City of Santa Clara
The Center of What's Possible

Community Development Department
Planning Division

Application Checklist - Reverse Vending Facilities (Zoning Clearance)

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.

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.

III. Application Authorization

☐ Submit proof of owner authorization

IV. Written Project Description

☐ Provide a detailed description of the proposed use (e.g., hours of operation, products or services provided, anticipated customers, and maintenance plan etc.) in a separate document.

V. Project Plans.

☐ **Submit a plan set as a PDF in an 8.5 x 11 (Letter) format that is searchable for public hearings. 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
- Architectural, such as site plan, floor plan & zoning diagrams (lot coverage, FAR, etc.)
- Parking layout and circulation

Plan sets must show:

A. Cover sheet:

☐ 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)
  - ☐ 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, such as reverse vending machines (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. 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
  - ☐ Location of reverse vending machines
  - ☐ New dimensioned floor plans
  - ☐ Dimensioned parking garage/carport space
  - ☐ Labeling each room/space
  - ☐ Graphic illustrating the size, materials, and location of the reverse vending machine. Include sign and display of allowable recycle materials. Graphic should show proposed illumination, if applicable.

E. 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.

Contact Information

Planning Division: 408-615-2450 | **Email:** planning@santaclaraca.gov