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: \( \frac{1}{4}" = 1' \) 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
- 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

WELD 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