City of Santa Clara
The Center of What's Possible

Community Development Department
Planning Division

Application Checklist - Preliminary Application

Submit all materials and plan sets electronically (in a pdf file) through the online portal. **All materials and plan sets should be submitted as a PDF in a format that is searchable.** All plans shall be drawn to scale and completely dimensioned. The following are the minimum items needed for any planning application. Planning staff may request additional materials.

Preliminary Applications are reserved for SB330 projects, multi-family residential, mixed-use, or non-residential projects.

For SB 330 projects, you must complete the SB 330 Preliminary Application Form. It is not necessary to follow this checklist for SB 330 projects.

For all other projects, there are minimum submittal requirements necessary to file your application as noted below. Additional information may be submitted that will allow the various City departments provide feedback to help you with your future formal application submittal.

It is strongly encouraged for applicants to discuss their submittal with a planner prior to submitting.

Submit this checklist and following materials:

I. Application through Permitting Online Portal

☐ File an application using the Permit Online Portal.

II. Required Fee

☐ Pay the application fees. Consult the current fee schedule. Depending on the level of review, note that there is a Planning review fee and a Project Clearance Committee review fee.

III. Application Authorization

☐ Submit proof of owner authorization

IV. Written Project Description

☐ Provide a detailed description of the proposed project and design concept, and proposed alterations of the site. Provide a list of questions that you want to City to address that will help guide the reviewers when they evaluate your proposal and make comments.

V. Project Plans. *[May show as much or as little detail, however, the level of comments made by the City will be based on the information submitted]*

☐ **Submit a plan set as a PDF in a 24" x 36" format that is searchable for review. Submit full plan sets in a single, flattened/compressed PDF not exceeding 300MB in the following manner and with the following information:**

Order of sheets in plan sets:

- Cover sheet
- Project summary
- Existing conditions site plan and photographs
- Colored site plan
- Colored renderings and perspectives
- Architectural, such as floor/unit plans, elevations, building sections, roof plan & zoning diagrams (lot coverage, FAR, etc.)
- Landscape plan (tree & irrigation details)
- Site lighting
- Civil
    - Existing conditions
    - Grading & Drainage
    - Utility
    - Cross sections
- Stormwater treatment plan
- Fire and building code compliance
- Subdivision map (if applicable)

The following is guide for preliminary applications. Plan sets may show:

A. Cover sheet:
- ☐ Project rendering
- ☐ Project Title
- ☐ Project Address

B. Project Summary:
- ☐ Vicinity map (small schematic map of the project site location within the City (1/2-mile radius)
- ☐ Project Data Matrix:
    - ☐ Project address(es)
    - ☐ Proposed construction and occupancy type(s) as defined in Building Code
    - ☐ Current (and proposed) zoning and general plan designations
    - ☐ Existing and proposed uses
    - ☐ Flood Zone designation
    - ☐ Assessor's Parcel Number(s)
    - ☐ Lot area
    - ☐ Existing and proposed number of buildings
    - ☐ Building coverage (%) Existing & proposed (including carports, sheds, covered patios, porches, and decks)
    - ☐ Existing & proposed building square footage (including carports, sheds, covered patios, porches, and decks)
    - ☐ Existing height of buildings and proposed height of buildings

- ☐ Required and proposed parking (vehicle & bicycle)
- ☐ Restaurant seating number
- ☐ Brief project scope summary (description and scope of the project, design concept and proposed work)
- ☐ For residential projects:
  - ☐ Open landscaped area (Breakdown common and private open space areas in square feet and percentage of site area)
  - ☐ Residential density
  - ☐ Existing and proposed number of units
  - ☐ Breakdown of unit types (1-bed/2-bed, etc.)
- ☐ Table of contents listing all plan sheets, their content and page number.
- ☐ Project team contacts

C. Site Plan: Include fully dimensioned site plans showing existing and proposed site conditions with:

- ☐ Scale
- ☐ North arrow (orient all sheets in the same direction)
- ☐ Property lines, including distance from street centerlines and face of curb
- ☐ Official plan lines for streets
- ☐ Building setback lines
- ☐ All easements and public/private utilities
- ☐ Fences & walls
- ☐ Existing and proposed buildings and other structures (including overhangs)
- ☐ Driveways, parking spaces, and circulation (including sidewalks)
- ☐ Location and outline of ground mounted equipment (HVAC, backflow preventers, etc.)
- ☐ Trash, recycling, and equipment enclosures. Label proposed containers or related equipment and interior dimensions.
- ☐ Schematic landscape (details to be provided on “landscape plans”)

D. Graphic Illustrations of Calculations

- ☐ In addition to numerical statistics, include graphic illustrations of all zoning calculations relevant to the project (e.g. private and common open-space areas, building coverage, etc.)

E. Building Floor Plans.

- ☐ Submit floor plans to indicate how the interior of the building affects the exterior design, including window and door placement, required emergency exits, identify space usage, stairs, elevators, etc., with:
  - ☐ Existing dimensioned floor plans noting demolition details/proposed changes

- ☐ New dimensioned floor plans
- ☐ Dimensioned parking garage/carport space
- ☐ Labeling each room/space

F. Elevations.

☐ Include existing elevations with details/conditions to remain and proposed new elevations/changes with:

- ☐ Elevation of all sides of the building(s) (existing and proposed), including courtyards next to each other for comparison
- ☐ Include the maximum building heights as measured from the nearest finished grade to wall plate height and roof peak for existing and proposed elevations.
- ☐ Incorporation of all windows, eaves, trims, doors, chimneys, vents, downspouts, stairwell enclosures, wall vents/louvers associated with mechanical ventilation.
- ☐ Elevation details of vertical landscape elements such as fences and walls and roof screens.
- ☐ Elevation details of accessory structures, enclosures, and features, including storage sheds, trash enclosures, trellises, etc.
- ☐ Type, finish, material, and color of all exterior building surfaces.
- ☐ Conceptual exterior building sign locations.
- ☐ Conceptual exterior lighting fixture design and locations.
- ☐ Provide elevations of adjacent buildings for one block on either side.

G. Roof Plans:

- ☐ Locate conceptual rooftop equipment (e.g. HVAC units) and provide unit details, height, and distance from parapet/screen.
- ☐ Screens for roof-mounted equipment.
- ☐ Show any roof pitches and dimension overhang depth.
- ☐ Roof material type (shingle, metal, etc.)

H. Building Sections

- ☐ Illustrative wall section from parapet to foundation showing foundation, wall, windows and doors, parapet, cornice, eave, and roof at a minimum 1/2” = 1’ scale. Include height measurements from adjacent grade and top-of-curb to top-of-wall plate(s).

I. Landscape Plan: Submit fully dimensioned plans showing:

- ☐ Existing trees with trunks over one foot in diameter within right-of-way and private (table with botanical name & common name)
- ☐ Location of proposed removed trees
- ☐ Outline of all planted areas showing the required 6-inch concrete curbing
- ☐ Required irrigation system showing complete coverage

- ☐ Schedule of plantings in table form:
  Botanical name; common name; size (container size, height, trunk diameter, spread); total number and spacing
- ☐ Location of above-grade backflow preventers, electrical utilities, fire system equipment, and ground-mounted mechanical units.
- ☐ Fencing & walls

J. Parking Layout and Circulation:

- ☐ Fully dimensioned parking plan with location and number of vehicular and bicycle parking spaces and dimensioned driveway aisles, landscape islands, and parking stalls. Show traffic flow and points of entry/exit with arrows.
- ☐ Label loading zones, electrical vehicle parking spaces, accessible parking and fire lanes as required by Building and Fire codes.
- ☐ Color-code vehicular, bicycle and pedestrian circulation plan, including emergency access and trash service access using truck turning templates.

K. Lighting Plan:

- ☐ Photometric drawing, including footcandle numbers to the property line and extend beyond the property line.
- ☐ Manufacturer's specifications sheets of proposed exterior lighting fixtures.

L. Colors and Materials:

- ☐ Colored renderings accurately showing how color and materials will be placed on the building(s) with materials labeled.
- ☐ Provide manufacturer's specifications of materials and colors used.

Contact Information

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