



## GENERAL PLANNING APPLICATION SUBMITTAL CHECKLIST

**\*\*Plans and all applicable submittal items shall be submitted via email or file share link\*\***

**Please review individual entitlement submittal checklists for additional requirements.**

- SIGNED APPLICATION.**
  - SIGNED COPYRIGHT FORM.**
  - PROJECT DESCRIPTION.** A detailed written summary describing the characteristics of the proposal.
  - FEES. Please verify with Planning staff.**
    - **APPLICATION FEE (see Master Fee Schedule).**
    - Or
    - **\$2000 DEPOSIT.**
  - PHOTOS.** Several photos of the project site and adjacent development with the location noted.
  - BASIC PROJECT PLANS (Pursuant to SB 1214).**
    - **Massing diagram:** a rendering that displays the three-dimensional form of a building and describes the general profile, bulk, setbacks, and size of the building, but does not contain specific architectural detail.
    - **Basic Site Plan:** means a document for a project that is drawn to scale and displays all of the following:
      - (A) Property lines.
      - (B) Setback lines.
      - (C) Topographic lines.
      - (D) Easements.
      - (E) Drainage.
      - (F) Utilities.
      - (G) Lighting.
      - (H) Driveways.
      - (I) Surrounding streets and traffic flow.
      - (J) Parking lots and parking spaces.
      - (K) Landscaped areas.
      - (L) Setback distance between buildings and property lines.
      - (M) Outline of existing and proposed buildings and structures.
      - (N) Distance between buildings.
      - (O) Ground sign location.
- Quantity:**
- **Electronic Version:** plans shall be submitted via email or file share link
  - **Paper Copies:**
    - 1 set full size 24" x 36" collated and stapled
    - 4 sets reduced to 11" x 17" collated and stapled