

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

*** GENERAL REQUIREMENTS FOR ALL PLANS:**

- ☐ **One (1) electronic version in a single .PDF file; maximum file size 8MB.**
- ☐ **Ten (10) 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: $\frac{1}{4}" = 1'$ and $\frac{1}{8}" = 1'$. Other scales may be acceptable but should be discussed with Planning staff before filing.
- ☐ Name and phone number of the person preparing the plan
- ☐ Written detailed project description explaining the scope of the proposed project, entitlements requested and any other pertinent information.
- ☐ Completed Lot Summary Table Form (for projects with floor area changes)

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

- ☐ Location of proposed development and surrounding streets and traffic flow
- ☐ 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, distance between buildings
- ☐ Dimensions of existing and proposed front, side, and rear yards, setback distance between buildings
- ☐ 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, exterior lighting, and ground signage. 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.
- ☐ Topographic lines. Location of drainage ways, utilities and access easements. (Check with the Public Works Department for public utility and access easements.)

*** MASSING DIAGRAM** includes the following fully dimensioned within no specific architectural details:

- ☐ Three dimensional form of proposed structures showing general profile, bulk, setbacks and size of building

*** 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 and/or RENDERINGS** (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)

*** PUBLIC REVIEW FILE (a separate PDF file for public review) including:**

- ☐ Site Plan
- ☐ Massing Diagram

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:

- ☐ WELO Landscape Document Package and Landscape and Irrigation Plan
- ☐ Bay-Friendly Landscaping Scorecard
- ☐ C3 Stormwater Management Plan/Checklist
- ☐ Waste Collection Plan
- ☐ Fire Truck Access Plan
- ☐ Bicycle Parking Plan; including dimensioned layout, table showing number of required and proposed short and long-term spaces, and manufacturer specifications"
- ☐ Pedestrian and Bicycle Access Plan
- ☐ AMP Electrical Transformers plan

- ☐ Site Survey conducted by a licensed surveyor
- ☐ Preliminary Title Report (must be less than six months old).
- ☐ Transportation Demand Management Plan (AMC 30-7.7)

DENSITY BONUS (for developers requesting a density bonus pursuant to Government Code Section 65915 et seq. and AMC Section 30-17)

- ☐ Base Plan showing how the project complies with existing development standards
- ☐ Waiver Request Letter - If you are requesting any Waivers, include a letter explaining what waivers are requested and how the Development Standard(s) would have the effect of physically precluding the construction of a Housing Development at the density permitted by State Law or with the incentives/concessions granted for Density Bonus.