

COMMUNITY DEVELOPMENT DEPARTMENT

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APPLICATION PROCEDURE AND FILING REQUIREMENTS

SECTION 1: Application Procedure & General Filing Requirements

A. Preapplication Review

It is recommended for projects of a more complex nature, that the applicant submit a Preapplication proposal prior to submission of the formal application. This will allow the Planning, Building and Public Works staff to review the request and provide input on potential environmental concerns, zoning and engineering requirements, and specific traffic, site planning, landscaping, and building design criteria. This early review and input by staff should save the applicant possible delay and expensive plan revisions later in the process.

B. Initial Submittal – Due when initial application is filed with the City

(Note: Some items listed below may not be required based on type of application, Refer to Section 3, Table 1)

- ρ 1. Completed Planning Application Form.
- ρ 2. Applicant Narrative / Justification Statement.
- ρ 3. Environmental Information Form.
- ρ 4. Filing Fees and Fee Agreement.
- ρ 5. Project Contact Labels. (See Section 3, Table 1 for required sets) Typed gummed labels for all persons connected with the project to be notified such as legal property owner, applicant, architect, engineer, etc.
- ρ 6. **Twelve sets of the Project Development Review Information** (see Section 3, Table 1, Part 2) to be reviewed by staff for completeness and accuracy. Fewer sets may be required for minor applications.
- ρ 7. One materials / color board.
- ρ 8. One set of 8½ x 11” reductions of all plans.
- ρ 9. One set of colored elevations.
- ρ 10. Other: Depending on the nature of the project, additional descriptive materials may be required such as models, sight line studies, computer overlay graphics, and/or a streetscape perspective.

C. Final Submittal – Due once application has been determined complete and ready for further processing

(Note: Some items listed below may not be required based on type of application. Refer to Section 3, Table 1, i.e. final submittal may not be required for minor applications)

- ρ 1. **Twelve sets of the Project Development Review Information** (see Section 3, Table 1, Part 2)
- ρ 2. A revised set of colored plans to include: a detailed site plan, conceptual landscape plan, illustrative building elevations, and any necessary cross-sections.
- ρ 3. A revised building materials sample board in an 8½ x 11” format, as needed.

- ρ 4. Photographs of the existing site (dependent on scope of project) taken from locations as shown in the attached example. The submitted photos are encouraged to be in digital form (JPEG files, formatted for the PC). Printed photos mounted on 8½ x 11” paper are acceptable and may include a photographic location map, as needed.
- ρ 5. A revised set of 8½ x 11” reduced plans.
- ρ 6. Streetscape perspective. Required for all residential (new construction) applications. May be required for other projects.

SECTION 2: Plan Preparation Guidelines

- ρ 1. All plans shall be drawn on uniform sheets of 24” x 36” or 30” x 42”. However, for minor application reviews such as minor modifications, plans may be 8½ x 11” in size as long as all necessary information has been provided and plans are clearly legible.
- ρ 2. All site and landscape plans shall be drawn to an engineering scale of 1”=20’; 1”=30’; 1”=40’; or 1”=50’ with the scale clearly labeled.
- ρ 3. All elevations shall be drawn to an architectural scale no smaller than ¼”=1’.
- ρ 4. All required plans shall be collated and stapled together into development package sets and shall be folded to the following specifications. Each set shall be:
 - a) folded lengthwise in half with the text inside
 - b) fold the two opposite edges back over to meet the spine of the original fold
 - c) then, beginning on one long end fold in 2 or 3 sections as necessary to result in a rectangular set approximately 8½ x 11” in size (accordion style).

Colored plans shall be rolled rather than folded.

* It should be noted that additional sets of plans may be required for distribution.

SECTION 3: Table 1 – Application Submittal Requirements

The following information is required to process planning applications. An “X” in a cell means the information is required for that particular application. Applicants are responsible for providing a complete and accurate submittal package which will allow the city to evaluate the application. The **initial** submittal requirements are due when the application is filed with the City (at filing deadline). The **final** submittal requirements are due once the application has been determined complete and ready for further processing. These plans will then be used to prepare final conditions and will be distributed to Planning Commission/City Council. Staff will notify project applicant when the final submittal package is due.

General Project Information														
SUBMITTAL REQUIREMENTS	General / Specific Plan Amendment		Rezone & Preliminary PD		Final PD & Revision		Tentative Map / Other Map Applications		Design Review		Conditional Use Permit		Variance & Minor Modification	
	I	F	I	F	I	F	I	F	I	F	I	F	I	F
Completed Application Form (Signed by the Property Owner)	X		X		X		X		X		X		X	
Applicant Narrative / Justification	X		X		X		X		X		X		X	
Environmental Information Form	X		X		X		X		X		X		X	
Signed Fee Agreement	X		X		X		X		X		X		X	
Fee	X		X		X		X		X		X		X	
Project Contact Labels	3 sets		3 sets		3 sets		3 sets		3 sets		3 sets		3 sets	
Title Report	X		X		X		X		X		X		X	
Legal Description	X		X		X		X		X		X		X	
Contextual Map	X		X		X		X		X		X*		X*	

Project Development Review Information														
SUBMITTAL REQUIREMENTS	General / Specific Plan Amendment		Rezone & Preliminary PD		Final PD & Revision		Tentative Map / Other Map Applications		Design Review		Conditional Use Permit		Variance & Minor Modification	
	I	F	I	F	I	F	I	F	I	F	I	F	I	F
INITIAL/FINAL	I	F	I	F	I	F	I	F	I	F	I	F	I	F
Site Plan (12 sets)	X	X	X	X	X	X	X	X	X	X	X*	X*	X*	X*
Building Elevations/ Floorplans (12 sets)					X	X			X	X	X*	X*	X*	X*
Materials/Color Board (1 set)					X	X			X	X	X*	X*		
Conceptual Landscape Plan (12 sets)					X	X			X	X	X*	X*		
Parking Lot Shading Plan (12 sets)					X	X			X	X	X*	X*		
Conceptual Grading Plan					X	X	X	X	X	X				
Tentative Map (12 sets)					X#	X#	X	X						
8 1/2" x 11" Reductions of all Plans (1 set)		X		X		X		X		X		X		X
Colored Landscape Plans (1 set)						X				X		X*		
Colored Elevations (1 set)					X	X			X	X	X	X		
Streetscape Perspective						X				X		X		

* Required number of sets are dependent upon nature of the application. Those which are minor in nature, shall only be required to submit 4-sets of plans, rather than 12, and may not be required to submit material samples. Additionally, at the discretion of the Planning & Building Department, plans for minor projects such as minor modification, may only be required to be submitted in 8 1/2 x 11" format.

If a tentative map is involved, please submit additional copies with the package.

SECTION 4: Explanation of Matrix Information

- ρ **Application Form, Fees, and Environmental Information Form.** Only one form is required for all applications; do not submit separate applications for the different requested actions. Fees are according to entitlement.
- ρ **Applicant Narrative/Justification.** This is a written narrative provided by the project proponent explaining the application request, project description and goals, and justification statement if any deviation from approved or standard code is requested. In the case of a request for a General Plan amendment, the applicant should provide written justification as to why and how a change in the approved General Plan would provide benefit to the community.
- ρ **Project Contact Labels.** Typed gummed labels for all persons connected with the project, (e.g.. Applicant, Engineer, Architect).
- ρ **Title Report.** This is required unless specifically waived by the Public Works Staff.
- ρ **Legal Description.** This can be obtained from the Title Report. Lot Line Adjustment/Mergers require descriptions of both the existing and proposed properties. Check with Staff for other requirements.
- ρ **Contextual Map.** This is a map that shows the location of the site and the relationship of the proposed project to existing surrounding properties, buildings, and site features. This map shall indicate the proposed project site plan, all parcel lines and streets, location and use of structures, adjacent access and circulation, and existing zoning and land use within an approximately 300-foot radius. Aerial photographs may be used if features are properly labeled.
- ρ **Site Plans.** The following information is required to be included on all plans in order for the plan to be considered complete. Information may be provided on more than one page for legibility, if necessary.
 - ρ Name, address, and daytime phone number of the applicant and the author of the plan.
 - ρ Date of preparation of plan, scale, and north arrow. North must be at the top of the site plan. A small vicinity map shall be located in the upper right hand corner of the plan, or attached as a separate map, with the project site located in relation to major streets and landmarks.
 - ρ Property lines and lot dimensions, square footage, Assessor's Parcel Number, address and APN's of the adjacent properties.
 - ρ Existing and proposed easements. State the purpose of the easement (i.e., access, PUE, etc.) If requesting abandonment of an easement, include a statement on the plan which contains the legal description of the easement, plus the County Recorder's book and Page numbers, date easement was granted, who granted the easement, for what purpose the easement was granted and whether the easement has been used.
 - ρ Drainage structures and direction of surface flow (if not included on a conceptual grading plan).
 - ρ Locations of all buildings and other structures, including existing fencing, both on the property and within 200 feet of the site.
 - ρ **Dimensioned locations of:**
 - ρ Street dedications and improvements (existing and proposed), including overhead utilities
 - ρ Access, for vehicular, bicycles, and pedestrian, showing service area and points of ingress and egress.
 - ρ Off street parking and loading or outdoor storage areas showing location, number and typical dimension of spaces and wheel stop locations.
 - ρ All street improvements, driveways and parking on adjacent and across-the-street properties within 200 feet of the site.
 - ρ Any existing or planned median islands within 200 feet of the site.
 - ρ All structures/ buildings existing or proposed on site; clearly indicating size of structure(s), setbacks from property lines, yard areas, and distances between buildings/structures.
 - ρ Landscape areas including designated open space, landscape planters, islands, tree wells, etc.

- ρ Building accessory structure and mechanical equipment locations, including pavement/sidewalks, trellises, light standards, trash enclosures, transformers, and monument signs, including dimensioned setbacks (front, rear, sides)
- ρ Location, height and materials of all walls.
- ρ All property proposed for public use. Note size of all property to be dedicated, conveyed and /or reserved for streets, open space and affordable housing program dedicated land.
- ρ Open space use must be described (i.e., yard, greenbelt, park, drainage, etc.) and a statement disclosing the means whereby such open space provided for public use shall be established and maintained. For residential projects, a separate exhibit showing usable open space locations and calculations shall be included.
- ρ Parking areas shall be clearly labeled. Include a summary table of the number of spaces, handicapped spaces and ramps, dimensions of spaces and aisles, and a comparison of required and provided spaces.
- ρ Plans must also show location of bike racks. A separate bicycle parking exhibit is suggested for commercial/apartment projects.
- ρ **Building Elevations**
 - ρ Illustrative elevations of all sides of buildings and structures. “Illustrative” building elevations means drawn with shadows to give depth with people, cars or trees for scale. Do not cover the elevation with trees, cars, or people – place them behind or on the side.
 - ρ Illustrative elevations of all walls and/or fences.
 - ρ Illustrative cross sections and enlargements or architectural elements or details as needed.
 - ρ All exterior building materials shall be clearly labeled on each sheet of elevations. These shall include notes on all design details such as building materials, roofing materials, trim and building colors, etc. Design details such as lighting fixtures, bicycle racks, paving materials, directory structures, trellis and awnings, fencing, etc. shall be clearly described and drawn.
- ρ **Floor Plans.** All floors, including labeled use of each room (bedroom, kitchen, office, warehouse, etc.) Dimensions of all exterior walls, doors, windows and room sizes.
- ρ **Materials Board.** A foam core board containing actual samples of roof, building, paint, awning, and window materials.
- ρ **Conceptual Landscape Plans**
 - ρ All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded. Show roof outlines, including eave overhang.
 - ρ Conceptual location of all plants and a planting legend which identifies such things as:
 - ρ Trees, shrubs, and ground cover areas or other softscape elements. Indicate the intended function of plants (i.e. street tree, accent tree, canopy shade tree, parking lot tree, screening hedge, etc.)
 - ρ Plant legend (schedule) shall identify type of plant with genus and common names, size of plants initially and at maximum growth, and corresponding symbol identification for the plan.
 - ρ Include description of open space areas, (i.e. common area, tot lot, barbeque areas, pool/spas, recreation buildings, sports courts, etc...) calculation of landscape area or useable open space.
 - ρ Existing trees on site or other plants proposed for removal and/or retention. Plants to be deleted shall be marked with an ‘X’ across the trunk or plant base.

- ρ Information on identified significant trees (Section 37.04.040) including: species, size, and condition, as determined by an arborist. Details of proposed construction activity within the root zone, including grading, trenching, building construction, utility work, staging, storage and parking, both during construction and upon project completion.
- ρ Plazas, sidewalks or other hardscape elements, such as special paving materials or rockscape.
- ρ Private and public sidewalks, paths or greenbelts.
- ρ Primary and secondary project entry points and their treatment (textured paving, accent planting, entry walls, and/or monument signs).
- ρ **Parking Lot Shading Plan.** This plan is to be separate from the landscape plan. (See Parking Lot Shading Guidelines handout for examples and approved parking lot tree species)
 - ρ The plan should clearly show all surfaced areas included in the calculation. Parking areas included should be shaded. A surface area square footage amount shall be indicated.
 - ρ Tree canopies drawn to scale representing the appropriate canopy size at 15 years and the percentage of shade for each tree clearly indicated using shading or other graphic representation.
 - ρ Provide a shade calculation table identifying the quantity and type of trees used and the corresponding percentage of shade credited to each tree.
- ρ **Conceptual Grading Plan.**
 - ρ Proposed items shall be identified with solid lines and existing features with short dashes or screened
 - ρ Proposed grading, structures, curbs, walls (ht), sidewalk gutters, drainage structures, swales, etc. The plan shall include spot elevations, gradients, contours, details, cross sections, flow arrows, etc.
 - ρ Existing features within 200 feet beyond site boundaries; natural ground (contours), trees, structures (pad and floor elevations), drainage courses, streets, etc.
 - ρ Structures, footprints, pad and floor elevations, retaining walls, etc.
 - ρ Easements, property lines and rights of way
 - ρ Earthwork quantities (borrow and disposal areas)
 - ρ Existing and proposed sewers
 - ρ Drainage and flood control facilities (size, type, etc.)
 - ρ Cross sections at all site boundaries to scale, showing existing and proposed grading, cut and fall, wall heights, and elevation differences. Sections should extend through building pads and streets.
 - ρ Shade pavement and slopes 3:1 or steeper
- ρ **Tentative Map.** Contents of this map can be obtained from the city's subdivision regulations.
- ρ **Reduced Plans.** A set of site plans reduced to 8½ x 11" paper and legible for photocopying. For Rezoning, Tentative Maps, and Planned Developments the reductions must be PMT reductions.
- ρ **Colored Landscape Plans.** Plans should be colored to clearly illustrate locations and percentage of pavement, building areas as well as amount and type of landscape.
- ρ **Colored Elevations.** Elevations should be colored to represent as closely as possible the colors and materials proposed.