

**EAST RANCH BUSINESS PARK
PLOT PLAN REVIEW CHECKLIST
COMMUNITY DEVELOPMENT DEPARTMENT**

DATE SUBMITTED:	APPLICANT NAME:
PROJECT NAME:	PROJECT SITE:
CASE NO.:	FEES PAID:

A plot plan review is required for any use or structure not requiring a CUP. The plot plan review is conducted by staff and does not have a public hearing unless appealed to the Planning Commission. The plot plan review process certifies that the land use and/or development will satisfy all applicable provisions of the Specific Plan and City Municipal Code, when applicable. Plot plan review approval enables issuance of a building permit pursuant to the City Municipal Code, or the establishment of a land use that does not require a building permit but is still subject to a City Business License.

To ensure that your application is complete and to avoid delays, please provide all information requested below that is applicable to your project and provide a copy of the completed checklist with your application. If you have any questions, please contact the Community Development Department.

- Completed *Application Form*
- All *Required Fees* (minimum fee is \$600 and based on actual times and materials)

EXHIBITIONS

- Five (5) copies of accurately scaled drawings using a standard engineer’s scale (approval necessary for use of scale smaller than 1:30, i.e., 1:40 or 1:50), neatly and accurately prepared, that will enable ready identification and recognition of submitted information (folded to nine inches (9”) by twelve inches (12’ size) showing:
 1. The location, exterior boundaries, and dimensions of the entire property that is the subject of the application. The scale of the drawing and a north arrow shall be indicated. An area location map showing the proposed project site and its distance from nearby cross streets and natural or manmade landmarks, as necessary to readily locate the site, may be included,
 2. The location, name, width and pavement type of adjacent street(s) or alley(s), as well as the locations of existing or proposed curbs, gutter or sidewalk improvements, if any,
 3. The locations, dimensions and use of all existing and proposed structures on the property, including accessory structures, trash enclosures, decks, balconies, fences, walls, exterior lighting structures, signs, and other structural elements that protrude into yard areas. When the use of a proposed structure is not certain at the time of application, the occupancy-type, as defined by the Uniform Building Code, may be submitted for use.
 4. The locations, dimensions and type of existing and proposed utilities, including water supply, sewage disposal facilities, electricity, gas, or other utilities. Existing and proposed public and private easements shall be shown.

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5. The locations and dimensions of existing or proposed driveways and parking areas (enclosed or open), including type of surfacing materials, parking spaces, aisles and identification of any driveway grades over ten percent (10%). The flow of traffic should be noted by arrows.
6. The generalized locations of any major topographic or manmade features on the site, such as rock outcrops, bluffs, streams and watercourses, or graded areas. A topographic map may be required by the Community Development Director and/or Building Official, and
7. The locations of all existing trees and major shrubs, with specific specifications as to which plants are to be removed or retained.

Preliminary landscape plan prepared by a licensed landscape architect or as approved by the Parks and Recreation Director, if found necessary the Community Development Director. The number of copies of such plans to be submitted shall be established by the Community Development Director. The Building Department may require submission of amendments to an application before, during or after its review period to reflect more detailed information reasonably necessary for staff to make its determination. If a new structure or an addition to existing structure is proposed, where the addition or new structure will be located within the dripline of an oak or landmark tree, a site plan shall be submitted which depicts the location of all mature trees on the site, including the type of tree and diameter of the tree. At the discretion of the Parks Department, an arborist report may be required for any trees on the site which may be affected by the proposal in order to determine whether the proposal will damage the existing tree(s).

Five (5) blueprints of **preliminary floor plans** (folded to nine inches (9") by twelve inches (12") size), drawn using standard engineer's or architect's scale, for each story of each building or structure, showing the following:

1. Location of walls, doors and windows,
2. Identification of activity areas, and
3. Placement of window and door locations on floor plans in coordination with the elevations.

Five (5) blueprints of a **grading plan and drainage plan** (folded to nine inches (9") by twelve inches (12") size), if found necessary by the Community Development Director, Building Official or City Engineer