

Item No.	Requirements
1.10	<p>Recommended - Photographic Survey: Projects proposing new structures or additions to existing structures on sites that contain Environmentally Sensitive Lands (steep slopes, sensitive biological resources) shall provide a Photographic Survey. <u>Color</u> photographs must be taken from the project boundaries at four or more locations, with on and off site views, <u>within at least 50 feet of the property line</u>, including any slopes. The number of photographs will vary depending on the size of the project site; however, the quantity must be sufficient to adequately view the entire site. The photo survey should include views for evaluating factors such as the need for brush management, environmental adjacency issues, and/or comparisons between the proposed project and the existing neighboring properties. The photographs must be in <u>color</u> (minimum size 3"x5" and maximum size of 8"x10") and may be provided on a CD-R. Include a key map indicating the location and direction each photograph was taken. CD-R should be labeled "Photos."</p>
2.0	HISTORICAL RESOURCES INFORMATION
2.1	<p>Conditional – Potential Historical Resource: If the project site contains a structure that is 45 or more years old AND is not a designated Historic Site / Structure or within a Historical District, additional documents are required. See Information Bulletin 580 (Potential Historical Resource Review) for additional submittal requirements.</p>
2.2	<p>Conditional – Designated Historical Site or District: If the project site / structure is designated Historical OR located within a Historical District, see Information Bulletin 581 (Designated Historical Resource Review) for submittal requirements.</p>
3.0	GENERAL REQUIREMENTS - ALL PLANS -
3.1	<p>Title Sheet: Provide, in a table format, the following information on the first sheet of the plans:</p> <ul style="list-style-type: none"> • Scope of Work – Include a bullet point narrative that details the complete scope of work for which the Building, Plumbing, Mechanical and/or Electrical Permits are being requested. Clearly identify partial permits, such as foundation, sub-structure, and shell buildings. • Sheet Index – List all sheets included in the plan package • Project Team - List name and phone number of all design professionals including engineers, architects, designers • Legal description and Assessor Parcel Number(s) for the property on which the development is proposed. • Property Owner name(s) and address(es). • Uses - Existing and proposed. • Zoning designation and/or overlay zone designations (Coastal, Coastal Height Limit, Airport Influence Area, etc.). • Related Approvals - List all related approvals required under separate permits (e.g., approved development permits, Grading Permits, Right-of-Way Permits, Plumbing Permit for private utilities, Request for Alternate, Agreements, etc.) • Type of Construction of existing and proposed structures per the California Building Code. • Occupancy Classification(s), existing and proposed, per the California Building Code. • Number of stories (existing and proposed). • Building Code year used for the design of the project. • Floor Area - Gross floor area and floor area ratio (if applicable), total new floor area added, total existing floor area to remain per story. • Landscape area square footage for water conservation purposes. • Total area of disturbance • Existing impervious area (S.F.) • Proposed impervious area (S.F.) • Storm Water Quality Notes • Conditional: Reasonable Accommodations – If you are proposing deviations to setbacks, building heights and/or floor area ratio for the purpose of reasonable accommodations for accessibility, include in scope of work and clearly show on site plan, floor plan and sections/elevations. • Conditional: Voluntary Accessibility Program (LDC Section 145.4001) – If requesting incentives through the Voluntary Accessibility Program, describe the project development incentives in the development summary and identify each building as “Voluntary Tier I”, “Voluntary Tier II”, or “CBC 11A required” on the site plan. • Recommended: Additional Information - If the request includes a Limited Use as defined in the Use Regulations Tables in Chapter 13, Article 1, Division 2-6 of the Land Development Code (LDC); include any other supplemental development regulations as identified by that use in the Separately Regulated Uses Section of LDC Chapter 14, Article 1, Division 3 (e.g., hours of operation, separation requirements from other land uses).
3.2	<p>Scale: The architectural site plan, grading plan, topographic map, and landscape plans should be prepared on the same scale.</p>
3.3	<p>Legend: Each sheet must have a legend that clearly indicates the meaning of all graphic symbols.</p>
3.4	<p>Key Map: Projects requiring multiple base sheets must include a graphic key map on each sheet that indicates its relationship to the entire project.</p>

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3.5 **Sheet Size/Page Limit:** Plans exceeding the number of sheets noted in the table below must be divided into volumes. Minimum sheet size is 11" x 17"; maximum sheet size is 36" x 48". A sheet index listing all of the sheets included in each volume shall be provided on each set.

Sheet Size	Page Limit per Volume
Up to 24" x 36"	200
30" x 42"	150
36" x 48"	100

3.6 **Conditional – Responsible Charge:** Plans shall be prepared, stamped and signed by either a California registered architect or California professional engineer in accordance with [Business and Professions \(B&P\) Code Sections 5535 thru 5538](#), unless otherwise exempt per B&P Code Section 5537. List on the title sheet the design professional's (engineer or architect) name and company name of who prepared the plans or are in responsible charge. Note: Stamped plans may be submitted without a signature but must be signed prior to permit issuance; however, all calculations must be stamped and signed at time of project submittal.

3.7 **Conditional - Unreinforced Masonry (URM) Buildings:** Identify building(s) as "Unreinforced Masonry (URM) Building" when the building is made of brick, hollow clay tile, cinder block bearing walls and if built prior to March 24, 1939. (LDC Section 145.3724)

3.8 **Conditional - Designated Historical Buildings:** Identify a building as "historic building" when the building is designated as a historic building by an authorized official agency. See item 2.0.

3.9 **Recommended - Floor Area Analysis Calculation:** The "floor area analysis" evaluates a new or existing building for compliance with allowable floor area limitations based upon the occupancies present in the building and the type of construction of the building. A floor area analysis, based upon the prevailing California Building Code, should show the following:

- The square footage of the different occupancies in the building.
- The allowable square footage for the noted occupancies.
- A tabulation of the actual square footage of a noted occupancy to the allowable square footage for that occupancy.

3.10 **Recommended - Recorded Permits/Approvals:** List and submit copies of all recorded permits/approvals related to the project. Recorded permits/approval may include copies of covenants, preliminary approval documents, alternate methods and materials approvals, board of appeals approvals, and agreements such as lot tie agreements, easement agreements, building restricted easements, development permits, or special agreements with the city, if any.

4.0 SITE PLAN A site plan is required for all projects, including interior remodels, and shall include the following information as necessary to demonstrate compliance with legal lot status, site accessibility, parking, distances of proposed construction to property lines and other structures, Historic Resource Regulations, etc.

4.1.1 **Property Lines:** Show and label all property lines with dimensions.

4.1.2 **Setback Lines:** Show and label all required and proposed setback lines.

4.1.3 **Easements:** Show and label all existing and proposed easements, including the type of easement.

4.1.4 **Street/Right of Way:** Show and label all existing and proposed streets, sidewalk, curb cuts, sidewalk under drains, driveways, curb to property line distances, and label all work proposed in the right of way as "under separate permit."

4.1.5 **Off-Street Parking:** Show all "off-street" parking spaces that are not within a structure. Identify any accessible parking spaces, and provide parking calculations.

4.1.6 **Drainage:** Show existing and proposed drainage patterns. Show roof drains and surface area drains.

4.1.7 **Structures and Hardscape:** Show location and dimensions of all existing and proposed buildings and structures, including accessory structures such as fences, walls, trash enclosures, patio covers. Hardscape (pavement) shall be delineated and identified by a symbol/pattern. Show and label the dimensions between structures and to property lines. Label year constructed for all existing buildings.

4.1.8 **Best Management Practices (BMP) Plan:** Show all construction BMP's, post construction BMP'S and Low Impact Development (LID) design features. Label as BMP Sheet (see Information Bulletin, "How to Prepare a BMP Plan").

4.1.9 **Impervious Surface:** Show all buildings, structures and edges of all pavement and other impervious surfaces.

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4.1.10	Buildings/Structures: Show location and dimensions of all existing (to remain) and proposed buildings and structures (e.g., fences, retaining walls, trash enclosures, patio covers, and trellises), use of all existing (to remain) and proposed structures, including number of stories.
4.1.11	Fire Separation Distances: Show the fire separation distance between adjoining buildings or structures and the distance from property lines to all buildings or structures.
4.1.12	Landscape Site Plan: For foundation only or foundation and frame only project show planting areas on site plans, demonstrating compliance with prior development approval and landscape regulations. Planting plans and irrigation plans are not required.
4.1.13	Contours: Provide contour intervals at two feet (this may vary depending on the steepness of the grade and the scale of the drawing). Five and ten foot contour intervals may be acceptable provided spot elevations are called out as necessary for the analyst to properly understand the character of the site. <u>Show contours off-site within 50 feet of the property line.</u>
4.1.14	Utilities: Show all existing and proposed utilities on the property and adjacent right of way, including hydrants, vault, transformers, poles, water meters, water and sewer lines etc. Also, include size and type of existing and proposed utility.
4.1.15	Refuse & Recycling Areas: Show and label the location and location, including dimensions of existing and proposed refuse and recycling materials storage areas.
4.1.16	Projections: Show all architectural projects such as stairs, balconies, eave overhangs etc.
4.1.17	Conditional - Environmentally Sensitive Lands: Show, whenever applicable, the boundary lines of environmentally sensitive lands, such as steep hillsides, sensitive biological resources, Multiple Species Conservation Program Preserve Areas, 100-year flood plains, sensitive coastal bluffs, and setbacks from these boundaries.
4.1.18	Conditional - Plumbing Site Plan: For new buildings, include the size and layout of the building sewer, point of connection to the public sewer, and clean outs.
4.1.19	Recommended – Allowable Area Frontage Increase: When yards are used for allowable area increase per CBC, show the extent and depth of the required yards on the site plan.
4.1.20	Recommended - Lighting Plan: Where project proposes outdoor lighting (parking lots, sports fields, private drives, security, etc.), a photometric drawing should be provided that clearly demonstrates that the project site lighting does not fall on surrounding properties or create glare hazards within the public rights-of-way (LDC Section 142.0740).
4.1.21	Cal Green Standards: Provide notes and details to show compliance with the California Green Building Code.
4.1.22	Erosion Control Plan: Show location of all construction BMP's. Reference Water Pollution Control Plan/ Report.
4.2	Conditional - ACCESSIBILITY PLANS Unless the development is specifically exempted by the California Building Code, accessibility plans are required. When providing these plans, include the following details:
4.2.1	Routes on Private Property: Show at least one accessible route within the boundary of the site from accessible parking spaces and accessible passenger loading zones to the accessible building entrance they serve. When more than one route is provided, all routes shall be accessible.
4.2.2	Routes Between Buildings: When more than one building or facility is located on a site, show accessible routes of travel between buildings and site facilities.
4.2.3	Routes from Right-of-Way: Show at least one accessible route from public transportation stops, public street or sidewalk to the accessible building entrance they serve. When more than one route is provided, all routes shall be accessible.
4.2.4	Parking Spaces: Provide fully dimensioned details of accessible parking spaces, ramps, curb ramps, sidewalks and signage.
4.2.5	Entrances: Show that all entrances and all ground level exits comply with accessibility requirements.
4.2.6	Covered Multi Family Dwelling Units: Provide a detailed listing in the plans of all “Covered Dwelling Units” in each covered multi-family dwelling building. Identify whether the “all Bathroom Option” or the “One Bathroom Option” is used for each “Covered Multi Family Dwelling Unit” per the California Building Code. State on plans if any construction funding is public.
4.3	Conditional - FIRE ACCESS AND HYDRANT DRAWING If the project has a previously approved fire access and hydrant plan as part of a prior Development Permit or Subdivision approval, a copy of the stamped and approved site plan must be submitted.