





## Planning Submittal Procedure

### Plans & Specifications / Planning Submittal Requirements

*\*Please note that each structure requires a separate application form and separate plan sets.*

Two (2) sets of plans are to be submitted to the Planning Department, on clearly printed sheets, 18"x 24" or larger (unless specifically approved by the planning department). The complete submittal should contain the following information:

#### **Site Plan (first sheet):**

Please show the following:

- x Locations of all existing and proposed structures on the property, including garages or carports, storage buildings, arbors, patios, decks, swimming pools and spas, etc. Distinguish between what exists and what is proposed. **Provide setback dimensions from property lines.**
- x All right-of-ways adjacent to the property. Provide street names.
- x All trees with a diameter of 15 inches or greater (A heritage tree has a trunk circumference of 48" or more, when measured 48" above natural grade.)
- x The Tree Protection Zone (TPZ) of every on-site heritage tree or heritage tree within 15 feet of a property line.
- o Locations of any wells and/or easements on the property
- x The entire parcel with all property lines, easement lines, dimensions, and setbacks
- x A north arrow
- x The scale length of the drawing
- x Number each sheet

Please list the following:

- Address of the subject parcel
- Owner of the subject parcel
- Names and phone numbers of the Architect, Designer, Engineer, etc.
- Zoning District
- Square footage of the entire parcel
- Maximum allowable floor area per zoning district requirements
- Floor area of existing and proposed structures
- Square footage of all existing and/or proposed structures by floor, including basements
- Square footage of all existing and/or proposed covered porches and patios including any open structures that are excluded from the Maximum Floor Area Ratio
- Protective fencing around all heritage trees.

#### **Topographic Survey:**

All site surveys must meet the following requirements:

- Prepared to scale, wet-stamped and signed by a licensed California surveyor or appropriately licensed civil engineer.
- Shows the average natural grade of the lot
- Shows all property lines, curb and sidewalk, and existing and proposed structures

### **Exterior Elevations:**

Please show the following:

- All new exterior (north, south, east, and west) building elevations and/or proposed changes to existing exterior building elevations including all dormers, balconies, windows, doors, and roof pitches
- Existing and finished grade on all elevations of structures
- Height above average natural grade of all floors, eaves, and ridges

### **Floor Plans**

**For new main residences please show the following**

- The intended use and dimensions of all proposed and existing rooms

### **Reduced Plans**

**All Submittals shall be accompanied by one set of reduced (8 ½" x 11") plans.**