



SUPPLEMENTAL DEVELOPMENT APPLICATION CHECKLIST

A. ITEMS REQUIRED FOR FILING:

- 1. Completed Development Application Form with notarized signatures of property owner and applicant.
- 2. Completed Campaign Disclosure Statement.
- 3. Completed Environmental Information Form.
- 4. A letter of justification signed and dated by applicant explaining the project and how the request meets all the applicable requirements.
- 5. Processing Fees and Deposits.
- 6. Photographs of site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west and mounted on 11" x 14" paper.
- 7. Noticing package which includes:
 - a. A separate list of property owners names, addresses, and assessor's parcel numbers within 300 feet of subject site, prepared and certified by a licensed Title Company, prepared from latest tax role.
 - b. Assessor's maps showing the site and indicating the properties located in the 300 foot radius.
 - c. Two (2) sets of gummed mailing labels for the 300 foot property owner list and property occupants' address list (when owner mailing address is different than property address).
- 8. Preliminary Title Report prepared within the last thirty (30) days.
- 9. Fifteen (15) folded 8½" x 11" copies of full size site plans with dimensions and drawn to scale:
 - o Site plan
 - o Floor plans
 - o Landscape plans
 - o Elevations
 - o Roof plan
 - o Preliminary grading plan and cross-sections
- 10. Ten (10) 11" x 17" copies of plans.
- 11. Colored rendering or colored elevations and material pallet and colored preliminary landscape plan.
- 12. jpg versions of all plans

ALL PLANS SHALL BE DRAWN AT AN EASILY READABLE SCALE. ALL FULL SIZE PLANS SUBMITTED SHOULD BE FOLDED TO A MAXIMUM OF 8" x 11" WITH THE TITLE BLOCK VISIBLE. ALL PLANS SHALL INCLUDE:

- a. Name, address, and telephone number of owner and developer of subject property.
- b. Name, address, and telephone number of person preparing plan.
- c. North arrow.
- d. Scale.
- e. Vicinity map showing site location.
- f. Property lines of entire legal parcel(s).
- g. Names of adjacent streets and intersections.

- h. Width of adjacent streets and alleys and distance to centerline.
- i. Legal description of subject property.
- j. Street address of subject property (if assigned)
- k. Zoning designation of subject property and surrounding properties.
- l. Existing land uses of surrounding properties.
- m. Summary of all development standards and how they are being met.
- n. Area of subject property, including each parcel or lot.
- o. Topographic contour lines and finished pad and floor elevations.
- p. Architectural perspectives or renderings.
- q. Exterior building materials, colors, building height and including materials of proposed fences and walls.
- r. Sizes, locations, and elevations of all utility cabinets and roof-top equipment.
- s. Proposed plotting of buildings.
- t. Street or alley dedications, if applicable.
- u. All existing and proposed public improvements within adjacent streets and alley right-of-way (curb, gutter, streetlights, sidewalks, parkways, power poles, fire hydrants, water and sewerlines, etc.) Showing existing curb, gutter, and sidewalk with dashed lines and label. Show new curb, gutter, and sidewalk with solid lines.
- v. Existing or proposed public rights-of-way within subject property.
- w. Existing or proposed easements within or immediately outside subject property (public and private).
- x. Location of on-site and off-site drainage facilities.
- y. Physical features on property lines and immediately adjacent to property lines (fences, walls, power poles, buildings, slopes, etc.)
- z. Location of all buildings (main and accessory), fences and walls, paved areas and landscaped areas labeled existing or proposed.
- aa. Percentage of area covered and floor area ratio of buildings on each parcel.
- bb. Location of existing and proposed on-site waterlines, sewerlines, or septic tanks and fire hydrants.
- cc. Type of construction per the Uniform Building Code.
- dd. Height of all buildings and structures.
- ee. Dimension from building(s) to property line and to other buildings on subject property.
- ff. Uses of all buildings (existing and proposed) on subject property.
- gg. Off-street parking including dimensions of individual disabled and standard parking spaces, internal circulation pattern for pedestrian and vehicular traffic, wheel stops, and type of surfacing proposed.
- hh. Driveway widths.
- ii. Computation of square footage of landscape areas.
- jj. Location, quantities, sizes, and species of landscaping materials, including existing and proposed street trees if applicable.
- kk. Loading spaces, including dimensions.
- ll. Direction of drainage flow with slope in percentage.
- mm. Signs, including area, location, height, illumination, and mechanical movement.
- nn. On-site lighting standards and photometric study.
- oo. Trash enclosures.
- pp. Outdoor storage areas, if permitted.
- qq. Location of all entrances.

The Community Development Director may waive any information described above upon determination that it is not relevant to the review, or the Director may require additional information as needed.

B. NOTICE TO APPLICANTS

1. Acceptance of application at the counter does not represent a complete application. California Government Code Section 65943 provides for thirty (30) days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
2. It is recommended that applicant, representative, or property owner should be present at all hearings.
3. All correspondence and reports will be mailed to the applicant and property owner.
4. If you have any questions regarding the above, please call the Planning Department at 714-573-3140.