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## PRE-TECHNICAL PLAN REVIEW COMMITTEE PRELIMINARY DEVELOPMENT PLAN SET CHECKLIST

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. A preliminary review is recommended for a guided review process. Depending on the scope and nature of the project, additional drawings and details may be required by the Planning Division. 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 comment.

### 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 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. 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.
  - Percentage 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.

**B. BOUNDARY SURVEY**

- Completed by a licensed California surveyor or Civil Engineer licensed to do 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, ADU's, 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, 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 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.

**D. FLOOR PLANS**

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

**E. BUILDING ELEVATIONS (one major elevation)**

- Scale of drawing Architect's Scale, 1/8" = 1' or larger
- Proposed elevations of all four sides of the building(s) identifying materials, details, and features.
- One set of building elevations colored to the proposed scheme for the project.
- 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.

**III.**

**A. 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, above ground 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.
- Indicate the location of all existing and proposed fire hydrants.
- Provide current fire flow information.

**B. STORMWATER CONTROL PLAN**

- Required for full submittal, see development plan set checklist.

**What if I need more information?**

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