



CITY OF SAN RAMON
Planning Services Division
 2401 Crow Canyon Road
 San Ramon, CA 94583
 Telephone: 925.973.2560
 Fax: 925.838.3231

PLANNING GENERAL SUBMITTAL REQUIREMENTS

The numbers following each **type of planning permit** refers to the **submittal information** that must accompany each particular application. The submittal information is described in detail below.

TYPE OF PLANNING PERMIT SUBMITTAL REQUIREMENTS

Architectural Review	1 through 13, 15, 16, 17, 18*
Development Plan.....	1 through 9, 15, 18*
General Plan Amendment.....	1 through 7
Use Permit.....	1 through 9, 10* through 15*, 18*
Variance	1 through 9, 10* through 15*, 18*
Rezoning	1 through 9, 15
Other permit types.....	Check with Planning Staff

* These requirements may be waived for small projects; check with planning staff.

Required Submittal Information

The submittal information shall be provided to the Planning Division.

All submittal information shall be presented along with the Planning Application form, related fees, and any additional information required by the Planning Division **before** the application can be accepted as complete.

Required Plan Submittal

Plan size limits are not to be larger than 39" x 42" trimmed.

Plan sets must be collated, stapled and folded.

All plan sheets must be uniform size and title block should be visible after folding

Scale of plans shall be at 1/8" = 1"0" for the **architectural plans**.

Scale of plans shall be at 1" = 20" for site **engineering plans**.

All plans shall include a north arrow, the scale, and a bar scale.

SUBMITTAL REQUIREMENTS BY NUMBER

No. of Copies

- 1. **Application Form** – completed and signed (1)
- 2. **Copyright Release Form** – completed and signed
- 3. **Fee** – See Planning Services Fee Schedule. We accept cash, credit card (Visa, MasterCard and American Express) and checks (make check payable to the City of San Ramon) (1)
- 4. **Location Map** – indicating the subject parcel(s) and adjacent streets (1)
- 5. **Title Report** – A preliminary title report, prepared within three months prior to filing the application. (1)
- 6. **Written statement** – describe the project in detail and what the reasons are for the project including the City’s potential benefits and costs.
- 7. **Public hearing/meeting noticing list** (see noticing handout) (1)
- 8. **Site photographs** (Polaroid is acceptable) - clearly show the view of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what directions they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view. (1)
- 9. **Reduction** – An 8 ½” x 11” black and white reduction of each plan. (15)
- 10. **Site Plans** – Site plans of the project shall be fully dimensioned and accurately drawn. Plans shall contain the following basic information unless Planning Services determines that additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information so long as the plans are easy to read. If details are not reviewed during the Site Development Review process, they will be subject to review and approval prior to issuance of Building permits.

For small projects, this requirement may be waived. Check with Planning Services.

Site plans shall include the following information:

- a) **Legal Boundaries** – Boundary lines, easements (with size and type called out, right-of-ways, trails, paths, utility poles and the like.
- b) **Topography** – Topography of the land with 1-foot contour lines for Land with a slope of 5% or less, and 2-foot contours for land over 5%. This

contour interval may be increased for land with over 20% slope. Show faults, flood zones, and slide areas.

- c) Grading – Preliminary grading plan clearly showing existing and proposed contours carried a minimum of 50' beyond the project boundaries. Show directions and path of existing proposed drainage channels or facilities. Indicate building and finished elevations, retaining walls (with height and materials specified).
- d) Streets and Lots – Proposed street layouts and lot design, off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, number of parking spaces and bicycles. Dimension all parking, roads and maneuvering areas.
- e) Public Areas – Areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses.
- f) Land use – Land uses proposed. Show the type, amount and location. Show also adjacent land use, including their general location and the height or existing structures and trees within 50+ of the property lines.
- g) Trees – Species, common name, size, condition location, and dripline of existing trees of over 12" in circumference, 24" above grade. Any trees proposed to be removed shall be so indicated along with the reason why they are proposed to be removed.
- h) Buildings – All existing and proposed buildings and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial shop, and indicate unit type and size. Show trash enclosures, storage buildings and the like. Indicate setbacks and distance between buildings.
- g) Features – Building appurtenances and features, including balconies, decks, stairs, roof lines shown.
- h) Phasing – Potential phasing limits of project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities, and open space.
- i) Coverages – Tabulation of building, landscaping, open space and paving.

- ❑ 11. **Landscape Plan** – A preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked for conformance prior to issuance of building permit. (15)

The preliminary landscape plan should indicate the general plant pallet that is proposed including a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Including both common and botanical names. Show the location of paths, fences and street furniture.

- ❑ 12. **Building Elevations** – (15)

- a) **Elevations**: Show all elevations with materials, colors, and dimensions specified. The purpose of such drawings is to specify the height, bulk and appearance of proposed buildings and structures.

A materials list including a material and color palette board shall accompany the application.

Example:

EXTERIOR MATERIALS

WALLS:

Gail International Corporation “Brickplate” Ceramic Tile, 5” x 10”, Satin Glaze

COLOR BRAND TILE:

Maybrick 4” x 4” Burgundy. Grout Color – Charcoal

ALUMINUM DOOR AND WINDOW FRAMES:

Medium Bronze Anodized Color

GLAZING:

Solar Grey

CANOPY AND TRELLIS COLUMNS:

Natural Concrete

WOOD TRELLIS MEMBERS:

Redwood with Olympic Semi-transparent Stain #73 (dark brown)

If architectural details are not reviewed during the Architectural Review process, they will be subject to review and approval prior to issuance of building permits.

- b) Lights: Show the location, height, size and type of exterior lights.
 - c) Features: Indicate the location of identification signs and features, mailboxes, storage spaces, air conditioning units, transformers, utility meters, and other items that affect the exterior appearance and use of the proposed project and adjacent property.
13. **Floor Plan** – Floor plans showing exterior doors and windows and design with stairways, mechanical rooms and shared hallway indicated, so that parking and coverage calculations can be made. (15)
14. **Signs** – Sign submittal are as follows: (15)
- a) Site Plan: Site plan, fully dimensioned showing the location and size of all freestanding, as well as wall, signs. Include the length of building frontage(s) onto a public right of way. (If building has more than one frontage, identify length of each frontage):
 - b) Elevations: Fully dimensioned building elevations showing sizes and locations of existing and/or proposed wall signs (minimum scale 1/8" = 1'-0');
 - c) Details: Detailed drawings of all proposed signs indicating the type of letter, color scheme, cabinet colors, material specifications (Minimum scale 1/4" = 1'-0').
 - d) Inventory: A sign inventory of all signs must be submitted for any sign elevations to include the type, description, size, height and locations of all existing and proposed signs.

The height above finished grade and dimensions of all signs shall be shown on all of the above drawings.

Area of each sign (in square feet) shall be shown on all of the above drawings.

Example:

Sign #1	Type	Description	Size	Height	Location
1	Wall Sign	Antiques	4' x 6'	10'	West Elevation

Sign Colors and Materials:

Canister Returns Background Letters	Anodized Bronze N/A Opaque White (include manufacturer & #'s) Red # _____ (include manufacturer & #'s)
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15. **Cross Sections** (15)

The Cross sections shall be submitted. They shall be through the major axes of the project extending to the curb line on street sides and 5 to 10 feet onto adjacent properties along other boundaries. They shall be of the same scale as the building elevations. Normal vertical and horizontal scales shall be used to accurately portray the final building elevations in relations to the site sidewalk, and adjacent properties. Both existing and proposed final grades shall be shown as well as buildings and all other structures. Cross sections should be used to show parapet wall – roof relationships, mechanical walls, if any, fascia/gutter treatment, and door and fenestration details.

16. **Rendered Elevations** (15)

One “rendered” elevation for each street elevation which may be submitted to staff up to two days before a meeting. This rendering may be a professional water color prospective or may be a print with color added using magic marker or other felt tip pens, colored pencil, or other medium which will accurately convey the color, texture, and character proposed. Use shadow lines where appropriate. In any case, it should accurately represent the final finished appearance of the building (in its setting) with other improvements and proposed landscaping. Closely adjacent buildings should be blocked in to put the proposed project in proper context.

17. **Rendered Site Development Plan** (1)

18. **Stormwater Control Plan (Please refer to Stormwater C.3 Guidebook for instructions) (guidebook available on City’s website)** (4)

Contents of Plan (Show on drawings):

- a) Existing natural hydrologic features (depressions, watercourses, relatively undisturbed areas) and significant natural resources.
- b) Soil types and depth to groundwater (if infiltration is proposed). See Appendix C of Stormwater C.3 Guidebook.
- c) Propose design features and surface treatments used to minimize imperviousness.
- d) Separate drainage areas, depending on complexity of drainage network.
- e) Existing condition of each drainage area, including pervious and impervious areas.
- f) For each drainage area, types of impervious area (roof, plaza/sidewalk, streets/parking) and area of each.

- g) Proposed locations and approximate sizes of infiltration, treatment, or hydrograph modification BMPs.
- h) Pollutant source areas, including loading docks, food service areas, refuse areas, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing, equipment washing, etc., and corresponding required source controls from Appendix E of Stormwater C.3 Guidebook.

Contents of Report (A report accompanying the drawings should include):

- a) Narrative analysis or description of site features and conditions that constrain, or provide opportunities for, stormwater control.
- b) Narrative description of site design characteristics that protect natural resources.
- c) Narrative description and/or tabulation of site design characteristics, building features, and pavement selections that reduce imperviousness of the site.
- d) Tabulation of pervious and impervious area, showing self-retaining areas and areas tributary to each infiltration, treatment, or hydrograph modification BMP.
- e) Preliminary designs, including calculations, for each treatment or hydrograph modification management BMP. Elevations should show sufficient hydraulic head for each.
- f) A table of identified pollutant source areas and for each, the source control measure(s) used to reduce pollutants to the maximum extent practicable. See worksheet in Appendix E of the Stormwater C.3 Guidebook.
- g) Identification of any conflicts with codes or requirements or other anticipated obstacles to implementing the Stormwater Control Plan.
- h) General description of maintenance needs for treatment/hydrograph modification BMPs.
- i) Means by which BMP maintenance will be financed and implemented in perpetuity.
- j) Statement accepting responsibility for interim operation and maintenance of treatment BMPs.
- k) Construction Plan C.3 Checklist.
- l) Certification by a civil engineer, architect, and/or landscape architect.

19. Additional Information

- a) Aerial photographs
- b) Perspective sketches
- c) Models
- d) Provide typical building sections showing wall, eave, fascia and roof with roof-mounted mechanical equipment and penthouses shown.
- e) Other: _____