

**CITY OF MARTINEZ
COMMUNITY DEVELOPMENT DEPARTMENT
APPLICATION SUBMITTAL REQUIREMENTS CHECKLIST**

For: Preliminary Review	Telecommunication Facilities
Design Review	Lot Line Adjustment
Design Review - Signs	Tentative Map/ Vesting Tentative Map
Conditional Use Permit	Planned Unit Development
Variance	New Multiple Residential Development

The following is required for a complete application (as applicable to your project):

FORMAL APPLICATION PACKAGE

- Application Form
- Application Fees (non-refundable) and/or Deposit payable to the City of Martinez
- Environmental Information (see Environmental Check List Form)
- Letter of Explanation and Statement of Design Intent
- Letter of Authorization from the Property Owner
- Title Report (must be recent, maximum 6 months old)
- 3 sets of full size plans, unless otherwise noted by staff (must include all relevant items listed in “**Basic Plan Information**” below)
- 1 set of plans reduced to a maximum size of 8½”x11” or 11”x17”
- CD with plans in PDF format
- Photos of the Site and Surrounding Area, Photo Simulations/Photomontage, or Other Visual Analysis for Visually Significant Sites (may also include photos on CD)
- Soils Report (preliminary soils report and geotechnical investigation)
- Arborist Report (prepared by a certified arborist)
- Business Plan (including hours of operation, number of employees, etc.)
- Application Submittal Requirements Checklist.

*All forms, requirements, procedures, guides and handouts are available at City Hall (525 Henrietta Street) or at www.cityofmartinez.org/depts/planning/forms.asp .

NUMBER OF SETS OF PLANS

For: Preliminary Review = 3 sets
Design Review Committee = 8 sets
Zoning Administrator = 5 sets
Planning Commission = 10 sets
City Council = Ask Staff
Subdivisions, PUD’s, and New Multiple Residential Developments = Ask Staff, may require additional plan sets for review by outside agencies

A) BASIC PLAN INFORMATION – This base information is required to be on all plans submitted for preliminary review including tentative maps, site plans and development plans and for all plans submitted with applications for Design Review, Conditional Use Permit, Variance, Telecommunications Facilities, Tentative Maps, Planned Unit Development (PUD), and New Multiple Residential Development.

All plans shall be clearly and legibly drawn, 1:40 scale minimum, unless otherwise noted, on sheet with a minimum size of 24”x 36” and maximum size sheet no larger than 36”x 42”. **All submitted plans shall be folded to a maximum size of 9”x12”.** All plans shall be prepared by a licensed architect, civil engineer, land surveyor, landscape architect or building designer, provided that boundary and topographic survey be signed/stamped by a licensed land surveyor or qualified engineer. Commercial project plans shall be prepared by a licensed architect and/or professional engineer. **Plans shall include:**

Site Information:

- _____ Name, address and phone number of the record owners of the property, the subdivider (if not the applicant), the plan preparer, and contact person (all correspondence will be sent to the contact person)
- _____ Statement that applicant is owner of the property or authorized agent of the owner
- _____ Date of preparation, north arrow, scale, vicinity map, title block including tabulation of lot size, site area, gross building area, square footage per floor/unit, lot coverage (including footprint of residence, garage, sheds/storage buildings, decks 18”+, all structures with posts, etc.), public and private open space, percent landscaping, paved area, breakdown of parking requirements, general plan and zoning designation
- _____ Slope density calculations per Hillside Development Regulations (Section 22.33, MMC, see Hillside Development Regulations)
- _____ Site plans with dimensions, property lines and project boundary lines showing distances and bearings, staking of the site
- _____ Existing and proposed lot lines, lot dimensions and size (area), and intended use of the lots
- _____ Existing and proposed topography, contour lines (2’ contour intervals) with spot elevations, including grading close to buildings, pad elevations, height and steepness of all cut and fill slopes, identification of areas over 10%, 20% and 30% slope, contours should be extended beyond the property a sufficient distance (50 feet minimum) to show relationships with adjoining properties and feasibility of proposed street extensions (minimum 100 ft beyond subdivision)
- _____ Site survey and boundary/topographic survey must be prepared by and signed by a licensed civil engineer or land surveyor, when required
- _____ Location of permanent physical features affecting the proposed subdivision design
- _____ Identify if property is within a Federal Emergency Management Agency (FEMA) defined 100-year floodplain
- _____ Limits of work

Building Information:

- _____ Clearly identify all existing and proposed structures. Label structures to remain or to be removed
- _____ Location and height of existing and proposed structures including fences, retaining walls

(with top of wall and bottom of wall elevations), walls, utilities, lighting, mailboxes, trash enclosures, etc.

- _____ Preliminary development plan including footprints of all buildings, location, use, height (measured from natural grade to roof pitch), size of structures, setbacks between structures, and required and proposed setbacks from property lines and top of creek bank
- _____ Floor plans showing dimensions and exterior dimensions, design, exterior doors and windows, stairways, mechanical rooms, shared hallways, parking, employee showers, etc.
- _____ Building elevations with dimensions 1/4"=1' scale minimum, specify bulk and appearance of the structures. Provide one outline per elevation view of people (6' height) or cars
- _____ Cross sections through the site and at property boundaries showing relationships to centerline of street, property lines, topography, final grades, location and height of structures, fencing, retaining walls, wall drainage treatments, landscaping, roadways, parking areas, and adjacent properties. Identify section locations on site plan (minimum 1" = 20' scale)
- _____ Color and materials board

Landscape:

- _____ Landscape plan - must include plant type, common name, size, zone suitability, and planting information (see **Design Review submittal requirements** below)
- _____ Irrigation plan
- _____ Location of all natural features including rock outcroppings or watercourses, faults, slide areas, all existing trees (6.5" diameter or larger) indicate species, trunk and drip line, accurately plotted, identify all trees to remain and to be removed
- _____ Location of vegetative swales, bio-retention areas, and other water treatment facilities (C.3 facilities)

Improvements:

- _____ Dimensions of existing and proposed rights-of-way, curb, gutter, sidewalk, edge of pavement, centerline, trails, paths; and typical cross section of streets, alleys, and pedestrian ways
- _____ Location of existing and proposed utilities together with widths, locations, and elevations of all existing and proposed public and private easements (including water supply system, sanitary sewer and laterals, wells, septic tanks, underground and overhead electrical lines, utility poles, aboveground utility vaults and meters, transformers, underground irrigation, backflow prevention and reduced pressure devices, lighting fixtures, street lights, traffic signal poles, traffic signal pull boxes, signal cabinets, fire hydrants, etc.)
- _____ Name, location, width and approximate grades of streets, alleys, pedestrian ways, and edge of right-of-way, within the proposed subdivision and adjacent to the proposed subdivision; suggested locations of street extensions and connections to surrounding properties
- _____ Existing and proposed drainage system for the project with a drainage study and substantiating calculations, as required by the City Engineer
- _____ Where required, a Stormwater Control Plan shall be submitted at the planning phase in accordance with the current Contra Costa County Clean Water Program Stormwater C.3

Guidebook. All required Stormwater Control Plan improvements and facilities shall be shown on the plans

- _____ Proposed circulation including driveways, parking and loading areas, parking spaces and aisles drawn, width and location of all vehicular and pedestrian access openings, general parking lot layout with dimensions and parking tabulations (if applicable). Show the width of driveways and dimensions of parking lots
- _____ Pedestrian access routes during construction
- _____ Bicycle racks/stands
- _____ Bus stop upgrades and amenities (such as shelters, benches, etc.)
- _____ Locations and dimensions of proposed public and private community facility sites

Improvements within Creek Areas:

- _____ Show the property lines on the plans, provide a copy of the title report, and all existing easements, if any
- _____ Show cross sections of the entire creek section (top of bank to top of bank) including section upstream of limit of this project. The sections should be drawn accurately to scale showing the existing ground and proposed improvements, such as elevations, top of wall, slopes, existing building, etc. Show cross sections of the creek not less than 50 feet upstream of the limits of work
- _____ Proposed improvements should not impact adjacent properties or reduce the flow capacity of the existing creek
- _____ Show locations of all utilities, if any, to assure that none are disrupted or affected by the construction
- _____ Provide a copy of the soils report
- _____ An environmental review (Initial Study) pursuant to the California Environmental Quality Act will be necessary if such is required by the Department of Fish and Game. A consultant (at the applicant's expense) maybe necessary to prepare the environmental documentation. The applicant will be responsible for the fees incurred, and for all studies required for preparing the environmental documentation
- _____ Regulatory agencies permits are required: Obtain the approval of the Department of Fish and Game, Army Corps of Engineers, and U.S. Fish and Wildlife Service, and any other regulatory agencies having jurisdiction of improvements within the creek area. Their permits will be needed prior to project approval. To apply for permit from the other regulatory agencies, the applicant should consider filing a Joint Aquatic Resource Permit Application (JARPA). The application and instructions can be downloaded form the internet from <http://jarpa.abag.ca.gov>. The applicant is also encouraged to coordinate with the Urban Creek Council (510) 540-6669 for design alternatives

B) ENVIRONMENTAL INFORMATION – Every project, which is not exempt from CEQA, must be analyzed to determine the potential environmental effects of the project.

- _____ Completed Initial Study Checklist prepared by the applicant, staff, and/or consultant at the applicants expense (see Environmental Check List Form)
- _____ Deposit towards the actual cost plus 25% administrative fee for Negative Declarations, Mitigated Negative Declarations, EIR's and/or supplemental studies or peer review, as required. The following factors are considered in the analysis of environmental effects of

a project: Land Use/Planning Policies, Traffic/Circulation, Natural Resources/Biological, Soils/Geotechnical, Hydrology/Drainage, Mineral Resources, Cultural Resources, Recreation, Water Quality, Air Quality, Public Services (Police/Fire/Parks/Maintenance), Noise, Utilities & Services, Energy and Hazardous Materials/Waste, Population/Housing

- _____ Checks payable to Contra Costa County for the filing of environmental documents
- _____ Approval of other Regulatory Agencies

C) DESIGN REVIEW

_____ Site Plans containing the information listed in “**Basic Plan Information**”

_____ Architectural drawings - all plans shall be drawn to a 1/4” or 1/8” equals 1-foot scale

- Floor plans with overall exterior dimensions
- Roof plan accurately showing existing and proposed roof configurations, property lines, ridgelines, valleys, hips, flat roof areas, roof pitch, rooftop mechanical equipment and screening, outline of building footprint, eaves, and label type of material (wood, simulated shakes, metal, tile, composition), manufacturer and color
- Exterior elevations of all sides of each building with all architectural features shown and detailed (windows, glazing, door frames, siding, etc.), all dimensions including building heights (measured from natural grade to roof pitch) shall be shown
- For windows and exterior doors indicate type of frame (wood, metal, aluminum, vinyl, etc.), muntins or grilles (indicate interior muntins, simulated divided light or true divided light), and color
- For siding label and show location, direction of material (horizontal or vertical), masonry manufacturer and model for manufactured stone or brick, masonry caps and trim, texture of stucco, color scheme (body, trim, accent) and decorative trim for doors, windows, skirts, braces, posts, etc.
- Show details of vents, gutters, downspouts, a/c units, screening of mechanical equipment, gas meters, electric meters, and electric transformers
- All porches, pop-outs, decks, balconies, patios, stairs, covered entries, etc. shall be shown as a part of the building footprint on the site development plans. Label type of material, color and finish texture. Show railing details, finishes, and materials
- Color and materials board, for all sides of buildings. Show door and window treatments, railings, stairways, trim, fascia, soffits, columns, etc.
- If the project is within the floodplain, show the elevation of the 100 year water surface

_____ Preliminary landscape plan, 1” = 20’ scale (or 1” = 10’ as required). Plans shall be prepared using industry standards, use the grading plan as a base, show existing and proposed grades, retaining walls, property lines and building footprints

- Conceptual landscape plan showing proposed trees, tree clusters, shrub groupings, lawn, ground cover, turf varieties, mulches
- Plant legend with botanical and common name and size (indicate if native and/or drought tolerant)
- Details on planting, rate of growth, size in 3-5 years, mature size, and container size at time of planting

- All existing trees to remain and to be removed shall be noted, including size, species, trunk location, canopy, and drip line. Provide a Certified Arborist Report and show details for protecting existing trees
 - Hardscape features; i.e., curbs, headers, raised planting areas
 - Details of all proposed fencing and walls and other hardscape features, including project lighting, mailboxes, utility structures/panels, decorative paving, trellis/arbors, paths, site furnishings, water features, pools, etc.
 - Irrigation notes regarding type of system
 - Water conservation budgets and water use calculations for residential projects of more than 3 units and all non-residential projects
- ___ Final landscape plan, 1" = 20' scale (or 1" = 10' as required). Must include all items listed above for the preliminary landscape plan
- Final planting plan and plant list
 - Landscape grading plan
 - Schedule for finished grading, soil preparation and treatment, planting mulching and landscape maintenance, and outline of site inspections to be performed
 - Final site plan or construction plans for non-vegetative landscape improvements (paving, fences, walls, retaining walls, planters, trash enclosures, arbors, etc.)
- ___ Lighting plan (location, height, size, style, intensity, type of fixture and cut-sheets, type of building mount and freestanding exterior lighting, and landscape lighting)
- ___ Cross sections of the site and proposed project, through major axis and extending from property line to property line, and extending to nearby street centerlines for sites over 10% slope
- ___ Photos of site and surrounding area
- ___ Color rendering for each elevation, representing the final finished appearance
- ___ Shade diagram
- ___ Staking or photomontage for visually significant sites
- ___ Photomontage or photo simulation (may be required)
- ___ Perspective drawings (optional)
- ___ Conceptual model (optional)

D) DESIGN REVIEW - SIGNS

- ___ Signage program should be an appropriate scale (minimum 1" = 20' scale) and match sign program or existing signs
- Location of all signs on a site plan (existing and proposed), elevations drawn to scale (include a side elevation), and final finished appearance of the signs in its installed settings (building mounted or freestanding)
 - Table of total square footage of all site signage, principal building frontage, and gross floor area occupied
 - Sample of colors and materials, provide color rendering of all signs
 - Sign details (description, type, size, dimensions, area in square feet, sign cabinet, letter and font style, sign returns, height above finished grade, etc.)
 - Method of illumination and mounting details

E) CONDITIONAL USE PERMIT

- _____ Site Plans containing the information listed in “**Basic Plan Information**”
- _____ Address or description of the property, including current use
- _____ Indicate location, size, height, dimensions, and proposed use of all buildings and structures (existing or proposed) for the property
- _____ Show the location of all existing and proposed parking spaces and provide information on how the parking requirements will be met
- _____ Written statement describing the proposed use, business plan, including number of employees, hours of operation; including truck deliveries, drop off/pick up, etc.; approximate number of vehicle trips per day/peak hours; product produced (if applicable); outdoor activities (storage, work areas, play areas); any activity that may cause odors, glare, noise or dust, hazardous materials, volatile materials or chemical or hazardous waste
- _____ Written statement explaining the reasons for a use permit, describing the use and how it complies with the findings for a use permit as prescribed in Section 22.40.070 (see Conditional Use Permit Application Guide)
- _____ An accurate scale drawing of the site and surrounding area for a distance of at least 500 feet from each boundary of the site showing the existing location of streets and property lines and the names and last known addresses of the recorded legal owners of all properties shown on the drawing

F) VARIANCE

- _____ Site Plans containing the information listed in “**Basic Plan Information**”
- _____ Written statement of the precise nature of the variance requested and the practical difficulty or unnecessary physical hardship, consistent with the objectives of this title which would result from a strict or literal interpretation and enforcement of the specific requirement
- _____ Written statement of findings and supporting data pertinent to the findings required for approval of a variance, prescribed in Section 22.44.070 (see Variance Application Guide)
- _____ Indicate any loss in landscape or parking or any other changes in the use of the property due to the variance
- _____ Indicate any amenities or benefits to the area proposed in exchange for the variance

G) LOT LINE ADJUSTMENT

- _____ Names, addresses, and telephone numbers of the record owners; the assessor’s parcel numbers assigned to the parcels
- _____ Draft deed
- _____ A notarized certificate or letter signed by all owners of record agreeing to the filing of said application, and agreeing to comply with the provisions of the Subdivision Ordinance (Chapter 21, MMC) and State Map Act as they apply to the processing and approval of said application
- _____ Preliminary title report for all properties affected and sufficient title information to show that the parcels were legally created. Provide maps and deeds of reference documents

- _____ Legal description and entitlements
- _____ Closure calculations (traverse, error of closure, area, etc.)
- _____ A plat map for each new parcel(s) and for swapped area on one sheet (8½”x14”) showing true north point, dimensional and graphic scale (not smaller than 1” = 100’), vicinity map, date, names and addresses of legal owners, legal descriptions, and title block with lot line adjustment number
- _____ A diagram showing layout, numbers and dimensions of lots involved, existing land use zones, and official plan lines
- _____ A diagram showing the boundaries of the lots, both existing and proposed with dimensions and with sufficient information to locate the property and City limit lines
- _____ A diagram showing areas for the new parcels (s.f./ac) and areas to be used for public purposes and facilities
- _____ A diagram showing the location of all existing structures and buildings in the vicinity of the affected lot lines, and notations of structures to be removed
- _____ A diagram showing the location, names, and width of all existing streets or other public right-of-way in or adjacent to the lots and edge of pavement of existing roads and driveways
- _____ A diagram showing important physical features, such as trees, access and utility easements, overhead and underground utilities, utility poles, railroad rights-of-way, existing land use zones, political subdivision lines, rancho lines, drainage channels, culverts, wells, springs, and water courses
- _____ A diagram showing location and width of all proposed easements for all utility purposes with dimensions. Provide names of owners of record of easements, exclusions, and abutting properties
- _____ A diagram showing outline of existing slides, sump areas, and areas subject to inundation (see Lot Line Adjustment Procedures)

H) TELECOMMUNICATION FACILITIES

- _____ Site Plans containing the information listed in “**Basic Plan Information**”
- _____ Updated network facilities plan for the entire City and areas within the City’s sphere of influence, including the information listed below pertaining to provision of service over the duration of the network plan and foreseeable future:
 - Written description of the type of technology and consumer services to be provided
 - List enumerating the applicant’s facilities, including existing, approved, proposed (applications filed and pending) and planned (application expected to be filed) sites for new, upgraded, and abandoned facilities, describing the location, type and number of antennae and equipment stations at each site
 - A map(s) depicting the location and boundaries of all coverage areas planned by the applicant and location of applicant’s facilities sites within each coverage area (sites should be identified on the map by numbers corresponding to the list)
- _____ A separate coverage area map and search ring for the proposed site, including the information described above as it pertains to the coverage area within which the proposed facility is sited. Topographic maps published by the United States Geologic Survey should be used to prepare base information for the service area maps (The network and

coverage area maps may be combined into a single map if the scale of the map is large enough to provide specific analysis within the coverage area boundaries)

- _____ Technical information, including but not limited to radio frequency radiation reports, visual analysis, alternative sites analysis, landscape plans, lighting plans, and architectural and engineering plans shall be prepared by an appropriate qualified professional
- _____ Preliminary title report and any land use easement or restriction (open space, scenic resources, etc.) which encumbers the proposed facility site and a copy of a title report or other legal instrument demonstrating legal access to the proposed facilities site
- _____ Written analysis describing specific factors for selection of the proposed site and reasons why the proposed site is essential to meet the service demands of the carrier
- _____ Analysis identifying all technically and commercially feasible alternative sites within the search ring that would provide service to the proposed coverage area avoiding or minimizing adverse effects created by the proposed facility (land use, visual, safety and/or other environmental factors addressed by California Environmental Quality Act)
- _____ Information showing that good faith efforts and measures were taken by the applicant to secure any other preferred location sites and specific reasons why such efforts and measures were successful
- _____ Radio Frequency Radiation (RFR) report, measuring predicted and actual (if available) levels of RFR emitted by the proposed facility operating by itself and in combination with other existing or approved facilities at the proposed facility site, showing current standards as adopted by Federal Communications Commission (FCC). Measurement shall be based on all proposed, approved, and existing facilities operating at maximum power densities and frequencies
- _____ Landscape plan (see Design Review submittal requirements above), including cross sections of the facility and the height of plant materials at one year, two years, five years and full growth
- _____ Visual analysis/photomontage showing views from public vantage points and other areas as necessary showing existing and cumulative conditions including the proposed facility and any other existing, approved, or proposed telecommunication facilities at the site, by all carriers, based upon permit applications which have been filed with or approved (see Telecommunications Facilities handouts)

I) TENTATIVE MAP

All plans required for subdivisions (Chapter 21, MMC) are required to be prepared by a registered civil engineer or land surveyor.

- _____ The Tentative Map shall contain the information listed in **“Basic Plan Information”**
- _____ The tract name and number; number of lots; General Plan/Zoning designations, APNs
- _____ A key map showing the proposed subdivision and surrounding subdivisions and streets located within 1/4 mile radius of the property boundaries
- _____ Approximate grades of all streets and driveways, profiles required in hilly areas, approximate radii of street curves and curb returns
- _____ Lot numbers; common areas
- _____ Lot lines and approximate dimensions
- _____ Typical cross section of streets, alleys, and pedestrian ways

- _____ Limitations on rights of access to and from streets, lots and other parcels of land, and locations and widths of non-access strips and reserve strips
- _____ Location and widths of alleys, all streets within the proposed subdivision, streets and private roads adjacent to the proposed subdivision, and pedestrian ways
- _____ Location and widths of existing and proposed utilities and public/private easements
- _____ Location and widths of watercourses and areas subject to flooding
- _____ Locations of structures, canals, pipelines, railroads and other physical features
- _____ Locations of boundary lines of the City, school district, sanitary districts and any other taxing districts
- _____ Location and approximate dimensions of proposed community facilities sites
- _____ Contours shall be shown and shall be extended into adjoining properties a sufficient distance to show relationships to adjoining properties and feasibility of proposed street extensions
- _____ Locations and limits of offsite improvements

Statements to Accompany Map:

- _____ Legal description of the property
- _____ Existing use or uses of the property
- _____ Existing or proposed tract or deed restrictions
- _____ Identification and description of existing and proposed easements including any building and use restrictions pertaining to such easements
- _____ Proposed uses of the property, including a statement of the relative proportions of the total area of the subdivision proposed to be devoted to each use
- _____ Source of water supply and other utility services
- _____ Method of sewage disposal
- _____ Provisions for drainage and flood control
- _____ Types of street improvements and utilities which the subdivider proposes to install
- _____ Statement of other improvements to be made or installed
- _____ Statement of the time when improvements are proposed to be made or installed
- _____ Description of street tree planting plan
- _____ Description and location of public and private community facilities, including parks, playgrounds, schools, shopping centers, public transportation system, and other facilities, which would serve the proposed subdivision and mechanisms for maintaining such facilities
- _____ Description of the proposed subdivision, including the number of lots, average and minimum sizes of lots, type of development and any other information which would be useful to the Planning Commission in reviewing the tentative map
- _____ A preliminary soils report and geotechnical investigation, required to be reviewed by the City's soils and geotechnical consultant, at the applicant's expense
- _____ Hydrology report/Hydraulic calculations including analysis of impacts on downstream facilities
- _____ Preliminary title report
- _____ List of all items that do not comply with the City's Subdivision Ordinance

J) VESTING TENTATIVE MAP

The map shall contain all of the information listed in “**Basic Plan Information**” and **Tentative Map submittal requirements** in addition to the following:

- _____ At the time a vesting tentative map is filed, it shall have printed conspicuously on its face the words “Vesting Tentative Map” or “Vesting Tentative Parcel Map”
- _____ Comprehensive development plan/grading plan (see **PUD submittal requirements** below)
- _____ Landscape plans (see **Design Review submittal requirements** above)
- _____ Architectural plans for building elevations, building colors and materials, preliminary floor plans (see **Design Review submittal requirements** above)
- _____ Slope density analysis if the proposal involves a residential project
- _____ Soils report

K) PLANNED UNIT DEVELOPMENT

Applicants must assemble and utilize a design team, typically consisting of a professional land planner, architect, landscape architect and civil engineer for all Planned Unit Development (PUD) conditional use permits.

- _____ Site Plans containing the information listed in “**Basic Plan Information**”
- _____ All PUD development plans shall be drawn at 1:10 or 1:20 scale
- _____ Comprehensive Planned Unit Development Plan/Grading Plan - displaying public and private open space areas to be retained or created, residential development areas and the relationship between these areas; preliminary grading (2 ft contour intervals) showing existing topography and proposed grading for the entire development area including grading for lots, building sites, roads improvements, etc., identification of areas over 10%, 20% and 30% slope; lot information including lot area and dimensions, building footprints, proposed setbacks, required setback lines, average lot size; street layout and sections; fit list identifying which models fit on each lot; location and size of all existing trees, identifying all trees to be removed; site development concepts; building groupings
- _____ Comprehensive landscaping and visual design plans (drawn on preliminary grading plans, 1" = 20' scale minimum) including location and height of such elements as fences, walls, pathways, street, pathway and building lighting, utilities, signs and other features oriented to the public view (see **Design Review submittal requirements** above)
- _____ Site development summary including tabulation of required and proposed site area, lot coverage, paved area, landscaping, number of parking spaces; gross building area
- _____ Preliminary floor plans and architectural elevations (see **Design Review submittal requirements** above)
- _____ Natural Factors Map-showing vegetation (including ground and shrub cover), including types and sizes of material, where appropriate, stream channels, areas of instability, and sun and wind effects on the site
- _____ Opportunities/Constraints Map-showing visual focal points; view potential; adjoining development patterns and housing types; existing utilities or roadways constraining the development of the site; and effects of topography and vegetation on site development
- _____ Comprehensive Geologic Report, including seismic analysis
- _____ As-Zoned Land Development Plan-preliminary development plan demonstrating in

reasonable fashion how the site might be developed consistent with City ordinance and policy requirements in compliance with the basic zoning regulations and in the absence of a planned unit development use permit

L) NEW MULTIPLE RESIDENTIAL DEVELOPMENT (CONDO CONVERSIONS)

- _____ Tentative Map containing the information listed in “**Basic Plan Information**” and **Tentative Map submittal requirements**
- _____ New condominium developments shall be subject to all applicable rules and regulations prescribed by the State Subdivision Map Act
- _____ Location of each common area
- _____ Location of each private open space
- _____ Locations and dimensions of parking garages and carports including individual parking stalls on the site
- _____ Location and dimension of exterior storage space for each individual unit
- _____ Landscaping Plans (see **Design Review submittal requirements** above)
- _____ Preliminary Grading Plan
- _____ Elevations of proposed units
- _____ A draft copy of a declaration of CC&R’s which will apply and which shall include an agreement for common area maintenance, including facilities and landscaping together with an estimate of the initial assessment fees anticipated for such maintenance; a description of a provision for maintenance of vehicular access areas within the project; and an indication of appropriate responsibilities for maintenance of all utility lines and services for each unit

Tenant Information:

- _____ Names of current tenants and the length of time they have rented the unit
- _____ Rental history of each unit for the preceding three years
- _____ Current rental rate for each unit
- _____ Any proposed program of relocation assistance by the applicant including the applicant’s proposed payment of moving expenses incurred by the present tenants
- _____ The applicant shall have provided proof of the City that each tenant is advised of the intention of the applicant to subdivide the existing apartment complex into condominium units at least 120 days in advance of the date of the filing of the tentative subdivision map. If, within 180 days a change in occupancy occurs resulting in the presence of a tenant who has not received the 180 day notice, the applicant shall file with the Planning Department an agreement signed by that tenant that he waives the 180 day notice requirement

Physical Elements Report:

- _____ The applicant shall submit a report by an acoustical engineer which determines the STC rating for all common walls and ceiling separations in each unit
- _____ The applicant shall submit to a detailed preconversion inspection to be performed by the City Building Inspector. The inspection report shall identify all areas where minimum code compliance is not achieved per most recently adopted regulations
- _____ The applicant shall submit to a preconversion analysis of all structures by a licensed structural pest control operation relating to the presence of wood-destroying pests or

other organisms. A copy of this analysis shall be submitted to the City Planning Department prior to consideration of the tentative subdivision map

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