



**A. Submittal Requirements: If the application is for projects requiring the Director's Determination of a proposed amendment of an approved Administrative Site Plan or Design Review applications, the applicant is required to submit the following items:**

One copy of the approved signed and stamped set of plans that shall include the following:

- Site plan
- Elevations
- Floor Plan
- Grading Plan

Proposed site plans (5 copies):

- One colored site plan

The following shall be included on the site plan:

- Name and address of the property owner
- Address/location of the property
- Legal description of the property
- Assessor's Parcel Number(s)
- Identification of adjacent streets by name, alleys or other public property
- The location and dimension of all existing and proposed parking areas
- Any legal easements that cross the property of other pertinent legal features
- A north arrow
- A scale
- Property line and dimensions
- Location, size, and shape of any structures presently on the site
- Location, size, and shape of any proposed structures on the site (include all porches, chimneys, bay windows, roof overhangs, decks, etc.)
- Location, size, and shape of any paved areas
- Dimensions showing the sides, rear, and front setbacks
- Ground elevations and contour lines
- Location of doors and entrances
- Location of contours within 100 feet of site boundaries
- Location of improvements within 100 feet of the site boundaries
- A statistical inventory of the project
- Residential projects shall provide the square footages and percentages of the project area for landscaping, paved areas, coverage by the building (s), etc.
- Parking summary for commercial or industrial projects with number of required spaces, existing spaces, and proposed spaces
- Location of trash area(s) and exterior lighting
- Vicinity map
- Fold plans to approximately 9" x 10" and staple with other required plans
- A copy of the approved Tentative Tract Map that has been stamped approved, signed and dated by the Planning Division (this requirement applies to residential DR applications)

Proposed elevations:

- Five (5) copies
- One regular sized colored copy of each elevation
- Six (6) colored reduced copies of each building elevation
- Fold plans to approximately 9" x 10" and staple with other required plans
- Height of structures
- Roof or side mounted mechanical units and the method of visual screening (parapet equal to height of unit; paint color for sides units)
- All four sides of structures, etc.

Proposed floor plan:

- Five (5) copies of floor plans showing:
  - Window locations
  - Door locations
  - Dimensions and use of each room
  - For residential: include garage dimensions

Proposed grading plan:

- Five (5) copies of a preliminary grading plan showing:
  - Existing and proposed grades
  - Existing and proposed grades within 100 feet
  - Fold plans to approximately 9" x 10" and staple with other required plans

Proposed landscape plan:

- Five (5) copies with name of:
  - Plant species and common name
  - Number of each and spacing
  - Location of each plant
  - Square footage and percent of total site landscaping
  - Square footage and percent of parking lot landscaping
  - Fold plans to approximately 9" x 10" and staple with other required plans

Rendering:

- One (1) colored rendering plus six (6) colored reductions of the rendering

Sample board:

- A sample board with samples of proposed materials is required

Reduction:

- One (1) 8 ½" x 11 reduction of the site plan

Binders:

- Six (6) binders containing the following:
  - Colored reduced site plan
  - Colored elevations (all sides)
  - Examples of exteriors (carriage lighting)
  - Colored example of front door types
  - Reductions of fully dimensions floor plans
  - Color reduction of materials board
  - Decorative walks for each elevation
  - Details of proposed amenities (for mixed-use and multi-family projects)

**\*Note: All submitted plans shall be collated, folded, and stapled as a complete set.**