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DEVELOPMENT PLAN SET CHECKLIST

The following information is required for a complete application. Please review this checklist with the City of Vallejo Planning Division to confirm requirements and determine if other applications are required for the first phase of submittals. Depending on the project scope more information may be required. For more complex projects it is strongly recommended that a qualified California licensed team including Civil Engineer, Architect and Landscape Architect be engaged early on to assist with streamlining of the project during the review and permit process. Once the set is submitted, it will be routed to the Technical Plan Review Committee (TPRC) team for review and first round of comments.

I.

A. DEVELOPMENT PLAN SET

- Completed application with full Planning fee
- 3 full size sets, 24" x 36" or larger
- One electronic submittal
- Full description of proposal

Development Plan Set: All drawings shall include date of plan preparation and subsequent revisions and north arrow. The submittal set for first round of review should be 30% technical drawing set level. It is typical to have multiple reviews for a project. As the project progresses for a public hearing (if applicable) and is revised, prior to the public hearing, the sets will develop further.

NOTE: All plans should be collated and folded into a size no larger than 9" x 13" or similar.

II.

A. TITLE REPORT

- Current title report completed within the last 3 months

B. MATERIAL AND COLOR SAMPLE BOARD

- Actual materials and color sample chips of major exterior materials, on 8-1/2" x 11" board or larger with labels for the materials, and project name on board. Include masonry, exterior wall finish, metal, window samples, roof tile and grout.

III.

A. COVER SHEET

- Street address and assessor's parcel number
- Name, address and phone number of property owner
- Name, address and phone number of contractor/builder, Engineering Team and Architect (designer)
- Vicinity map with north arrow, major cross streets and surrounding areas
- Project description
- Legend of symbols and abbreviations
- Table listing all plan sheets with sheet numbers and descriptions
- Table containing:
 - General Plan designation and Zoning district
 - Size of property including gross and net lot area
 - Adjacent land uses
 - Development standards pursuant to Vallejo Municipal Code.
 - Square footage of all existing buildings
 - Square footage of all proposed buildings
 - Parking analysis for building use and zoning district with code requirements and proposed spaces
 - Percent of lot area for landscaping, impervious surfaces, common open space, and private usable space
 - Lot coverage calculations, percent of net lot area covered by buildings
 - Flood Zone

B. BOUNDARY SURVEY

- Completed by a licensed California surveyor or Civil Engineer licensed to perform survey.
- Engineer's Scale
- Date of survey preparation and subsequent revisions
- Street address and assessor's parcel number
- Existing easements (if any)

C. PROPOSED ARCHITECTURAL SITE PLAN

- Scale of drawing (Engineer's Scale)
- Street address and assessor's parcel number.
- Property lines with typical dimensions, widths, radii, arc lengths.
- Lot size including gross and net area (square feet and acres) and lot numbers.
- Location of all existing buildings, proposed building(s), building additions, signs, open space, fences, walls, all at grade building features including decks and porches, accessory structures including sheds, Accessory Dwelling Units, trash enclosures and

garages and other improvements as applicable. Label all structures and indicate if they are to remain or demolished.

- Location and nature of all easements, including but not limited to water, sewer, electric, telecommunications, access
- Location and nature of existing and proposed utility lines and equipment.
- Dimensions between all buildings and between all new buildings and property lines
- Dimensions and locations of all required setbacks from property lines
- Square footage of buildings
- Location of existing and proposed parking
- Location, dimension and nature of significant site features such as swales, water, hills etc
- Location and dimensions of all existing and proposed structures 50 feet beyond the property lines. If adjacent to a public right-of-way, show the entire width of public right-of-way to the next to property line, including streets, sidewalks, driveways and alleys
- Location and dimensions for all adjacent streets (public and private) and proposed streets showing both sides of streets, street names, street width, striping, centerlines, centerline radii of all curves, median and landscape strips, bike lanes, pedestrian ways, trails, bridges, curbs, gutters, sidewalks, driveways, and right-of-way including any proposed or required right of way dedication. Show line of sight for all intersections and driveways, and corner setback lines

D. TOPOGRAPHIC SURVEY

- Scale of drawing (Engineer's Scale)
- Existing topography and proposed grading extending 50 feet beyond the property. Indicate slopes up to 5% or under 5 feet at 2 foot contour intervals and indicate slopes over 5% or greater than 5 feet in height at 5 foot contour intervals. Include spot elevations, pad elevations, percent slope and show all retaining walls with Top Of Wall/ Bottom Of Wall elevations
- Any significant vegetation including trees, vegetation providing habitat for native animals, and/or cultural value (indicate size and type)

E. FLOOR PLANS

- Scale of drawing (Architect's Scale) 1/8" = 1' or larger
- Existing and proposed
- Square footage of existing and proposed

F. ROOF PLANS

- Scale of drawing Architect's Scale, 1/8" = 1' or larger
- Show existing and proposed
- Square footage of existing and proposed

- Plan shall be fully dimensioned. The plan shall include property lines, outline of building footprint, ridgelines, valleys, flat roof areas, roof pitch and roof forms, location of downspouts
- Show direction of water flow
- Show location of rooftop equipment and distance from parapet
- Show proposed rooftop screening, elevations and details. Show location and height of rooftop mechanical equipment and proposed screening. Provide a section showing height of equipment in relation to the height of proposed screen. Provide a detail of the screen showing it is architecturally integrated with the principal building.

G. BUILDING ELEVATIONS (all four sides)

- Scale of drawing (Architect's Scale) 1/8" = 1' or larger
- Fully dimensioned elevations for buildings identifying materials, details and features. Typical floor-to-floor heights with dimensions
- Existing and proposed elevations of all four sides of the building(s)
- Typical building sections showing wall, eaves, and roof height and roof slope
- One set of building elevations colored to the proposed scheme for the project
- Location, dimension and style of doors, windows, chimneys, stairs, bays, and all major architectural features
- Vertical dimensions from all points above existing and finished graded on all elevations. Final grade level of ground adjacent to the building in relation to the floor level
- Overall structure height from the lowest point on the site covered by any portion of the building to the topmost point of its roof
- Section of roof-mounted equipment, roof top screening that is architecturally similar or integrated
- Topography with existing and proposed grades accurately represented to show building height to indicate relationship of building to the site and adjacent properties
- Location and type of building mounted exterior lighting
- Notations of exterior materials and finishes on elevations with notations of finishes and colors. Exterior material schedule with type, manufacturer, color, and finish
- Provide enlarged details (minimum of 1/4"=1'scale) for focal points and feature areas, i.e typical bay, entry feature, special architectural feature

H. LANDSCAPE PLAN SUBMITTAL

- Scale of drawing at 1" = 20' and north arrow. (Engineer's Scale)
- Proposed trees, shrubs, shrub groupings, lawn, groundcover areas, existing trees and plants materials to be saved, stormwater treatment areas, special paving, hardscape, and cut sheet and specifications of site furnishings
- Size, species, and spacing of street trees
- Landscape legend with a list of plant materials (in Latin and common name), plant sizes and spacing

- Size, species, trunk location, and canopy of all existing trees (6 inch diameter or larger) on site and adjacent properties that could be affected by the project. Identify trees to remain and removed. Any tree proposed as mitigation for removal of a tree shall be identified as a replacement tree
- Landscape Plan shall be coordinated and consistent with the Stormwater Plan
- Estimated representation of plant materials within three years
- Color representation of proposed landscaping

- Location and screening of all above-grade utilities and bio-swales or other stormwater treatment areas with 1:10 scale cross sections showing the planting within the bio-swales and screening of utilities
- Enlarged details (minimum of 1:10 scale) for focal points and accent areas, i.e. courtyards, entry features, landscape walls, or special areas
- Location and details, specifications and/or cut sheets of ground signs, walls, fences, paving decorative planters, trellises, arbors, and other landscape features
- Statement stating that Water Efficient Landscape Ordinance (WELO) standards will be adhered to when applicable. WELO applicability can be found in Chapter 16.71.020 of the Vallejo Municipal Code
- Point of connection to water supply under WELO standards
- Show line of sight triangle

I. ADDITIONAL PLANS AND DOCUMENTS

- Applicants may be required to furnish additional pertinent information depending on the scope and nature of the project
- Fence Plan, drawn at 1" = 20' scale showing the location, elevation, material notes, and height and type of fence or wall
- Trash Enclosure, drawn at 1" = 1/4' scale showing the location, plan, elevation, material notes, and height with typical dimensions
- Lighting Plan, showing location and type of exterior lighting both fixed to building and freestanding, and any lights for circulation, security, landscaping, building accent or other purpose. Lighting shall be dark sky compliant, with shields so that adjacent properties are not impacted
- Color perspective drawing.
- Contextual elevations.
- Circulation diagram including bike and pedestrian circulation.
- Based on the scope of the project a CEQA review may be required.
- Refer to the Planning Division Document Library on our website for specific plans, handouts, feasibility studies, trails, and additional information: www.cityofvallejo.net

IV.

A. PROPOSED CIVIL SITE PLAN

DEVELOPMENT PLAN SET CHECKLIST

- Scale of drawing (Engineer's Scale)
- Street address and assessor's parcel number
- Property lines with typical dimensions, widths, radii, arc lengths
- Lot size including gross and net area (square feet and acres) and lot numbers
- Location of all existing buildings, proposed building(s), building additions, signs, open space, fences, walls, all at grade building features including decks and porches, accessory structures including sheds, ADU's, trash enclosures and garages and other improvements as applicable. Label all structures and indicate if they are to remain or be demolished.
- Location and nature of all easements, including but not limited to water, sewer, electric, telecommunications, access
- Location and nature of existing and proposed utility lines and equipment
- Location of the nearest fire hydrant or water source for fire suppression
- Dimensions between all buildings and between all new buildings and property lines
- Dimensions and locations of all required setbacks from property lines
- Square footage of buildings
- Location of existing and proposed parking
- Location of existing and proposed water meter/service connections (water, sewer, electric, and telecommunications)
- Location, dimension and nature of significant site features such as swales, water, hills etc.
- Location and dimensions of all existing and proposed structures 50 feet beyond the property lines. If adjacent to a street, show the entire width of street to the next property line, including driveways.
- Location and dimensions for all adjacent streets (public and private) and proposed streets showing both sides of streets, street names, street width, striping, centerlines, centerline radii of all curves, median and landscape strips, bike lanes, pedestrian ways, trails, bridges, curbs, gutters, sidewalks, driveways, and right-of-way including any proposed or required right-of-way dedication. Show all existing and proposed improvements including traffic signal poles and traffic signs. Show line of sight for all intersections and driveways, and corner setback lines.
- Flood zone information.
- Locate any CalTrans right of way. The applicant should coordinate any approvals and reviews early on with CalTrans.
- Indicate the location of all existing and proposed fire hydrants.
- Provide current fire flow information.
- If any parcel is within a FEMA-defined 100 -year floodplain or floodway:
 - Identify the floodplain or floodway on all plan sheets depicting the existing and proposed site, with the base flood elevation (BFE) and flood zone type clearly labeled. In addition, show the existing site topography and finished floor elevations for all existing and proposed structures. If FEMA has not defined a BFE, a site specific hydraulic analysis will be required to

determine the BFE prior to deeming the application complete. (VMC Chapter 7.98)

- Flood zone boundaries and flood water surface elevation. If the property proposed to be developed is within or adjacent to the 100-year flood zone as shown on the National Flood Insurance Program Flood Insurance Rate Map, the extent of flood zone shall be clearly drawn on the tentative map and the 100-year flood water surface elevation shall be shown. The map shall show the approximate location of the Floodway Boundary as shown on the latest edition of the "Flood Boundary and Floodway Map" published by the Federal Emergency Management Agency.

B. PRELIMINARY DRAINAGE PLAN

- Preliminary drainage information showing spot elevations, pad elevations, existing and proposed catch basins, valley gutters, bio-retention areas, swales, and direction of proposed drainage, including approximate street grade and existing and proposed storm drain locations.

C. PRELIMINARY GRADING PLAN

- Prepared by a licensed Civil Engineer and drawn at 1"= 20' scale
- Preliminary grading information showing topography, spot elevations, pad elevations, including approximate street grade and existing and proposed storm drain locations
- Identify an erosion control plan and program
- Geotechnical or Soils Report prepared by a Geotechnical Engineer may be required
- Letter of permission from adjacent property owner for offsite grading

D. PRELIMINARY UTILITY PLAN

- Prepared by a licensed Civil Engineer and drawn at 1"= 20' scale. Show the location and dimensions of existing and proposed utilities including water supply system, sanitary sewers and laterals, drainage facilities / storm drainage systems, wells, septic tanks, underground and overhead electrical lines, utility poles, aboveground utility vaults and meters, transformers, underground irrigation and drainage lines, backflow prevention and reduced pressure devices, lighting fixtures, street lights, wireless communication facilities, traffic signal poles, and signal cabinets.
- Table of existing and proposed fixtures

E. PRELIMINARY PHOTOMETRIC PLAN

- Scale of drawing at 1" = 20' and north arrow. (Engineer's Scale)
- Plan shall be prepared by a lighting specialist.
- Show right of way, easements, face of curb, sidewalk, pedestrian ramps, lot lines, house footprints, driveways, lot numbers, street names, proposed trees, fire hydrants.

- Provide foot candle requirements per City of Vallejo standard

F. STORMWATER CONTROL PLAN

Check the table below to determine if the project triggers C.3 (stormwater treatment) requirements. If so, please refer to the C.3 Stormwater Compliance Information. Site Plan or Cover Page must include a table that verifies if C.3 requirements are applicable.

- A summary table which includes:
- Site size in square feet.
 - Existing impervious surface area (all land covered by buildings, sheds, patios, parking lots, streets, paved walkways, driveways, etc.) in square feet.
 - Impervious surface area created, added or replaced in square feet.
 - Total impervious surface area in square feet (Existing impervious area to remain and proposed new impervious area)
 - Percent increase / replacement of impervious area surface area (new impervious surface area in square feet / existing impervious surface area in square feet multiplied by 100).
 - Estimated area in square feet of land disturbance during construction (including clearing, grading or excavating).
- Delineate and label the tributary areas and proposed BMPs.
- Provide a table listing the tributary areas and associated BMPs. (Ensure that all tributary areas drain to associated BMPs.)
- Ensure compliance with the proper sizing factors.

Calculate the total new and replaced impervious surfaces for the project and refer to the table on the next page to determine if project triggers C.3 requirements.

DEVELOPMENT PLAN SET CHECKLIST

<i>Impervious Area Threshold</i>	<i>Requirement</i>
Projects between 2,500 and 10,000 square feet requiring approvals or permits (includes single-family residences)	Install one or more of the following: Direct roof runoff into cisterns or rain barrels for reuse; direct roof runoff onto vegetated areas; direct runoff from sidewalks, walkways, and/or patios onto vegetated areas; direct runoff from driveways and/or uncovered parking lots onto vegetated areas; construct sidewalks, walkways, and/or patios with permeable surfaces; construct bike lanes, driveways, and uncovered parking lots with permeable surfaces.
Auto service facilities, gas stations, restaurants, and uncovered parking lots over 5,000 square feet	Submit a Stormwater Control Plan per the Chapter 3 of the Contra Costa Clean Water Program (CCCWP) Stormwater C.3 Guidebook, including features and facilities to ensure runoff is treated before leaving the site. Evaluate feasibility of storage for later use. Use the Low Impact Design Design Guide in Chapter 4, including sizing factors and criteria for “treatment only”.
All projects between 10,000 square feet and one acre ¹	
Projects one acre and larger ¹	Prepare and submit a Stormwater Control Plan per Chapter 3 of the CCCWP Stormwater C.3 Guidebook and use the Low Impact Development Design Guide in Chapter 4 but modify the sizing factors and criteria for “treatment and flow control” per the City of Vallejo Hydromodification Management Plan. Evaluate feasibility of storage for later use.

¹Detached single-family homes that are not part of a larger development are specifically excluded.

C.3 Compliance Table (Must be shown on Site Plan or Cover Page)

Total Project Site Area (square feet)	
Total New or Replaced Impervious Surface Area (square feet) [Sum of currently pervious areas that will be covered with new impervious surfaces]	
Total Replaced Impervious Surface Area [Sum of currently impervious areas that will be covered with new or replaced impervious surfaces.]	
Total Impervious Surface Area	
C.3 Compliance Required (Yes/No)	

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326 and or the City of Vallejo Engineering Division at (707) 648-4316.