS:**

- One (1) electronic version in a single .PDF file; maximum file size 8MB.**
- Twelve (12) hardcopy sets of plans** for projects requiring a Planning Board public hearing. Consult with Planning staff. Plan sheets should be 11" x 17" and no greater than 24" x 36".
- Include North Arrow, date prepared, and bar scale. Acceptable scales are: 1/4" = 1' and 1/8" = 1'. Other scales may be acceptable but should be discussed with Planning staff before filing.
- Name and phone number of the person preparing the plan

*** SITE PLAN (existing and proposed on separate drawings):**

- Location of proposed development
- Property line dimensions, distance from outer edge of street curb and the front/street side property lines
- Location and dimensions of all existing and proposed buildings
- Dimensions of existing and proposed front, side, and rear yards
- Location and dimensions of existing and proposed driveways, garages, carports, off-street parking spaces, and vehicle back-up areas
- Building footprints and appropriate height of structures on adjacent lots (for projects requiring a finding pursuant to AMC Section 30.5 7(k) & (l), which allow for reduced setbacks; see privacy and shadow study.)
- Location of all existing landscaping. Indicate any trees to be removed. Include circumferences of all trees. Provide species and common name of all trees.
- Location of all trees, shrubs, groundcover, and turf to be planted.
- Location of non-vegetative landscape improvements, such as paving, fences, retaining walls, and planters.
- Location of drainage ways and access easements. (Check with the Public Works Department for public utility and access easements.)

*** ROOF PLAN (existing and proposed on separate drawings) includes the following:**

- All existing and proposed roof elements

*** ELEVATIONS (existing and proposed on separate drawings) include the following:**

- Fully dimensioned and prepared to an appropriate scale, include final building height
- Existing and proposed construction and/or alterations Existing and proposed views of each elevation should appear side by side on the plans.
- Location of proposed vents, gutters, downspouts, air conditioning equipment, antennas, all rooftop mechanical equipment, utility meters, transformers, and utility boxes
- Direction of building elevation (i.e., north, south, etc.)
- Details for fascia trim, windows, doors, trim, sills, railing and fencing, and construction details
- Location of exterior lighting and cut sheet/details of the type of lighting fixtures

*** FLOOR PLANS (existing and proposed on separate drawings) (if proposing interior remodel or additions):**

- Fully dimensioned and prepared to an appropriate scale
- Ceiling heights of all interior spaces

- Rooms labeled for use
 - Show location of all existing and proposed windows and doors.
 - * **WINDOW SCHEDULE** (or use City's standard Window Schedule):
 - Numbered inventory list of existing and proposed windows
 - Label existing and proposed window types and dimensions
 - Show compliance for required egress windows for bedrooms.
 - Show style of windows and materials on building plans or elevations.
 - Cut sheets/brochures of proposed windows.
 - Window installation detail showing the dimensions of the window, window trim, sill, and window reveal from the surface of the exterior wall.
 - * **DEMOLITION PLAN** (if applicable):
 - Identifies all elements that will be removed/replaced
 - Written description of elements that will be removed and/or removed and reused materials
 - * **PHOTOGRAPHS** (digital photos preferred):
 - Project site and adjacent properties (streetscape view)
 - Front, side, and rear elevations, proposed work area
 - * **LIGHTING PLAN**
 - Show the type and location of all proposed exterior lighting fixtures.
 - Details for the height and type of freestanding light fixtures or mounting height of lights mounted on walls.
 - Cut sheet details of proposed light fixtures
 - Photometric plan (speak with a planner about this requirement)
- CROSS SECTION(S):**
- Longitudinal direction
 - Transverse direction
- COLOR AND MATERIAL BOARD (major projects only)** include images and material information in plans:
- Exterior cladding, Paint colors
 - Roofing material
- PRIVACY/SHADOW STUDY** (major projects and residential with non-conforming setbacks):
- Site plan showing building footprints of adjacent properties
 - Front elevations of subject property and both adjoining properties
 - Shading angles for June 21 and December 22 at 8:00 a.m., Noon, and 4:00 p.m.
- OTHER** – Speak to a planner regarding the need to submit the following information:
- Landscape and Irrigation Plan
 - WELO Landscape Document Package
 - Waste Collection Plan
 - C3 Stormwater Management Plan/Checklist
 - Bay-Friendly Landscaping Scorecard
 - Fire Truck Access Plan
 - Bicycle Parking Plan
 - Pedestrian and Bicycle Access Plan
 - AMP Electrical Transformers plan
 - Massing diagram
 - Site Survey conducted by a licensed surveyor
 - Preliminary Title Report (must be less than six months old).