



DEVELOPMENT

Supplemental Application

For Administrative Plan Reviews, Development Plan Reviews, Pre-application Reviews, Site Plan Reviews, and Variances

RESIDENTIAL PROJECT SUMMARY

Building Area:

Existing Structures:	_____ sq. ft.	New Structures:	_____ sq. ft.
Existing Floor Area Ratio (FAR):	_____	Proposed Floor Area Ratio (FAR):	_____
Existing Site Coverage:	_____ %	Proposed Site Coverage:	_____ %
Existing Pervious Surface:	_____ %	Proposed Pervious Surface:	_____ %
No. of Stories:	_____	No. of Phases:	_____

Dwelling Units / Density

Type of Unit	No. of Units

Totals:

Front Setback/Buffer Landscaping Coverage:	_____ %
Common Open Space:	_____ sq. ft. _____ % For Multi-Family Development Only
Private Open Space: <i>(Total)</i>	_____ sq. ft. _____ % For Multi-Family Development Only
Private Open Space: <i>(per Unit)</i>	_____ sq. ft. _____ % For Multi-Family Development Only

Parking: (attach additional sheets if necessary)

Type of Use	Parking Ratio <i>(1 space / sq. ft.)</i>	Number of Spaces	
		Provided	Required
Totals:			

COMMERCIAL / BUSINESS PROJECT SUMMARY

Building Area:

Existing Structures:	_____ sq. ft.	New Structures:	_____ sq. ft.
Existing Floor Area Ratio (FAR):	_____	Proposed Floor Area Ratio (FAR):	_____
Existing Site Coverage:	_____ %	Proposed Site Coverage:	_____ %
Existing Pervious Surface:	_____ %	Proposed Pervious Surface:	_____ %
No. of Stories:	_____	No. of Phases:	_____

Building Occupancy Classification

Occupancy Code:	_____	Type of Construction:	_____
Roof Material:	_____		

Floor Area Distribution:

Type of Use	Square Footage
Total:	

Parking: (attach additional sheets if necessary)

Type of Use	Parking Ratio <i>(1 space / sq. ft.)</i>	Number of Spaces	
		Provided	Required
Totals:			

VARIANCE SUMMARY

List the development standard(s) requesting Variance for:



Application Filing Requirements

SUBMITTAL CHECKLIST

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate materials and documents to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist is not used to determine whether a project application is complete for purposes of the Permit Streamlining Act.

Administrative Plan Review:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application – Development*.
- Completed *Environmental Assessment Information*.
- Completed *Environmental Plan Mitigation Checklist*.
- Three (3) complete set of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½”X11”. Plans shall include the following:
 - Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations
 - Floor Plan(s) (Existing and Proposed)
 - Roof Plans (Existing and Proposed)
 - Elevations (All Sides, Existing and Proposed)
 - Landscape Plan (if applicable)
 - Demolition Plan (if applicable)
 - Photometric Plan (if applicable)
- Eleven (11) complete sets of required plans reduced to 11”X17”.
- One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11”X17”. (if applicable)
- One (1) color and materials samples mounted on an 8½”X11” board. (if applicable)
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- A complete description of the proposed Administrative Plan, including, but not limited to, the improvements proposed for the property and answers to the following questions:
 1. Does the proposed project comply with all of the applicable provisions of this development code?

2. Is the proposed project compatible in design, appearance and scale with the existing improvements in the surrounding area?
3. Is the proposed project designed to respect and integrate with the existing natural environment?

- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.
- Community Development Public Forum requirements (if applicable).

APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee
Community Development Director

Development Plan Review:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application – Development*.
- Completed *Environmental Assessment Information*.
- Completed *Environmental Plan Mitigation Checklist*.
- Three (3) complete set of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½”X11”. Plans shall include the following:
 - Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations
 - Floor Plan(s) (Existing and Proposed)
 - Roof Plans (Existing and Proposed)
 - Elevations (All Sides, Existing and Proposed)
 - Landscape Plan (if applicable)
 - Demolition Plan (if applicable)
 - Photometric Plan (if applicable)

Supplemental Application – Development

- Eleven (11) complete sets of required plans reduced to 11”X17”.
- One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11”X17”. (if applicable)
- One (1) color and materials samples mounted on an 8½”X11” board. (if applicable)
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- A complete description of the proposed Development Plan, including, but not limited to, the improvements proposed for the property, the Code requirements being modified, and answers to the following questions:
 1. Is the proposed use conditionally permitted within the subject zoning district and does it comply with all of the applicable provisions of this development code?
 2. Is the proposed use consistent with the General Plan and any applicable specific plan or master plan?
 3. Is the approval of the development plan for the proposed use in compliance with the California Environmental Quality Act (CEQA)?
 4. Are the location, design, scale and operating characteristics of the proposed use compatible with the existing and anticipated future land uses in the vicinity?
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.
- Community Development Public Forum requirements (if applicable).

APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee
Architectural Review Panel
Planning Commission
City Council

Pre-application Review:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application – Development*.
- Completed *Environmental Assessment Information*.
- Three (3) complete set of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*.

Each set shall be stapled together as a single package and folded to 8½”X11”. Plans shall include the following:

- Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations
- Floor Plan(s) (Existing and Proposed)
- Roof Plans (Existing and Proposed)
- Elevations (All Sides, Existing and Proposed)
- Landscape Plan (if applicable)
- Demolition Plan (if applicable)
- Photometric Plan (if applicable)

- Eleven (11) complete sets of required plans reduced to 11”X17”.
- One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11”X17”. (if applicable)
- One (1) color and materials samples mounted on an 8½”X11” board. (if applicable)
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee

Site Plan Review:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application – Development*.
- Completed *Environmental Assessment Information*.
- Completed *Environmental Plan Mitigation Checklist*.
- Three (3) complete set of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½”X11”. Plans shall include the following:
 - Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations
 - Floor Plan(s) (Existing and Proposed)
 - Roof Plans (Existing and Proposed)
 - Elevations (All Sides, Existing and Proposed)
 - Landscape Plan (if applicable)
 - Demolition Plan (if applicable)
 - Photometric Plan (if applicable)
- Eleven (11) complete sets of required plans reduced to 11”X17”.

Supplemental Application – Development

- One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11”X17”. (if applicable)
- One (1) color and materials samples mounted on an 8½”X11” board. (if applicable)
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- A complete description of the proposed Site Plan, including, but not limited to, the improvements proposed for the property and answers to the following questions:
 1. Does the proposed project comply with all of the applicable provisions of this development code?
 2. Is the proposed project compatible in design, appearance and scale with the existing improvements in the surrounding area?
 3. Is the proposed project designed to respect and integrate with the existing natural environment?
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.
- Community Development Public Forum requirements (if applicable).

APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee
Architectural Review Panel
Planning Commission

Variance:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application – Development*.
- Completed *Environmental Assessment Information*.
- Completed *Environmental Plan Mitigation Checklist*.
- Three (3) complete set of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½”X11”. Plans shall include the following:
 - Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations
 - Floor Plan(s) (Existing and Proposed)
 - Roof Plans (Existing and Proposed)
 - Elevations (All Sides, Existing and Proposed)

- Landscape Plan (if applicable)
- Demolition Plan (if applicable)
- Photometric Plan (if applicable)

- Eleven (11) complete sets of required plans reduced to 11”X17”.
- One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11”X17”. (if applicable)
- One (1) color and materials samples mounted on an 8½”X11” board. (if applicable)
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- A complete description of the proposed variance, including, but not limited to, the improvements proposed for the property, the Code requirement not being met, and answers to the following questions:
 1. How will the strict, literal interpretation of the Development Code result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the Development Code?
 2. How will the strict interpretation of the Development Code deprive you of privileges enjoyed by owners of other properties in the same zoning district?
 3. Will approval of the variance request grant special privileges to the property that are not enjoyed by other properties in the same zoning district?
 4. Are their exceptional circumstances or conditions applicable to the property involved which do not apply generally to other properties in the same zoning district?
 5. What are the impacts of this variance on the public health, safety or welfare? Will the use be materially injurious to properties or persons?

- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.
- Community Development Public Forum requirements (if applicable).

APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee
Architectural Review Panel
Planning Commission