The following are applicable to any Site Plan Review or Discretionary Permit application:

- Plans must be “to scale” and legible
- A vicinity/location map needs to be included
- Site Plan Review applications require 6 sets of plans to be submitted; Discretionary Permit applications require 10 sets
- Application must be signed by both the project applicant and the property owner
- An operational/environmental statement and 8½" X 11" reductions (each page of plans) are also required
- An application will not be determined complete until all documentation needed for environmental action is received (not applicable to Site Plan Review)
- On a case-by-case basis, additional information may be deemed by Community Development Department staff to be necessary for a determination of completeness
- This checklist does not include items which may be required by other City departments (Engineering, Fire, Building, etc.) nor those which may be required for approval by other agencies such as the County Health Department or the Air Pollution Control District
- It is strongly recommended that you consult with a planner before preparing your development application. So that we may better assist you in submitting a complete application, it is also recommended that you make an appointment to submit your application in person.

Site Plan Review and Discretionary Permit application, undeveloped site

- Site Plan, to include all of the following:
  - All property lines and lot dimensions; easements; lot size; north arrow (north at top if feasible)
  - Location and dimension existing and proposed structures, including distance between structures and distance between structures and property lines
  - Parking, loading and circulation plan, including space, aisle and driveway dimensions; bicycle parking; parking lot landscaping as required by the zoning code
  - Walls and/or fences, including height
  - Conceptual landscape plans (may be a separate sheet), including total landscape area as a percentage of lot area
  - Trash/recycling facilities, including type of enclosure
  - Any activity or facility proposed to be conducted or located outdoors needs to be shown
  - Residential proposals must include adequate information to determine that usable open space requirements are met
  - Land use on adjacent parcels
  - NPDES – Show LID features on site plan

- Floor plan, including:
  - Total floor area of all buildings
  - Floor area broken down by use (e.g., office, storage, etc.)

- Exterior building elevations conforming with zoning code’s design guidelines. When a commercial or industrial site abuts a residential district, a section drawing must be included
Site Plan Review and Discretionary Permit application, expansion of developed site

- Site Plan, to include all of the following:
  - All property lines and lot dimensions; easements; lot size; north arrow (north at top if feasible)
  - Location and dimensions of existing and proposed buildings, including distance between structures and between structures and property lines
  - Parking, loading and circulation plan, including: space, aisle, and driveway dimensions; bicycle parking; parking lot landscaping, including dimensions
  - Existing and proposed walls or fences, including height
  - Existing and proposed landscaping (may be conceptual plans) including dimensions and total landscape area as a percentage of lot area
  - Trash/recycling facilities, including type of enclosure
  - Any activity or facility conducted or located outdoors needs to be shown
  - Residential proposals must include adequate information to determine that usable open space requirements are met
  - NPDES – Show LID features on the site plan

- Floor plan, including:
  - Total floor area of all existing and proposed buildings
  - Existing and proposed floor area broken down by use (e.g., office, storage, etc.)

- Existing and proposed exterior building elevations. When a commercial or industrial addition abuts a residential district, a section drawing must be included which demonstrates compliance with the height limit restrictions adjacent to a residential district.

Site Plan Review and Discretionary Permit application, re-use of an existing building

- Site Plan, to include all of the following:
  - All property lines and lot dimensions; easements; lot size; north arrow (north at top if feasible)
  - Location and dimensions of existing and proposed buildings, including distance between structures and between structures and property lines
  - Parking, loading and circulation plan, including: space, aisle, and driveway dimensions; bicycle parking; parking lot landscaping, including dimensions
  - Existing and proposed walls or fences, including height
  - Existing and proposed landscaping (may be conceptual plans) including dimensions and total landscape area as a percentage of lot area
  - Trash/recycling facilities, including type of enclosure

- Floor plan, including:
  - Total floor area of all existing and proposed buildings
  - Existing and proposed floor area broken down by use (e.g., office, storage, etc.)

- Any changes proposed to the exterior of the building (exclusive of signs which will be handled under a separate permit)

- Any modifications proposed to any of the above