

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 Application Form
- Signatures of Property Owner and Applicant on the Application Form
- Letter of Approval from the Homeowners or Business Association (if applicable)
- Completed Lot Summary Table Form (for projects with floor area changes)

* **ALL PLANS:**

- One (1) set of plans** - Alterations with no change in building footprint or floor area.
- Two (2) sets of plans** - New construction, additions, alterations with change in building footprint or floor area. (Note: for projects requiring a public hearing, up to twelve (12) sets of plans may be required. Consult with Planning staff.)
- One (1) electronic version in a single .PDF file; maximum file size 8MB.** (CD or USB drive).
- Plan sheets must be no less than 11" x 17" and no greater than 24" x 36" unless prior approval is given.
- 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
- Approval stamp/signature and date from the Homeowners / Business Association (if applicable)

* **SITE PLAN:**

- Location of proposed development
- Property lines, distance between 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, required 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
- 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 final height of building
- 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 - include a dimensioned cross section of window, including exterior trim detail.

* **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

WELO Landscape Document Package:

- Applicable if: refurbished landscape area is greater than 2,500 square feet or new landscape area is greater than 500 square feet

CROSS SECTION(S):

- Longitudinal direction
- Transverse direction

COLOR AND MATERIAL BOARD (major projects only) include the actual material samples:

- 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:

- Waste Collection Plan
- Site Survey conducted by a licensed surveyor
- Preliminary Title Report (must be less than six months old).
- Bay-Friendly Landscaping Scorecard