

APPLICATION SUBMITTAL CHECKLIST

SUBMITTAL AUTHORIZATION FORMS

- [Property Owner Authorization Form \(Link\)](#)
- [Important Notice To Applicants and Property Owners \(Link\)](#)

SITE PLANS

- Site boundary and topographical survey
 - Existing/proposed right-of-ways
 - Existing and proposed building/structures/uses clearly labeled with setbacks
 - Conceptual grading and drainage plan
 - Existing natural features
 - Location and heights of existing and proposed fences & retaining walls
 - Impervious area (square footage)
 - Easements
 - Traffic Circulation
 - Location of light fixtures
 - Contiguous off-site features
 - Dimensioned parking spaces
 - Landscaped areas with total area
- Tree information**
- The site (grading and development) plan shall accurately and fully disclose the location, species, tree dripline, and trunk circumference of all trees with a trunk circumference of 20 inches (50.8 cm; approximately 6½ inches in diameter) or greater, measured 4½ feet (1.37 m) above the ground whose tree trunks lie within 50 feet (15 m) of proposed grading, trenching, or other proposed improvements. The site plan shall include any multi-stemmed tree, the sum of whose circumferences measures 40-inches or more, measured 4½ feet from ground level.
 - Trees Along Property Lines - Include any qualifying trees whose trunks lie on adjoining property but whose canopy (dripline) extends onto the subject property.
 - Numbering of Trees for Identification Purposes - If the proposed development is in proximity to two or more qualifying trees, then each tree shall be assigned a number for identification purposes (e.g., #3, #5, etc.). (Trees whose trunks are more than 50 feet removed from the proposed ground disturbance need be only denoted by the outline of the aggregate tree canopy.)
 - Identification of Project Impact on Individual Trees -The site plan shall also specifically and clearly indicate whether individual trees are proposed to be (1) removed, or (2) altered or otherwise affected. The plan shall identify any proposed drainage ditches, sewer or water mains, drainage lines or other utility improvements which would result in trenching.
 - Tally of Trees to be Removed - The site plan shall contain a tally of the total number of trees proposed to be removed, and their respective trunk circumference sizes.
 - Identification of Designated Heritage Trees Any tree that has been designated by the Board of Supervisors for "heritage" status shall be so labeled on the site plan.

ARCHITECTURAL DRAWINGS

Exterior elevations

- All sides of building(s)/structure(s)
- Proposed exterior materials, details, and features (i.e. shutters, planting boxes, window trim, cornices, signs, railings, wood siding, stucco, stone veneer, concrete tile roof, etc.)
- Exterior dimensions (height, width, depth) of all proposed improvements. (82-4.214 "Building height" means the vertical distance measured from grade to the top of structure directly above with exceptions noted elsewhere in the code. Height may be measured from finished grade when such grade is below natural grade. Height shall be measured from natural grade when the finished grade is higher than natural grade.)
- For properties on 10% slope or greater and when the maximum height proposed is within 5 feet of the maximum allowed height, a roof plan with peak elevations should be shown on a grading plan that has natural and finished grades.
- Cross section of building(s) with height labeled

Floor plans

- All rooms, hallways and other common areas clearly labeled with their dimensions and use (i.e. bedroom, kitchen, etc.)
- All locations of doorways, stairways and landings, windows, permanent fixtures (sinks, toilets, showers, etc.) and major mechanical equipment (hot water heaters, furnaces, etc.)

LANDSCAPING

Preliminary landscape plans

- Plant Legend
- Planting Plan
- Trees to remain or be removed
- Tree Preservation Information
- Hardscape features
- Schematic irrigation plan
- Trash area and landscape screening
- Utility transformer locations

SIGNAGE PLANS

Site plan

- Table of total signage square footage
- Setback to monument signs

Sign Details

- Sign details and dimensions
- Dimensions of proposed letters on signs
- One colored elevation