



PLANNING DIVISION

SITE PLAN INFORMATION REQUIREMENTS

**All plans to be prepared by a CA Registered Architect or CA Professional Engineer.
Large-scale drawings that have been reduced will not be accepted.**

1. Name/Address/Phone No. of Legal Owner
2. Name/Address/Phone No. of Developer
3. Name/Address/Phone No./Email Address of Architect or Engineer
4. Architect or Engineer Stamp or Seal with Expiration Date of License on all sheets
5. Name of project (if applicable)
6. Address of project
7. Scale of drawings
8. North arrow (True North)
9. Zoning of adjacent properties
10. Distance to nearest cross street
11. Names of all streets
12. Existing adjacent streets
 - a. To opposite side of R/W with existing improvements, medians, driveways, etc.
 - b. Width of existing streets, with distance from C/L of street R/W line and curb
 - c. Face, pavement, parkway and sidewalk widths
13. Preliminary Grading Plans (Sufficient on-site spot elevation at 25 feet)
 - a. Intervals and along surrounding P/L, additional spot elevation on adjacent properties to indicate drainage run-off pattern, and any drainage structures
14. Easements, proposed and existing (dimensions and purpose indicated)
15. Preliminary Landscape Plans
16. Proposed buildings and structures
 - a. Location and dimensions
 - b. Dimensioned floor plans with all spaces labeled
 - c. Building construction type
 - d. Proposed occupancy count for all spaces
17. Access (both pedestrian and vehicular)

18. Off-street parking

- a. Dimension of parking area including driveway widths
- b. Dimension of parking spaces
- c. Internal circulation pattern

19. Loading areas

- a. Type of loading area
- b. Location and dimension
- c. Access

20. Walls and/or fences

- a. Location
- b. Type (material), height, color

21. Lighting

- a. Location
- b. Design of light fixtures

22. Signage

- a. Location of all proposed signage including ground, monument, wall, etc.
- b. Dimensions and total square footage
- c. Height, material, copy and color

23. Utility (street/sewer/water/storm drain) dedications and street improvements (existing shown with a dashed line/proposed in solid line)

- a. Location of curbs, gutters, sidewalks, paving, streetlights, power poles, fire hydrants, water meter boxes, water valves, detectors, clean outs, catch basins, telephone and Edison vaults, etc.

24. Utility and service plans

- a. Service points and connections
- b. Size of proposed sewer, water, storm drain pipes, water meter vaults, etc.
- c. Transformers, electric and gas meter treatment and locations
- d. Fire hydrants (existing and proposed)