



Central Permit Center • 555 Santa Clara Street • Vallejo • CA • 94590

Business License  
707.648.4310

Building  
707.648.4374

Fire Prevention  
707.648.4565

Planning  
707.648.4326

Public Works  
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## SITE DEVELOPMENT PERMIT

Appointments may be required for this planning application. Appointments must be made at least 24 hours in advance. Please call the main desk (707) 648-4326 to schedule the appointment.

### What is a Site Development Permit?

A site development permit is a staff level review of the site design, architecture, interior vehicular and pedestrian access, and circulation components of a proposed project.

### When is a site development permit required?

A site development permit is required for the following:

- New construction, including single family homes.
- Significant exterior alterations and additions to residential and nonresidential uses for which a building permit is required.
- Relocation or movement of any building or structure to a new location.
- Parking lots containing 10 or more spaces.

### What are the steps in the process?

- You may request preliminary review of your project by the Planning Division and/or Technical Project Review Committee. This process takes approximately 3 weeks but can save time later by resolving issues early in the review. Please refer to the "Preliminary Review" handout for more information.
- A planner will review the application for completeness. State law requires that staff determine whether the application is complete within 30 days. Planning staff usually does this within 3 weeks, depending on workload.
- Some site development permit applications are subject to the Environmental Review process. If staff advises you that your project is subject to Environmental Review, please refer to the "Environmental Review" handout.
- For commercial buildings less than 20 feet from the property line, provide sections or elevations that show any parapets or roof extensions.

### What is the approval process?

Upon submittal of a complete application, the Planning staff will route the plans to the appropriate departments and agencies for comments. Notice of the site development application will be mailed to all property owners within a 200-foot radius of the subject property. This notice gives the property owners 14 to 21 days, depending on whether environmental review is required, to comment on the application. Staff will then take action and the project determination will be in the form of a written report from the Planning Division.

**What is the decision based on?**

After receiving comments from the public and relevant City divisions and appropriate outside agencies (e.g., Vallejo Sanitation and Flood Control District), the Planning Division will review the proposed application for compliance with relevant standards in the Zoning Ordinance related to height, setback, lot coverage, landscaping, parking, open space, etc. Staff will also determine whether the project is consistent with the General Plan or other relevant plans adopted by the City for the project area.

Finally, Planning Staff will determine whether the project is well-composed urban design and whether the quality and character of the project is consistent with the surrounding area.

**Can a decision be appealed?**

Yes, any Planning Division determination may be appealed to the Planning Commission through the Planning Commission Secretary. To appeal, the appellant shall submit a letter stating the reasons of the appeal and how it affects them. The appeal must be filed with the Planning Division within 10 calendar days after the decision is made. A public hearing will then be set for the Planning Commission to consider the appeal. If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination date, the project determination is final.

**When are appeals hearings held?**

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council usually holds public hearings on the second and fourth Tuesdays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

**When does my site development permit expire?**

Approval of a site development permit shall expire automatically 18 months after the date of issuance unless authorized construction has commenced prior to the expiration date, whereupon the permit is vested and will not expire. The Planning Manager, at his/her discretion, may extend the approval for 12 months upon written request if the application is consistent with current plans and policies.

**What is required for plan submittal?**

**SITE DEVELOPMENT PERMIT CHECKLIST**

The following items **must** be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete applications will not be accepted.

- Application:** A completed planning application signed by the property owner and applicant.
- Fees:** An application fee of \$\_\_\_\_\_.  
A public notice fee of \$\_\_\_\_\_.
- Plans:** Eight (8) sets of plans: Site plan, building elevations and floor plans. Please refer to the "Site Plan and Elevation Checklist" handout. Site plan must show project relationship to structures, driveways and vegetation on adjacent properties, and proposed and existing utility improvements.
- Samples of building materials and colors.**
- Site Photos:** Color photos showing the existing property and the adjacent properties.
- Flood Zone Information.** Check the FEMA maps to determine if the project is within a flood zone. If the project site or a portion of the project site is within the flood zone, please indicate the location of the flood zone on the site plan.
- 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.
- Miscellaneous:** Other requirements determined by the Planning Division to be necessary to evaluate the project.

**Does my project need to comply with the C.3 (stormwater treatment) requirements?**

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

<b><i>Impervious Area Threshold</i></b>	<b><i>Requirement</i></b>
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 on to vegetated areas; direct runoff from driveways and/or uncovered parking lots on to 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 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 LID Design Guide in Chapter 4, including sizing factors and criteria for "treatment only"
All projects between 10,000 square feet and one acre <sup>1</sup>	
Projects an acre and larger <sup>1</sup>	Prepare and submit a Stormwater Control Plan per Chapter 3 of the CCCWP Stormwater C. Guidebook and use the LID Design Guide in Chapter 4, but modify the sizing factors and criteria for "treatment and flow control" per the City of Vallejo HMP. Evaluate feasibility of storage for later use.

<sup>1</sup>Detached 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)**

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

## SITE PLAN AND ELEVATION CHECKLIST

### What is a Site Plan?

A site plan is an accurately scaled drawing illustrating the existing conditions on a parcel as well as the details of any proposed changes or development. Building elevations and floor plans may also be required.

### When is a Site Plan required?

A site plan is required in order to review development proposals. You should refer to the individual development application handouts for specific information and number of copies required.

### SITE PLAN CHECKLIST

**The following items must be shown on the site plan. To ensure that all items are on the site plan, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete drawings will not be accepted.**

- Scale of drawing and north arrow. (Engineer's Scale)
- Name and address and phone number of property owner.
- Name and address and phone number of the plan preparer.
- Name, address and phone number of contractor/builder and Engineer or Architect (designer).
- Date of site plan preparation.
- Street address and assessor's parcel number.
- Topographic contour lines with existing and proposed grades.
- Lot size.
- Lot lines, back of curb or sidewalk, street center lines and street names.
- Location of all existing buildings, proposed building(s), building additions, signs, open space, sidewalks and other improvements as applicable.
- Location and nature of all easements.
- 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.
- Square footage of buildings.
- Location of existing and proposed landscaping.
- Location of existing and proposed parking.
- Flood zone information.
- Lot coverage calculations.
- C.3 Compliance Table. (See Above)

### **What are Building Elevations?**

Building elevations are scaled drawings of each side of a building or structure.

### **When are Building Elevations required?**

Building elevations are required when exterior changes are proposed to the building(s).

### **BUILDING ELEVATION CHECKLIST**

If elevations are required, the following items must be included. **To ensure that that the elevations are complete, please check off the box for each item that is shown. If an item is not applicable, write N/A next to the box. Incomplete drawings will not be accepted.**

- Location, dimension and style of doors.
- Location, dimension and style of windows.
- Location, dimension and style of chimneys.
- Floor-to-floor heights.
- Locations and type of exterior or roof-mounted equipment.
- Final grade level of ground adjacent to the building in relation to the floor level.
- Types of wall finishes and colors.
- Location and type of exterior stairs.
- Overall structure height from the lowest point on the site covered by any portion of the building to the topmost point of its roof.

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

### **What if I need more information?**

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