Application Checklist for entitlements requiring the approval of the

Site Plan and Exhibits

The following requirements are for all construction-related projects. Any proposed project contained completely within an existing structure that is not proposing any exterior alterations will not require the submittal of any Grading Plans or Landscape Plans. All projects will require a Preliminary Site Plan. Please be advised that this checklist is meant to address the site plan and additional exhibits required for all maps and plans associated with application submittal. Additional submittal requirements may be required. Please refer to the Director of Community Development, Planning Commission, and/or City Council Checklist for further submittal requirements.

Applications shall be reviewed for compliance with these submittal requirements. ***Applications submitted without the required information may not be accepted for processing or may result in the application being deemed incomplete and processing suspended.***

The quantity of plans required in this checklist is for a typical project, and larger projects may require additional copies.

Application and Submittal Requirements

A. ___ **Digital Plans –** All plans and application materials shall be submitted in digital format (via file transfer site, CD, or USB drive).

B. ___ **Preliminary Site Plan –** Two (2) copies of a fully dimensional site plan (minimum size 24' x 36") drawn to scale indicating:

General

- ❑ Project name and description
- ❑ Name and address of owner and person(s) preparing the plan
- ❑ Address and assessor parcel number(s) (APN) of the project site
- ❑ Scale (must be engineer's scale - no smaller than 1" = 40')
- ❑ North arrow and vicinity map (both oriented so north is toward top of each sheet)
- ❑ Date of preparation. Date of revisions (if applicable)
- ❑ Property lines and dimensions
- ❑ Lot number and tract number (if applicable)
- ❑ All existing and proposed easements and the owners of each
- ❑ Proposed buildings and structures and the dimensions, square footage, number of stories, and pad elevations of each
- ❑ Proposed structures (including trash enclosures, carports, shade structures, canopies, cart returns, bus shelters, walls, sheds, etc.)
- ❑ Distance of buildings to property lines and centerline of all abutting streets and rights-of-way
- ❑ Existing buildings and other structures on-site and on adjacent properties. Identify those buildings to be removed and those to remain
- ❑ Entrances and exits of buildings
- ❑ Pedestrian and vehicular circulation. Indicate path of travel from right-of-way to buildings and from building to building
- ❑ All planted/landscaped areas and areas to be planted (include location of existing trees)
- ❑ Accessibility requirements (as required by the Uniform Building Code and American Disabilities Act)

- ❑ A legend that includes a summary of the following project statistics:
  - Zoning
  - Type of use
  - Square footage of each use
  - Overall square footage
  - Lot square footage or acreage
  - Building height, setbacks, floor area ratio
  - Area and percentage of landscaping
  - Area and percentage of open space
  - Any other important information
- ❑ A legend that summarizes the following:
  - Parking requirements, including applicable parking ratios and required number of spaces
  - Proposed number of spaces
  - Number of handicapped spaces
  - Number of covered spaces (if applicable)
  - Number of loading/unloading spaces (if applicable)
- ❑ Driveways and parking spaces (indicate typical dimensions of each). All parking spaces shall be individually numbered. Handicapped, van/carpool, and compact spaces shall be designated
- ❑ Identify delivery truck maneuvering/turning radii, if applicable
- ❑ All existing utility structures (i.e. electric transformers, vaults, backflows, sewer, telephone, etc.)
- ❑ All proposed utility structures (i.e. electric transformers, vaults, backflows, sewer, telephone, etc.)
- ❑ Location of existing and proposed bus stops
- ❑ Location of existing and proposed fire hydrants
- ❑ Method of screening of ground mounted equipment, walls, fences, trash enclosures, etc.
- ❑ Existing and proposed fencing location and detail
- ❑ Retaining walls. Indicate heights of retaining walls at various points, including tallest point, and provide a cross section
- ❑ Exterior lighting including type, location, height, and method of shielding light. Provide a detail of all light fixtures
- ❑ Project phasing and sequence of construction, if applicable
- ❑ Proposed grades and direction of drainage
- ❑ Public and private storm drain improvements, both existing and proposed
- ❑ Location of sanitary sewer lines and water lines
- ❑ Location of freestanding signs, if applicable
- ❑ Type and location of all oak trees over 2" in diameter. Indicate any oak trees proposed to be removed
- ❑ Restricted use areas, such as floodplain limits, floodway limits, fault zones, open space, etc.
- ❑ Area justification for building size based on occupancy group and type of construction

<u>Streets</u>

- ❑ Typical street sections with dimensions of all streets (curb-to-curb and right-of-way) within and abutting the project site
- ❑ Proposed landscape medians on the typical street sections
- ❑ Proposed and existing medians on all streets
- ❑ Existing street improvement in public right-of-way
- ❑ Private and future street
- ❑ Identify all "private driveways" and "private driveways and fire lanes"
- ❑ Landing at all intersections and end of cul-de-sacs (100' at 3%)
- ❑ Existing and proposed drive approaches with centerline station, width and distance between approaches
- ❑ Call out standard drive approach APWA 110-1 type C
- ❑ All existing and proposed curb ramps

- ❑ List all streets with the appropriate typical street section
- ❑ Horizontal curve with radius and length of curve
- ❑ Radius of all curb return and cul-de-sacs
- ❑ Grade of existing and proposed streets

C. ___ **Preliminary Floor Plans** – Two (2) copies of a fully dimensional floor plan(s) drawn to scale indicating:

- ❑ Project name and scale
- ❑ Floor plans of each building and/or each floor of buildings with multiple stories
- ❑ Building dimensions, total building square footage, square footage of each floor
- ❑ Type of building construction
- ❑ Label the type of use, square footage, occupancy group, and occupancy load of each room or space
- ❑ Identify whether rooms/spaces are new or existing
- ❑ Label previous use type if there is a change in use type
- ❑ Restroom facilities
- ❑ Exit doors
- ❑ Identify fixed seating, if applicable

D. ___ **Preliminary Elevations –** Two (2) copies of a fully dimensional elevation plan drawn to scale indicating:

- ❑ Project name and scale (no smaller than 1/8" = 1')
- ❑ Fully dimensioned and scaled building elevations from all sides of each building (indicating direction as north, east, south, west). The submitted elevations should not contain any landscaping. However, a second set of elevations with landscaping may be submitted
- ❑ Trash enclosure and bus stop shelter elevations
- ❑ Building heights
- ❑ All building materials and colors – labeled on plans
- ❑ All building accoutrements, including wall-mounted lights, downspouts, access ladders, etc. – shown and labeled on plans
- ❑ Roof plan with cross section indicating any roof-mounted equipment and proposed screening
- ❑ Two (2) sets of color elevations in full size (minimum 24" x 36"). In addition, staff may request additional sets of elevations in a reduced size (i.e. 11" x 17")
- ❑ Sample board of materials and colors (label manufacturer, type of material, and color name). The materials board should be no larger than 9" x 12" and allow for easy storage. Multiple boards may be submitted for larger projects that have more than one building and/or color scheme
- ❑ Photographs of the following:
  - o All existing elevations of subject building to be remodeled (if applicable)
  - o All other on-site buildings that will not be demolished as part of project (if applicable)
  - o Surrounding properties (if applicable)
- ❑ Identify potential signing locations along the elevations. Separate permits would be required for any signing and a Master Sign Program would be required for multi-tenant centers with five or more tenants
- ❑ Optional – staff may request photo simulations from various angles be provided to give staff a better understanding of the relationship between the proposed building and surrounding buildings and topography
- ❑ Optional – staff may request a digital copy of all elevations and plans
- ❑ Optional – staff may request design review/approval by the applicable Property Owners Association or Property Management Company

E. ___ **Tentative Tract/Parcel Map –** Two (2) copies of a fully dimensional Tentative Map prepared by a registered civil engineer or licensed land surveyor drawn to scale indicating:

- ❑ Project name and description, north arrow, and scale (must be engineer's scale - no smaller than 1" = 40')
- ❑ A map number obtained from the Los Angeles County Department of Public Works
- ❑ Name and address of owner and person(s) preparing the plan
- ❑ Vicinity map
- ❑ Address and assessor parcel number(s) (APN) of the project site
- ❑ Date of preparation. Date of revisions (if applicable)
- ❑ A legend that includes a summary of the following project statistics:
  - o Zoning
  - o Type of use
  - o Lot square footage or acreage
  - o Minimum lot size
  - o Minimum lot width
  - o Any other important information
- ❑ Project boundary lines and dimensions and all easements of record
- ❑ Legal description that defines the boundary of the subdivision
- ❑ Proposed buildings and structures and the dimensions, square footage, and number of stories
- ❑ Existing buildings and other structures on-site and on adjacent properties. Identify those buildings to be removed and those to remain
- ❑ Dimensions of all proposed lots
- ❑ All lots numbered sequentially
- ❑ Net and gross size of proposed lots
- ❑ Project phasing and sequence of construction, if applicable
- ❑ All existing and proposed utility structures (i.e. electric, water, sewer, telephone, etc.)
- ❑ Location of existing and proposed bus stops
- ❑ Location of existing and/or proposed fire hydrants
- ❑ Location of septic tanks, leach fields, and repair area (if applicable). If septic systems are proposed, two (2) copies of a feasibility study, prepared pursuant to L.A. County Department of Health Services, shall be provided
- ❑ Any natural features including wetlands, streams, slopes, floodways, etc.
- ❑ All existing oak trees with elevations, protected zones, and numbers that correspond to the arborist report, both on-site and within 200'

F. ___ **Preliminary Grading Plan –** Two (2) copies of a grading and drainage plan (minimum size 24' x 36") indicating:

<u>General</u>

- ❑ Project name, north arrow, and scale (scale to match site plan)
- ❑ Project boundaries and dimensions
- ❑ Name and address of owner and person(s) preparing the plan
- ❑ Vicinity map and the address and assessor parcel number(s) (APN) of the project site
- ❑ Date of preparation. Date of revisions (if applicable)
- ❑ Property lines and dimensions
- ❑ Lot number and tract number (if applicable)
- ❑ All easements of record
- ❑ Location of all proposed structures and other improvements

- ❑ All existing oak trees with elevations, protected zones, and numbers that correspond to the arborist report, both on-site and within 200' of any grading or construction activities

Grading

- ❑ All existing and proposed grades (both on-site and on adjacent property as it affects proposed grading)
- ❑ Grades and slopes for all accessible paths of travel (as required by the Uniform Building Code)
- ❑ Surrounding street grades and pad elevations of proposed buildings and existing/approved buildings on adjacent properties
- ❑ All cut/fill slopes. Indicate top and toe of slopes
- ❑ Location of terrace drains with grades
- ❑ Grading quantities (excavation, fill, site balance, import, export)
- ❑ Average cross slope calculations of the lot (show formula and data used)
- ❑ All existing utility structures (i.e. electric, water, sewer, telephone, etc.)
- ❑ Location and elevations of retaining walls
- ❑ All true elevations including: contours, spot, existing and proposed project elevations (contour interval on slopes exceeding 10% should be no more than 2'. Use 5' intervals on maximum contours)
- ❑ A minimum of three cross sections of the project, including areas of maximum cuts/fills
- ❑ Indicate who will maintain graded slopes

Drainage

- ❑ All on-site and off-site storm drain systems
- ❑ Method of drainage with grades and drainage pattern arrows
- ❑ Proposed and existing private and public storm drain systems
- ❑ Identify and label all drainage easements and who owns each
- ❑ Flood hazard lines, floodway limit lines, floodplain limit lines
- ❑ Flood zone information
- ❑ A water and sewer plan indicating the point of connection to the water and sewer systems and a preliminary design of the pipe locations and sizes
- ❑ Any natural features including wetlands, streams, slopes, floodways, etc.

G. ___ **Topography Map –** Two (2) copies of the base topography map of the entire property. Scale shall be: 1" = 40' up to 50 acres; 1" = 100' for 50 to 500 acres; 1" = 200' greater than 500 acres.

H. ___ **Average Slope Calculations and Map –** Two (2) copies of the average slope calculations and map including:

- ❑ Formula, calculations, and data. Each subarea shall be calculated separately (if applicable). Calculations shall be prepared, stamped, and signed by a registered engineer
- ❑ Map depicting the subareas for which calculations were prepared

I. ___ **Ridgeline Location Exhibit –** Two (2) copies of a map showing the location of the Ridgeline(s) located on or adjacent to the project site indicating the following:

- ❑ Project name, north arrow, and scale (scale to match site plan)
- ❑ Project boundaries and dimensions
- ❑ Project site topography
- ❑ Location of Ridgeline(s) on and adjacent to the project site
- ❑ Upper 2/3 of designated Ridgeline(s) on the project site and location of base of designated Ridgeline on project site (Exhibit may be color coded to indicate areas)

- ❑ Proposed development (earth movement, construction, etc.) on project site, including work proposed on all areas of Ridgeline(s) – from the base of the designated Ridgeline to the top of the designated Ridgeline.

J. ___ **Preliminary Landscape Plan –** Two (2) copies of a landscape plan drawn to scale (minimum size 24' x 36") indicating:

- ❑ Project name and location, north arrow and scale (scale to match site plan)
- ❑ Name and contact information of the plan's designer
- ❑ Project boundaries
- ❑ Location of buildings, parking areas, vehicular/pedestrian circulation, etc.
- ❑ Location of all existing and proposed trees and plants
- ❑ Location of all proposed and existing oak trees
- ❑ Location of all exterior light standards
- ❑ A Tree Legend in table form indicating: botanical name, common name, size, quantity, and water usage (Low, Medium, High)
- ❑ A Plant Legend in table form for all shrubs and ground cover. Include the following in the Plant Legend: botanical name, common name, size, quantity, water usage (Low, Medium, High), height and width for mature shrubs. Replace height and width with typical spacing for ground cover.
- ❑ Location of turf area
- ❑ Landscape notes that indicate shrub/groundcover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.)
- ❑ Calculations verifying that 50% of parking areas will be shaded within 5 years. Indicate type and number of shade trees, shade coverage at 5 years, and length of time to achieve maturity
- ❑ Detail pedestrian plazas/site furniture and enhanced paving if not shown on the plans
- ❑ The height and design of all fencing, walls, or other screening, including adjacent developments that would influence the on-site landscaping
- ❑ All existing utility structures (i.e. electric, water, sewer, telephone, etc.)
- ❑ Irrigation system point of connection

K. ___ **Parking Analysis –** Two (2) copies of a parking analysis identifying the required and provided parking for the proposed project and any existing uses. In addition, a parking demand study must be provided where required by the Santa Clarita Municipal Code and any applicable City policies.

These submittal requirements, as well as those for other types of entitlement applications, can be found on the City of Santa Clarita website at https://www.santaclarita.gov/planning. If you have questions regarding these submittal requirements, you can contact the Planning Division at (661) 255-4330, e-mail the Department of Community Development https://santaclarita.gov/community-development/, or visit the Planning Division at City Hall, 23920 Valencia Blvd., Suite 302, Santa Clarita, CA 91355.