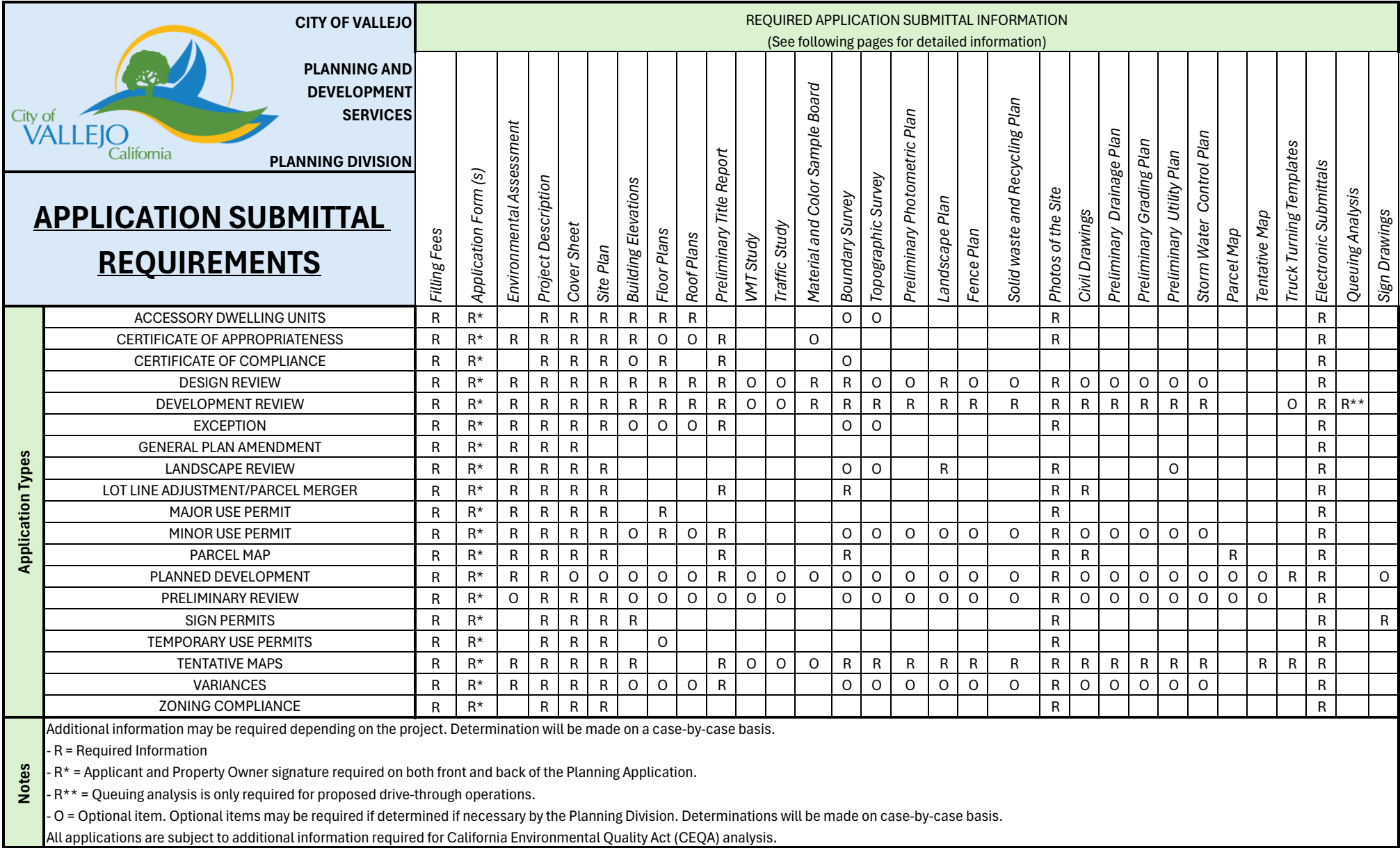




PLANNING APPLICATION

- ☐ Complete a [Planning Application](#).

Note: Applicant and Property owner signatures are required on both pages.

PROJECT DESCRIPTION

- ☐ A letter that completely describes the proposed project, use, or business. Please include all appropriate information for the project, including:
- Type of business or use, interim, temporary, and specify the duration.
 - Accessory uses: Identify whether any additional uses or activities will occur along with the primary use (including but not limited to catering associated with a restaurant). If multiple uses or activities are proposed, indicate the proportion of the site and building area dedicated to each.
 - Days and hours of operation.
 - Outdoor uses/activities, such as storage, seating, sales, or events.
 - Traffic generation, including estimated daily vehicle trips and primary travel modes.
 - Circulation: how vehicles, bicycles, and pedestrians will enter, exit, and move through the site.
 - Parking: number of spaces available; if in a shopping center, number allocated to this business.
 - Exterior changes: façade improvements, new exterior paint colors, new signs.
 - Hazardous materials to be stored or used.
 - Alcohol Sales: Include the type of Alcoholic Beverage Control (ABC) license.
 - Cannabis-related activities: Include the type of license to be requested from the Bureau of Cannabis Control, CDFA's CalCannabis Cultivation Licensing, and/or CDPH's Manufactured Cannabis Safety Branch.
 - Live entertainment: If the business includes live entertainment (including but not limited to live bands or karaoke), describe the plans for:
 - Sound control, including projected decibel levels and proposed soundproofing or noise-mitigation measures;
 - Site maintenance, such as trash cleanup and landscaping;
 - Safety measures for patrons and surrounding properties.
- ☐ As part of the project summary, include a statement of how the proposal will meet the required findings for approval listed in the [Vallejo Municipal Code](#) for the proposed project. These findings will vary by entitlement.

COVER SHEET

- ☐ Year of California Codes used for project design.
- ☐ Street address and Assessor's Map Parcel Number Name, mailing address, email address, and phone number of property owner.
- ☐ Name, mailing address, email address, and phone number of contractor/builder, Engineering Team, and Architect (designer).
- ☐ Vicinity map with north arrow, major cross streets, and surrounding areas.
- ☐ Brief project description.

- ☐ Legend of lines, symbols, patterns, 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.

SITE PLAN

- ☐ Scale of drawing, including an Engineer's Scale and a Scale Bar.
- ☐ Street address and Assessor's Map Parcel Number.
- ☐ Property lines with typical dimensions, widths, radii, and 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, porches, accessory structures, sheds, Accessory Dwelling Units (ADU), trash enclosures, 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, drainage, electric, telecommunications, access, parking, trees, landscape, and open space.
- ☐ Location of points of entry and exit for vehicles and internal circulation patterns. Location and nature of existing and proposed utility lines and equipment.
- ☐ Location of exterior lighting standards and devices.
- ☐ 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 and lowest finished floor elevation.
- ☐ 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 in all directions. If adjacent to a public right-of-way, show the entire width of the public right-of-way to the next 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, on-street parking lane and stalls, parking meters,

kiosks, and right-of-way including any proposed or required right of way dedication. Show line of sight for all intersections, driveways, and corner setback lines.

BUILDING ELEVATIONS (ALL FOUR SIDES OF EACH BUILDING)

- ☐ Scale: 1/8" = 1'-0" or larger, including an architect's scale, a graphic scale bar, and full dimensions on all plans.
- ☐ Existing and proposed elevations of all four sides of the building(s).
- ☐ Building sections showing walls, eaves, roof height, and roof slope.
- ☐ One set of building elevations is colored according 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 the relationship of the 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.

FLOOR PLANS

- ☐ Scale: 1/8" = 1'-0" or larger, including an architect's scale, a graphic scale bar, and full dimensions on all plans.
- ☐ Square Footage: Clearly indicate existing and proposed square footage.
- ☐ Plumbing fixtures: types, units, and locations in both existing and proposed project design.

ROOF PLANS

- ☐ Architect's Scale 1/8" = 1' or larger, with a scale bar.
- ☐ Show square footage of existing and proposed roof.
- ☐ Show directions of roof runoff (water flow).
- ☐ Show location of rooftop equipment and distance from parapet.
- ☐ Show proposed rooftop screening, elevations, and details.

PRELIMINARY TITLE REPORT

- ☐ Current preliminary title report completed within the last 3 months. The report shall show active hyperlinks for all referenced documents.

VMT STUDY

- ☐ Complete a Vehicle Miles Traveled (VMT) Study per SB 743 and in compliance with City of Vallejo VMT Policy.

TRAFFIC STUDY

- ☐ Based upon the scope of the project, a Traffic Safety Study may be required per the City's Traffic Impact Study Analysis Guidelines for all modes of transportation.

DIGITAL MATERIAL AND COLOR SAMPLE BOARD

- ☐ Provide digital materials and a color board that includes labeled samples of all major exterior materials proposed for the project. Must clearly display the project name and include high-resolution images or digital swatches of the following materials. Include masonry, exterior wall finish, metal elements, window samples, roofing materials, and grout.

BOUNDARY SURVEY

- ☐ Prepared by a licensed California Surveyor or Civil Engineer licensed to perform surveys.
- ☐ Scale of drawing, including an Engineer's Scale and a Scale Bar.
- ☐ Date of survey preparation and subsequent revisions, Street address, and Assessor's Parcel Map Number.
- ☐ Existing easements (if any)

TOPOGRAPHIC SURVEY

- ☐ Scale of drawing, including an Engineer's Scale and a Scale Bar.
- ☐ Existing topography and proposed grading extending 50 feet beyond the property lines. Indicate slopes up to 5% or under 5 feet at 2-foot contour intervals.
- ☐ Indicate slopes over 5% or greater than 5 feet in height at 5-foot contour intervals.
- ☐ Include spot elevations, pad elevations, percent slope, and slope ratio.
- ☐ Show all retaining walls with top of wall elevation and bottom of wall elevation.
- ☐ Any significant vegetation including trees, vegetation providing habitat for native animals, and/or cultural value (indicate size and type).
- ☐ Provide overall slope of the subject site using the method as called out in the Zoning Code.

PRELIMINARY PHOTOMETRIC PLAN

- ☐ Plan shall be prepared by a licensed Civil Engineer, Electrical Engineer, or lighting specialist.
- ☐ Scale of drawing at 1" = 20' and north arrow, including an Engineer's Scale and a Scale Bar.
- ☐ Show right of way, easements, face of curb, sidewalk, pedestrian ramps, lot lines, house footprints, driveways, lot numbers, street names, proposed trees, and fire hydrants.
- ☐ Provide a light schedule that includes the type of lighting and total lumens output per light.
- ☐ Indicate the overall height of proposed lighting.
- ☐ Use of PG&E-owned utility poles to mount proposed luminaire arms and light fixtures is contingent on PG&E review and approval.
- ☐ Use of proposed PG&E point-of-service for power is contingent on PG&E review and approval.

LANDSCAPE PLAN SUBMITTAL

- ☐ Scale of drawing at 1" = 20' and North arrow, including an Engineer's Scale and a Scale Bar.
- ☐ 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 those to be removed. Any tree proposed as mitigation for the removal of a tree shall be identified as a replacement tree.
- ☐ Estimated representation of plant materials within three years.
- ☐ Color representation of proposed landscaping.
- ☐ 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.
- ☐ 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 of all hardscapes including specifications of walls, fences, paving, decorative planters, trellises, arbors, and other landscape features.
- ☐ Statement noting that the Water Efficient Landscape Ordinance (WELO) standards will be adhered to when applicable. WELO applicability requirements can be found in the Vallejo Municipal Code.
- ☐ Show line of sight triangle for all intersections and driveways.

FENCE PLAN

- ☐ Drawn at 1" = 20' scale and with a North arrow, including an Engineer's Scale and a Scale Bar.
- ☐ Provide the location, elevation showing the height measurement, material notes, and type of fence or wall.

SOLID WASTE AND RECYCLING PLAN

- ☐ Plans showing how trash, recycling, and green waste are being accommodated. To be drawn at 1" = 1/4' scale showing the location, plan, elevation, material notes, and height with typical dimensions. Enclosure shall be securable with a gate or lockable cover.
- ☐ Contact Recology Vallejo for guidelines, checklists, and design specifications.

PHOTOS OF THE SITE

- ☐ Provide date-stamped photos showing existing conditions of the site.

CIVIL PLANS

- ☐ Plans shall be prepared by a licensed Civil Engineer
- ☐ Scale of drawing, including an Engineer's Scale and a Scale Bar
- ☐ Street address and Assessor's Parcel Map Number
- ☐ Property lines with typical dimensions, widths, radii, and 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, ADUs, trash enclosures, 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, drainage, access, parking, telecommunications,
- ☐ 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 accessible parking and identify accessible route to accessible entrance, accessible path between accessible entrances of all accessible buildings or features, and accessible path from public way to accessible entrances.
- ☐ 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, creeks, water, trails, 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, parking lane and stalls, parking meters, kiosks, and right-of-way including any proposed or required right-of-way dedication.
- ☐ Show all existing and proposed improvements, including traffic signal poles, streetlights, and traffic signs. Show line of sight for all intersections, driveways, and corner setback lines.
- ☐ Identify any Caltrans right-of-way. The applicant should coordinate any approvals and reviews early in the project with Caltrans staff.
- ☐ Indicate the location of all existing and proposed fire hydrants.
- ☐ Provide current fire flow information.
- ☐ Flood zone information. If any portion of the site is within a FEMA-defined Special Flood Hazard Area (SFHA) 100-year floodplain or floodway as shown on the Flood Insurance Rate Map (FIRM):

- Clearly delineate the SFHA floodplain or floodway, depicting the existing and proposed site, with the base flood elevation (BFE) and flood zone type clearly labeled on all plan sheets, including the tentative map where applicable. In addition, show the existing site topography and lowest 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)
- Show the approximate location of the Floodway Boundary as shown on the latest edition of the “Flood Boundary and Floodway Map” or “Flood Insurance Rate Map” (FIRM) published by FEMA on all plan sheets, including tentative map where applicable.
- ☐ Sea Level Rise (SLR) is a City requirement effective July 10, 2020. All residential development projects are required to comply with the SLR Guidelines. The proposed lowest finish floor level of residential structures shall be placed at or above elevation 13.50 feet NAVD88. This includes the FEMA-mandated 10.00 feet elevation for the 100-year storm plus 3.5 feet to account for SLR.
- ☐ Sea Level Rise (SLR) is a City requirement effective July 10, 2020. All non-residential development projects are required to comply with the SLR Guidelines. The proposed building lowest finish floor level shall be placed at or above an elevation equal to the Mean Higher High Water (MHHW) elevation for Napa River/Mare Island Strait plus 3.5 feet of height for sea level rise per NAVD88. Also, the building shall be flood proofed to elevation 13.50 feet per NAVD88.
- ☐ Plans to show closed trash enclosures.
- ☐ Plans to use fire truck and delivery truck turning templates to illustrate access and maneuvers at street corners, intersections, non-through streets, service streets, driveways, parking aisles, and loading zones.
- ☐ Plans to use garbage truck turning templates to illustrate access and maneuvers at street corners, intersections, non-through streets, driveways, parking aisles, and trash enclosures. Garbage trucks shall not be required to back in or back out.
- ☐ On proposed driveways, the vehicular line of sight shall meet stopping sight distance standards.
- ☐ Plans to distinguish between publicly versus privately owned and maintained improvements.

PRELIMINARY DRAINAGE PLAN

- ☐ Plans to show 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.
- ☐ Surface runoff shall be intercepted on site, treated, piped, and directed into the existing public storm drain system. Runoff from the site shall not impact adjoining parcels or public right-of-way. Sheet flow over the sidewalk and driveway is not allowed.

PRELIMINARY GRADING PLAN

- ☐ Plans shall be 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.

- ☐ Plans to show existing and proposed grading.
- ☐ For a project with significant grade differences, plans to provide cross sections.
- ☐ Plans to provide a table showing grading quantities. Plans to show extent of cut and fill.
- ☐ Plans to show the location and elevations of proposed retaining walls. This includes the bottom of the wall and the top of the wall.
- ☐ A grading permit is required if more than 50 cubic yards of dirt will be moved on-site.
- ☐ Project to identify and implement Best Management Practices (BMP) for erosion and sediment control, stormwater management, and improve water quality prior to discharging into the public drainage system.
- ☐ A Geotechnical Feasibility Report may be required. The report shall include, but not be limited to, an assessment of the suitability of the project site for proposed development, potential geological and geotechnical hazards, constraints, conceptual mitigation measures, and preliminary foundation design recommendations. The report may be reviewed by a 3rd party geotechnical engineer hired by the City and will be paid for by the applicant. Public Works staff will review the site plan and determine whether a Geotechnical Feasibility Report is required.
- ☐ A Design Level Soils & Geotechnical Report may be required. To be prepared by a Geotechnical Engineer. The report shall include all items in the Geotechnical Feasibility Report. In addition, the report shall include, but not be limited to, slope stability analysis, settlement analysis, and recommendations on site grading, surcharge, drainage, foundation design, flatwork, pavement, retaining wall, and slope treatment measures. The report may be reviewed by a 3rd party geotechnical engineer hired by the City and will be paid for by the applicant. Public Works staff will review the site plan and determine whether a Design Level Soils & Geotechnical Report is required.
- ☐ Letter of permission from adjacent property owner for offsite grading.

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, fire suppression, overhead signs, lighting fixtures, streetlights, wireless communication facilities, traffic signal poles, signal controller cabinets, and service enclosures.
- ☐ Submit a completed Water Meter Data Card
 - o [Commercial](#)
 - o [Residential](#)
- ☐ Submit a completed [Pretreatment Questionnaire](#)

STORMWATER CONTROL PLAN

A. REGULATIONS

The City of Vallejo has adopted the Contra Costa Clean Water Program (CCCWP) Stormwater C.3 Guidebook and associated guidance for use within Vallejo. The C.3 Guidebook requirements are separate from, and in addition to, requirements for erosion and sediment control and for pollution prevention measures during construction.

Submit a complete and detailed Stormwater Control Plan (SWCP) if the impervious area is 2,500 square feet or greater, unless the project is determined by Public Works staff as excepted under C.3. See guidance on exceptions, below.

All Regulated Projects require a Stormwater Control Plan showing the location and footprint of proposed impervious surfaces and of proposed stormwater facilities, and a description of how runoff will flow from impervious surfaces to treatment facilities. See C.3 Guidebook, Chapter 2 for instructions to prepare a SWCP.

The applicant shall use the C.3 SWCP Checklist for guidance in preparing the SWCP. See C.3 Guidebook, page 12.

The site plan or plan set cover sheet shall contain project data in a table format. See C.3 Guidebook, Table 2-1. A few of the required project data are highlighted below.

- Total project site area (acres).
- Total area of land disturbed (acres).
- New and Replaced impervious surface areas (square feet).
- Pre-project and Post-project impervious surface areas (square feet).
- Delineate and label all DMAs. Provide a table.
- Ensure compliance with the proper sizing factors.

See [link here](#) to city website for C.3 Guidebook and other applicable regulations.

B. EXCEPTIONS TO REGULATIONS

Certain categories of projects may be exempted. See C.3 Guidebook, Chapter 1 for guidance. Public Works staff will review project plans and determine if an exception applies to a project on a case-by-case basis.

- Tenant improvements, routine maintenance or repairs. Examples are replacement of a roof or wall, a change in the building façade, or install a business sign.
- Pavement resurfacing within the existing footprint with no changes to grading or drainage. An example is to slurry seal or to repave a parking lot or a portion thereof.
- Swimming pools and other features that overflow and drain to the sanitary sewer.

C. THRESHOLDS

Threshold for C.3 compliance is primarily based on the total new and replaced impervious surface areas, land use types, scope of improvements, and other factors in connection with

a project. This also includes new and replaced impervious surface areas in public right-of-way in connection with the project.

If a new project results in an alteration of more than 50% of the impervious surfaces of an existing developed site, the entire 100% of the project site shall be included in the C.3 calculations and stormwater treatment design. In the C.3 Guidebook, this is known as the “50% Rule.” Public Works staff will determine on a case-by-case basis whether the 50% Rule applies to a project.

C.3 threshold categories are described below for quick reference. See C.3 Guidebook, Table 1-1 for details. Public Works staff shall review project plans and documents and make a final determination on C.3 requirements on a case-by-case basis.

- Impervious area less than 2,500 square feet.
 - Includes single-family homes.
 - It is a non-Regulated Project under C.3.
 - Recommends minimizing impervious surfaces.
 - Plans to show micro-detention areas with runoff directed to vegetated areas.
- Impervious area between 2,500 and 10,000 square feet.
 - Includes single-family homes.
 - It is a non-Regulated Project under C.3.
 - To submit a Stormwater Control Plan (SWCP) for a Small Land Development Project.
 - See C.3 Guidebook, Appendix C.
 - Plans to show C.3 design elements and treatment measures.
 - To intercept stormwater runoff, treat, then pipe into the public storm drain system.
- Impervious area exceeding 5,000 square feet.
 - Includes auto service facilities, gas stations, restaurants, and uncovered parking lots.
 - It is a Regulated Project under C.3.
 - To submit a Stormwater Control Plan (SWCP).
 - Plans to show C.3 design elements and treatment measures.
 - To intercept stormwater runoff, treat, then pipe into the public storm drain system.
 - See C.3 Guidebook, Chapter 2 and LID Design Guide in Chapter 3.
- Impervious area between 10,000 square feet and one acre.
 - Includes all projects.
 - It is a Regulated Project under C.3.
 - To submit a Stormwater Control Plan (SWCP).
 - Plans to show C.3 design elements and treatment measures.
 - To intercept stormwater runoff, treat, then pipe into the public storm drain system.

- See C.3 Guidebook, Chapter 2 and LID Design Guide in Chapter 3.
- Impervious area greater than one acre.
 - Includes all projects.
 - This is a Regulated Project under C.3.
 - Where required, design LID for hydromodification management and stormwater treatment.
 - To submit a Stormwater Control Plan (SWCP).
 - Plans to show C.3 design elements and treatment measures.
 - To intercept stormwater runoff, treat, then pipe into the public storm drain system. See Guidebook, Chapter 2, LID Design Guide in Chapter 3, and Appendix E.

PARCEL MAP

- ☐ A small-scale vicinity map of the surrounding area;
- ☐ The subdivision name or number, date, north point, scale, and sufficient description to define the location and boundaries (including acreage) of the proposed subdivision and a vicinity map;
- ☐ Name and address of record owner(s) of the subdivision;
- ☐ Name and address of the subdivider;
- ☐ Name, business address, and telephone number of the registered engineer or licensed surveyor who prepared the map of the subdivision;
- ☐ Sufficient elevations or contours to determine the topography of the site and adjacent sites affected by the development;
- ☐ The locations, names, widths, and approximate grades of all roads, streets, bicycle paths, walkways, trails, and highways in the proposed subdivision and along the boundaries;
- ☐ The location and character of all existing or proposed public utilities in the subdivision and in the adjoining and contiguous public rights-of-way;
- ☐ The widths, location, and purpose of all existing or proposed easements;
- ☐ Location and type of all public transit facilities;
- ☐ Location of all mailboxes;
- ☐ Identification of all public improvements that are a deviation or variation of the City's or Vallejo Sanitation and Flood Control District's adopted public improvement standards;
- ☐ Location and type of all land reserved for public facilities;
- ☐ Location of the nearest fire hydrants or water source to be used for fire suppression.
- ☐ Location and character of all existing and proposed park and recreation facilities, and proposed open space areas, including their ownership and management.
- ☐ Approximate lot layout and dimensions of each lot and an identifying number of each;
- ☐ The outline of any existing buildings to remain in place and their locations in relation to existing or proposed street and lot lines;
- ☐ Location and species of each tree over 6 inches in diameter;

- ☐ Location of every area subject to flooding and/or storm water overflow and the location, width and direction of flow of every watercourse;
- ☐ Type of residential units, the number of bedrooms in each type and the total number of each type of unit, unless exempted by the Development Services Director;
- ☐ Heights, size and location of all proposed buildings, unless exempted by the Development Services Director;
- ☐ A preliminary grading and drainage plan with pad elevations, including proper measures for erosion control and prevention of sedimentation or damage to off-site property;
- ☐ Copy of every restrictive covenant proposed, or in the case of condominium projects, a copy of the declaration of restrictions and proposed management arrangement relating to the project.
- ☐ Subdivider's statement consisting of existing uses on the property, identification and location of all proposed uses within the subdivision, description of the proposed improvements and public utilities, and the date by which improvements will be completed, and justification for every proposed exception to any provision of the Zoning Ordinance;
- ☐ Environmental information consisting of a soils report, noise study, and traffic study, unless exempted by the Economic Development Director.
- ☐ Additional information as deemed necessary by the Planning Department/Engineering Departments.

TENTATIVE MAP

- ☐ Scale of drawing (Engineer's Scale) 1" = 20' or a reasonable scale to demonstrate the site, a graphic bar, and a north arrow.
- ☐ Street address and assessor's parcel number.
- ☐ Vicinity map showing north arrow, location and boundary of the subdivision, major cross streets, and the existing street pattern in the vicinity.
- ☐ Existing and proposed property lines with typical dimensions, widths, radii, arc lengths, and easements. Benchmark based on U.S.C. & G.S. datum.
- ☐ Lot size including gross and net area (square feet and acres) and lot numbers.
- ☐ Location of all existing buildings, proposed building(s), open space, fences, walls, all at-grade building features, accessory structures including sheds, ADUs, 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, and access.
- ☐ 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 for nature of significant site features such as swales, water, hills, etc.

- ☐ Location of lighting standards and devices, along with a cut sheet.
- ☐ 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 the public right-of-way to the next property line, including streets, driveways, sidewalks, structures, 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, 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, driveways, and corner setback lines.
- ☐ Show a diagrammatic plan of public versus private easements, streets, alleys, etc.
- ☐ Location of points of entry and exit for vehicles and internal circulation patterns.
- ☐ Location of all natural features such as creeks, ponds, drainage swales, wetlands, watersheds, etc., extending 50 feet beyond the property line to show the relationship with the proposed development.
- ☐ Indicate if any parcel is within a FEMA defined 100-year floodplain or floodway.
- ☐ Locate and identify all existing park and recreation facilities, and proposed open space areas, including their ownership and management.
- ☐ Proposed parcels with dimensions and sizes, access, driveways. Description of proposed parcel, i.e., multi-family, single-family, duplex etc., along with approximate size and number of units.
- ☐ ENGINEERED CROSS-SECTIONS. A minimum of two cross-sections drawn with an exaggerated vertical scale, with scale noted, through critical portions of the site extending beyond the property line to the opposite curb line of adjacent streets or to a minimum of 50 feet onto adjacent properties. Sections shall include existing topography, final grades, existing and proposed structures, fences, walls, property lines, dedications, curb, gutter and sidewalks. Section locations shall be identified on the Tentative Map.
- ☐ TRUE CROSS SECTIONS A minimum of two cross-sections (more as needed to showing varying site conditions) drawn at 1:1 scale (same scale used for both vertical and horizontal axis), 1"=20' minimum scale, with scale noted, and a graphic bar scale, through critical portions of the site extending 50 feet beyond the property line onto adjacent properties or to the property lines on the opposite side of adjacent streets. Sections shall include existing topography, final grades, location and height of existing and proposed structures, fences, walls, roadways, parking areas, landscaping, trees, and property lines. Section locations shall be identified on the Tentative Map, Development Plan or Site Plan.

TRUCK TURNING TEMPLATE

A dedicated plan shall be submitted clearly demonstrating vehicle turning templates to identify circulation for emergency vehicles, passenger vehicles, and applicable delivery vehicles. The plan shall include and depict the following:

- ☐ All proposed building and site improvements, including parking lot, planter islands and parking stalls.
- ☐ Applicable vehicle design detail exhibit. (Emergency vehicles, passenger vehicles, California-legal or applicable delivery vehicles)
- ☐ Applicable vehicle design and turning radii. (Emergency vehicles, passenger vehicles, California legal or applicable delivery vehicles)
- ☐ Off-site templates demonstrating vehicles can exit or enter without encroaching into opposing or adjacent lanes.
- ☐ Turning movements shall maintain a minimum 12-inch overhang and wheel clearance from all vertical elements, including curbs, structures, and retaining walls, and a minimum 24-inch clearance from all building structures.
- ☐ Garbage trucks shall be able to access trash enclosures. Service trucks shall be able to access delivery areas. Fire engines shall be able to access fire hydrants and building entrances.

SIGN DRAWINGS

For projects proposing new or replacement signage, provide sign plans that include the following:

- ☐ Provide scaled, detailed drawings of all proposed signs, including dimensions, lettering, logos, and placement.
- ☐ Provide a table identifying each type or variation of proposed sign, including the applicable minimum and maximum standards and proposed dimensions, as applicable:
 - Sign area (square footage)
 - Sign height and width
 - Letter height
 - Sign length
 - Font/typeface
 - Colors
 - Materials
 - Number of signs
- ☐ If applicable, provide the location, type, quantity, and specifications of all lighting, including electrical details and manufacturer specifications for external fixtures. Sign lighting shall not cause excessive glare or be visible beyond the property line.
- ☐ If applicable, provide mounting details for each sign
- ☐ Current photos showing the building and site, all existing signs to remain, and proposed sign locations.

QUEUEING ANALYSIS

For all drive-through project proposals, a queueing analysis shall be submitted at the time of application. The analysis shall include the following:

- ☐ Quantitative queueing data collected from three similar project sample sites within Solano County or neighboring counties. Data shall show peak weekday and weekend volumes at select sample sites.
- ☐ An exhibit showing the maximum queueing length available on the proposed project site plan.
- ☐ Any potential queueing shall not impact on the proposed parking spot locations or internal circulation of the site. Queueing spillback onto public rights-of-way is prohibited.