# Plan Preparation Guidelines

After identifying which discretionary permits are applicable to their project, applicants must use these guidelines to prepare the plan documents required by the applicable permit application checklist(s). Submitted plans that do not conform to the following guidelines **will be considered incomplete**.

**General Guidelines:**

☐ All plans shall be drawn on uniform sheets, no larger than 24”X36”.

☐ Where required by law, development plans shall be prepared by a professional licensed to practice in the State of California.

☐ Subdivision and parcel maps and topographic/boundary surveys shall be prepared by a licensed land surveyor or registered civil engineer authorized to practice land surveying in the State of California.

☐ All plan sheets shall be clearly labeled with sheet title, project name and project location.

☐ All plans shall be clear and legible.

**Site Plan:**

The site plan shall be drawn to a standard scale no smaller than 1”=40’ for large projects or 1/8”=1’ for smaller projects, with the scale clearly labeled, and shall include the following minimum information:

☐ Name and address of developer, owner of record, and person who prepared the plan.

☐ Date of preparation and/or revisions.

☐ North arrow and a legend identifying any symbols.

☐ A vicinity map showing the precise location of the project in relation to adjacent properties and streets.

☐ Property lines and dimensions.

☐ Dimensions and nature of all easements on the property, as applicable.

☐ Existing natural features on the site, including trees, drainage courses, streets, trails, etc. Identify whether the trees are to be preserved, relocated or removed. Trees to be removed must be labeled by species and circumference measured at two (2) feet above finish grade.

☐ Location of existing and proposed buildings and structures (with finished grades).

☐ Adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated, as applicable.

- ☐ Parking layout, including stall dimensions, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points, as applicable.
- ☐ Location, height, and composition of walls and fences (existing and proposed).
- ☐ Location of refuse areas, including wall and fence heights and materials.
- ☐ Location of any outdoor equipment storage areas.
- ☐ Dimensioned setback distances from all built structures (walls and fences excluded) to all adjacent property lines.
- ☐ Areas of landscaping.
- ☐ A summary table including the following information:
  - ☐ Area of the property in square feet
  - ☐ Total floor area for all buildings on the site, calculated per BMC Section 17.02.315, and floor area ratio (total floor area divided by the site area)
  - ☐ Lot coverage ratio (percentage of site covered by all buildings and structures)
  - ☐ Proposed residential density (dwelling units per acre for residential projects, if applicable)
  - ☐ Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable)
  - ☐ Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable)
  - ☐ Area of impervious area in square feet (new and replacement)
  - ☐ Area of landscaping (existing and proposed) in square feet, including area of irrigated landscape.
- ☐ If the project is to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase. All project phasing must be disclosed at the time of initial application submittal and review. A phased project that is not disclosed up front will require the filing of an amended Design Permit application, and a new application fee will be assessed.

**Floor Plans/Roof Plan:**

Floor plans shall be drawn to an architectural scale no smaller than 1/4"=1'-0" and shall include the following minimum information:

- ☐ Interior layout of all building levels (including roof), dimensioned from the interior face of exterior walls.
- ☐ Finished floor elevation of ground floors.

**Exterior Elevations:**

Building and structure elevations shall show architectural detail and be drawn to an architectural scale no smaller than 1/8"=1'-0". The building elevations shall include the following minimum information:

☐ Illustrative elevations of all sides of all buildings and structures.

☐ All building and structure materials labeled on each sheet of the elevations.

☐ Proposed building and structure colors labeled on each sheet of the elevations.

☐ Heights of all structures per the height measurement method prescribed by BMC Section 17.02.400. Refer to the separate handout “Guidelines for Measuring Height.”

☐ Conceptual sign locations, sizes and type.

☐ Elevations of all walls and fences.

☐ Cross sections and enlargements of architectural elements or details, as needed.

☐ Screening treatment for mechanical equipment (include a cross section if necessary).

**Conceptual Grading/Drainage Plans:**

The conceptual grading/drainage plan shall be drawn to a standard scale no smaller than 1”=40’ for large projects or 1/8”=1’ for smaller projects, with the scale clearly labeled, and shall include the following minimum information:

☐ Existing grading, showing buildings and structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding/berming, slopes, open space and trails. All existing items/conditions shall be designated with short dashes or screened.

☐ Proposed grading plan, showing buildings and structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding/berming, slopes, open space and trails, distances, spot elevations, gradients, contours, cross sections, flow arrows, etc.

☐ Location and dimension of easements, property lines and rights-of-way.

☐ Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).

☐ Scaled cross sections at all site boundaries, showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls) and elevation differences (maximum and minimum conditions) between off-site structures & those on-site. Sections should extend through building pads & streets.

☐ Retaining walls (including top and bottom of wall elevations).

- ☐ Location of all trees. Identify whether the trees are to be preserved or removed. Identify the species and trunk circumference two feet above grade of all trees to be removed.
- ☐ Natural areas to be preserved (undisturbed; no grading to take place).
- ☐ Proposed stormwater infiltration, treatment, and/or storage methods consistent with the applicable Small Projects or C-3 Checklist (refer to separate handouts).

**Topographic Survey**:

The topographic survey (may be combined with the boundary survey) shall be drawn to a standard scale no smaller than 1”=40’ for large projects or 1/8”=1’ for smaller projects, with the scale clearly labeled, and shall include the following minimum information:

- ☐ Existing topography on site, including natural ground contours (two or five feet intervals), trees, drainage courses, streets, trails, open space, etc.
- ☐ Stamp and signature of licensed land surveyor or civil engineer authorized to prepare topographic surveys in the State of California.

**Boundary Survey**

The boundary survey (may be combined with the topographic survey) shall be drawn to a standard scale no smaller than 1”=40’ for large projects or 1/8”=1’ for smaller projects, with the scale clearly labeled, and shall include the following minimum information:

- ☐ All survey components required by California law to establish the location of property lines in relation to existing structures and features on the property, if any.
- ☐ Stamp and signature of licensed land surveyor or civil engineer authorized to prepare boundary surveys in the State of California.
- ☐ Any existing recorded easements affecting the property or properties in question, consistent with a current title report(s).
- ☐ The location of water lines and meters, sewer lines and cleanouts, storm sewers and storm drain inlets, overhead utility lines and poles, driveways, stairways and walkways serving the property or properties in question.

**Subdivision and Parcel Maps**

<u>Tentative Subdivision and Parcel Maps</u>
A tentative subdivision or parcel map shall be prepared by a registered civil engineer or licensed land surveyor. The tentative map shall be in full conformance with the requirements of BMC Chapter 16.16 and shall be clearly and legibly drawn. The map shall be a minimum 18 inches by 26 inches in size and be to a minimum scale of 1″

= 100', unless the planning director finds that a larger scale will facilitate review by the City. A marginal line shall be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch. The tentative subdivision or parcel map shall include the following minimum information:

- ☐ A key map showing the location and vicinity of the proposed subdivision;
- ☐ The tentative project name, if determined;
- ☐ Date of preparation;
- ☐ North arrow;
- ☐ Scale;
- ☐ Names, addresses and registration stamp of the person(s) who prepared the map;
- ☐ The names and numbers of adjacent subdivisions showing the lot and block or parcel numbers for adjoining lots and the names of the owners and parcel numbers of other adjacent land;
- ☐ Project boundary approximate dimensions;
- ☐ Existing zoning and use of land; and, in the case of a residential subdivision, the maximum number of dwelling units allowed;
- ☐ Location and outline to scale of all existing and proposed building sites and driveways with an indication of whether they are to remain or be removed;
- ☐ Existing and proposed contour lines extending at least fifteen (15) feet beyond property lines and sources of contour information;
- ☐ Existing and proposed streets; sidewalks, paths and bikeways;
- ☐ Approximate percent of grade on streets;
- ☐ Approximate centerline or property line radii of all curves on streets;
- ☐ Proposed lot lines;
- ☐ Lot numbers in consecutive sequence;
- ☐ Areas of lots in square footage; front footage and widths of lots;
- ☐ Assessor's parcel numbers for property to be subdivided;
- ☐ Proposed areas for public use;

- ☐ Proposed conservation, access, open space or other easements;
- ☐ Approximate locations of areas subject to inundation or flooding and the location, width and direction of flow of all watercourses;
- ☐ Source of water supply for domestic purposes and fire protection for the proposed subdivision;
- ☐ Proposed improvements including the proposed outline and dimension of each system and easement, to include, but not be limited to, storm drains, sanitary sewers, gas and water lines and other utilities;
- ☐ Proposed method of sewage disposal and drainage within the proposed subdivision;
- ☐ Location of all existing structures and all trees with a trunk diameter of four (4) inches or greater measured three (3) feet above the existing grade;
- ☐ Blank spaces eight and one-half by eleven inches (8½″ x 11″) for all certificates, signatures and notes;
- ☐ Ties to the property in relation to the adjacent land and adjacent public streets or street intersections;
- ☐ Such other information as may be required by the planning director or city engineer.

**Conceptual Landscape Plan:**

The conceptual landscape plan shall be drawn to a standard scale no smaller than 1”=40’ for large projects or 1/8”=1’ for smaller projects, with the scale clearly labeled, and shall include the following minimum information:

- ☐ Accurately dimensioned landscape plans showing the following:
  - ☐ Location of proposed and existing structures
  - ☐ Property lines
  - ☐ Identification of adjacent properties
  - ☐ Identification of plant species and their locations and current size/scale and the scale at maturity (typically after approximately 15 to 20 years of growth)
  - ☐ Areas and type of hardscape
  - ☐ Topographic contour lines (existing and proposed) and spot elevations

- ☐ Landscape elevations depicting key views of the proposed landscape. This should include the relationship between the landscape and buildings and other structures of significance.
- ☐ The amount of materials being brought in or removed should be identified in cubic yards on the plans. Note that a grading permit may be required by the Public Works Department per BMC Sections 15.01.080, 15.01.084.C and 15.01.084.D.
- ☐ Method of irrigation (Note: for irrigated landscaped areas more than 500 square feet in area, irrigation plans will be required at building permit stage, in compliance with the requirements of BMC Chapter 15.70)

**Demolition Plan**:

The demolition plan shall be drawn to a standard scale no smaller than 1”=40’ for large projects or 1/8”=1’ for smaller projects, with the scale clearly labeled, and shall include the following minimum information:

- ☐ Structures, fences, and any other existing built features on the site to be removed or to remain.

**Story Pole Plan:**

The story pole plan shall be drawn to a standard scale no smaller than 1”=40’ for large projects or 1/8”=1’ for smaller projects, with the scale clearly labeled, and shall include the following minimum information:

- ☐ A plan depicting the location of story poles on the site to represent the height of the proposed building(s) to be erected at the locations of the building(s)’ outer corners and roof peaks, labeled or numbered in order to clearly identify each pole on the plan and in the field.