



Community Development Department Planning Division

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**CUSTOM
HOME**

SUBMITAL REQUIREMENTS

- Completed and Signed Project Application
- Current Application Fee \$ _____
- Copy of Preliminary Title Report, if easements exist
- Seven (7) Complete sets of plans to include: site plan, and full architectural drawings
- Two (2) sets of preliminary precise grading plans

EXHIBIT REQUIREMENTS

SITE PLAN (minimum scale shall be 1 inch = 20 feet)

- Title block indicating drawing scale, name, address and telephone number of applicant, person responsible for preparing plans, date of plan preparation, North arrow (top of plan to be oriented to the North).
- Legal description, Assessor's Parcel Number, and size of Parcel
- Indicate location of all existing mature trees or large boulders
- Indicate building distance from all property lines and accessory structures
- Indicate location and type of proposed and existing fencing, gates, walls, fire hydrants, utility poles, street lights, driveways, and street improvements
- Indicate location and names of all streets, alleys and right-of-way providing legal access to the property
- Indicate existing and proposed grading contours and pad elevations.

ARCHITECTURAL PLAN (minimum scale shall be 1/8 inch = 1 foot)

- Elevations shall show all dimensions and all sides of the structure
- Provide a roof plan with pitch
- Provide a preliminary floor plan with dimensions

APPLICATION PROCESS

Each application must be submitted with the required processing fee and all applicable submittal requirements. Additional information or materials may be needed before an application is accepted as COMPLETE. An incomplete application may be closed if it remains inactive for (180) days or more.

SP1* = SITE PLAN (Custom Homes)

SP2* = SITE PLAN (Accessory Dwelling Unit)

PGP* = PRELIMINARY GRADING PLAN (Do Not Use City Standard Title Block)

A = ARCHITECTURAL PLAN

TITLE SHEET SHOULD INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING ITEMS:

X	X	X	X	1. Contact information for the <i>Applicant, Developer, Property Owner</i> and <i>Plan Preparer</i> . (i.e. Business and/or contact name, mailing address, office and/or mobile number, & email)
				2. All applicable project information, such as:
X	X	X	X	a. Site address, if available.
X	X	X	X	b. Assessor's Parcel Number(s).
X	X	X		c. Complete Legal Description for subject property(ies).
X		X		d. Total gross and net (disturbed) acreage.
		X		e. Total proposed earthwork quantities (i.e. cut/fill, etc.).
X	X			f. Existing & proposed land use zoning designation(s).
X		X		g. FEMA Flood Zone designation(s).
		X		h. Topography source and date.
		X		i. List all utility purveyors and school district(s) including providers of water, sewer, gas, electricity, telephone, and cable.
				3. In the lower right-hand corner, include the following items:
X	X	X	X	a. Title of Plan (i.e. "Site Plan", "Preliminary Grading Plan", etc.).
X	X	X	X	b. City Case Number(s) (PENXX-XXXX).
X	X	X		c. Parcel/Tract Map Number (PM/TM XXXXX), if applicable.
X	X	X	X	d. Date of plan preparation.
X	X	X		4. A detailed project description, including proposed & existing buildings, structures & uses.
			X	5. A table indicating square footage calculations per floor and total for each building shown, and per dwelling unit, as applicable.
X	X	X		6. A list of all easements of record affecting the subject property and include the holder, purpose, recorded date & instrument or map number, etc.
X		X		7. General Notes to include project-specific information.
X	X	X		8. A vicinity map, showing site relationship to adjacent roads & nearest freeway/highway, a north arrow (facing up), & a scale (or "N.T.S." stated).
X	X	X		9. A legend, showing only items used & that match exactly in the plan view (i.e. symbols, line types, hatches, & abbreviations, etc.)

* A separate preliminary grading plan may not be required if all details required for either a Custom Home or an Accessory Dwelling Unit can be **combined** & clearly shown on the Site Plan.

THIS CHECKLIST INDICATES THE MINIMUM INFORMATION REQUIRED ON THE RESPECTIVE PLAN BEING SUBMITTED FOR YOUR PROJECT.

NOTE: ADDITIONAL INFORMATION MAY BE REQUIRED DURING THE REVIEW PROCESS, INCLUDING INFORMATION NOT SPECIFICALLY REQUIRED BY THIS CHECKLIST.

YOUR COOPERATION IN PROVIDING THIS INFORMATION EARLY ON WILL ENSURE THAT YOUR PROJECT CAN BE REVIEWED IN THE MOST EXPEDITIOUS MANNER POSSIBLE.

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ALL OTHER SHEETS SHOULD INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

X	X	X		10. A graphical bar scale (number of feet per inch).
		X		a. 1" = 40' Engineering Scale (unless otherwise approved)
X	X			b. 1" = 20' minimum Engineering Scale
			X	c. 1/8" = 1' minimum Architectural Scale
X	X	X		11. A north arrow.
X	X	X		12. All overall dimensions as required.
X	X	X		13. Clearly differentiate existing from proposed structures/improvements. ✓ Existing = light / dashed / screened back. ✓ Proposed = dark / solid.
X	X	X		14. Show the APN Numbers for the subject property & adjacent properties.
X		X		15. Show & label the FEMA floodplain & floodway limits, if applicable.
X		X		16. Show & label areas subject to liquefaction or other geologic hazard, and/or if within a Special Studies Zone (i.e. fault, etc.), if applicable.
X			X	17. Show location of all existing & proposed right-of-way/property lines for the project site & adjacent properties. ✓ Use a unique line type, typically a 'phantom' (--- -- -- ---). ✓ Project site boundary shall be shown with a thick line type and labeled with bearings and distances.
X				18. Label existing use & zoning of subject property & adjacent properties.
X		X		19. Show, label & dimension all proposed dedications & indicate the use. ✓ Include any proposed right-of-way to be vacated.
		X		20. Show, label & dimension all existing and/or proposed easements and identify any to be abandoned, quitclaimed and/or relocated.
	X	X		21. Show & label all existing and/or proposed utility appurtenances (i.e. fire hydrants, manholes, vaults, transmission lines, power and/or telephone poles, street lights & underground utilities, etc.) on or adjacent to the subject property (within 50' min.). ✓ Include disposition notes for all existing items ("To be removed", "To be relocated", "To be undergrounded", etc.). ✓ Show & label the nearest fire hydrant & street light (if not within 50').
X	X	X		22. Show & label all existing structures on and/or adjacent to the subject property. ✓ Include disposition notes ("To be removed", "To be relocated", "To remain in place", etc.)
X	X	X		23. Show, label & dimension all existing and/or proposed walls. ✓ Include disposition note ("Per separate permit") if proposed. ✓ Ensure height limitations per Municipal Code Sections 8.21.100 & 9.08.070.
X		X		24. Show, label & dimension all existing & proposed frontage street improvements.
X		X		a. Include existing improvements on the opposite side of the street.
		X		b. Include approximate grades, centerline radii of curbs & top of curb (TC) elevations at every 25' to 50' along property frontage.
X		X		c. Indicate if street(s) are private, if applicable.
		X		25. Show, label & dimension all proposed street improvement transition at the property boundary to join existing conditions/improvements.
		X		26. Show & label all existing & proposed underground utilities (i.e. sewer, storm drain, water, etc.). ✓ Include location of all existing and/or proposed service connections.
X	X	X		27. Show & label the septic disposal system and its 100% expansion area, if applicable. ✓ Include location of septic tank and dimension to nearest structure(s).
X		X		28. Show typical street improvement cross-sections (ROW to ROW) for any street fronting the subject property, and include:
X		X		a. City classification name and standard number.
		X		b. Existing & proposed surface & underground improvements.
X		X		c. Existing & proposed right-of-way lines with N/S/E/W designations.
		X		d. All related dimensions from centerline.

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		X		29. Show & label all existing topography with five (5') foot max. contour intervals. ✓ If adjacent properties are vacant/unimproved, contour lines shall extend 300' beyond. ✓ If adjacent properties are developed/improved, contour lines shall extend at least 50' beyond.
		X		a. Include all existing slopes with degrees (X:1), top & toe of slope labels, directional "carrots", etc.
		X		b. Include all existing drainage swales with % grades & flow line elevations.
		X		30. Show & label all proposed grading (cut/fill) with 5' ft. max. contour intervals. ✓ Ensure a 2' min. setback from public right-of-way before the top/toe of any 2:1 slope / 3' min. if slope height is greater than 10'.
		X		a. Include all off-site grading, if applicable.
		X		b. Include all proposed slopes with degrees (X:1), top & toe of slope labels, directional "carrots", setbacks from structures & property lines, etc.
X		X		31. Show, label & dimension all proposed building pads.
		X		a. Include pad & finished floor elevations, surrounding spot elevations, percent grades & swale flow lines at every 25' & at building corners.
X		X		32. Show, label & dimension representative cross-sections at all property boundaries and anywhere else required to clearly indicate proposed work.
		X		a. Include elevations and all property boundaries and other necessary areas.
		X		33. Show & label all spot elevations, as necessary.
X	X	X		34. Show, label & dimension all existing and/or proposed fences, gates & walls.
X	X	X		35. Show, label & dimension all existing and/or proposed driveways, and/or turnarounds. ✓ All proposed driveway approaches shall be per current City standards & be perpendicular to the street (if possible). ✓ All proposed driveway widths shall be designed per Municipal Code Table 9.11.080-13. ✓ All driveway grades shall be 12% maximum. ✓ Any proposed decorative pavers shall be outside the public right-of-way.
X	X	X		a. Include a 4' right-of-way dedication behind the approach, if applicable.
X		X		36. Show, label & dimension all existing and/or proposed dwellings, buildings or other structures. ✓ Include disposition notes ("To be removed" or "To remain in place")
			X	a. Include height of all proposed dwellings, buildings or structures.
			X	37. All floor plans and elevation exhibits for each proposed building shall include, but not be limited to, the following items: ✓ Do not include landscape, figures, or other presentation decorations.
			X	a. Scaled elevations of all sides showing height dimensions & details of proposed materials and color.
			X	b. Type of construction & occupancy classification per the current Uniform Building Code (UBC).
		X		38. Show & label all existing and/or proposed Water Quality Best Management Practice's (BMP's). ✓ Ensure all areas are treated by BMP's prior to being conveyed offsite to a public drainage facility.
		X		a. Include details and/or sections, as necessary.
X		X		39. Setback dimensions from existing and/or proposed property/right-of-way lines.
X		X		40. Setback dimensions from existing and/or proposed structures & paved areas.
				41.
				42.
				43.
				44.
				45.