



## **Dixon Planning Application Submittal Checklist**

**May 4, 2018**



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# Dixon Planning Application Checklist

(I) Plans													
Application Type	Legislation		Developments				Land Uses and Businesses			Property Modifications			
	PA /RZ	PD /PUD	DR	VR	AFP	SP (PH/A)	CUP	TFP (PH/A)	LF	TM /PM /FM	TW	LL/ MG	CC
<i># of full-size plan sets required</i>	8	8	5	5	3	3	5	5	5	8	5	5	1
<i># of reduced plan sets required</i>	12	12	12	12	1	1	12	12	12	12/3/2	0	0	0
<i>Pdf/electronic plan set and application materials required</i>	1	1	1	1	1	1	1	1	1	1	1	1	1
1. Site Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Grading Plan			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
3. Drainage Plan			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
4. Utilities Plan			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Development Envelopes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Site Boundary Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Topographic Survey		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Site Staking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/> /NA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Story poles		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> /NA					
10. Stormwater Control Plan			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Constraints Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**(II) Project Information**

Application Type	Legislation		Developments				Land Uses and Businesses			Property Modifications			
	PA /RZ	PD /PUD	DR	VR	AFP	SP (PH/A)	CUP	TFP (PH/A)	LF	TM /PM /FM	TW	LL/MG	CC
12. Mailing Label Buffer (feet)	300	300	500	300	100	500/NA	300	500/NA	300	300/ 300/ NA	300		
13. Project information		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
14. Floor Plans			✓	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	✓				
15. Building Demolition Plans			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
16. Building Elevations			✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓					
17. Materials, Colors, and Details			✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓					
18. Landscape Plan		<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓			<input type="checkbox"/>		
19. Master Plan Exhibit		✓	<input type="checkbox"/>			<input type="checkbox"/>		✓/NA		<input type="checkbox"/>			

### (III) Special Studies and Documents

Application Type	Legislation		DR	Developments			Land Uses and Businesses			Property Modifications			
	PA/RZ	PD/PUD		VR	AFP	SP (PH/NA)	CUP	TFP (PH/A)	LF	TM/PM/FM	TW	LL/MG	CC
20. Preliminary Title Report	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
21. Telecommunications Facilities		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>					
22. Operational Characteristics		<input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
23. Property Deed Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
24. Property Status Information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
25. Evidence of Water Supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Photo-Simulations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>					
27. Acoustical Study		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>					
28. Arborist's Report		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
29. Photometric Study		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
30. Preliminary Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
31. Hydrological Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Biological Site Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Archaeology Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. Historical Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
35. Traffic/Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
36. Transportation Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
37. Affordable Housing Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
38. Approved Master Plan			<input type="checkbox"/>					<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
39. Site Line Study						<input type="checkbox"/>	NA						
40. Federal and State Compliance						<input type="checkbox"/>	NA						
41. Exhibit Showing Nearest Sign						<input type="checkbox"/>	NA						

**Key:**

PA = Plan Amendment      RZ = Rezoning      PD/PUD = Planned (Unit) Development      DR = Design Review      VR = Variance  
 AFP = Administrative Fence Permit      SP = Sign Permit (Public Hearing/Administrative)      CUP = Conditional Use Permit  
 TFP = Telecommunications Facilities Permit (Public Hearing/Administrative)      LF = Large Family Day Care      TM = Tentative Map  
 TW = Tentative Map Waiver      LL/MG = Lot Line Adjustment/Merger      CC = Certificate of Compliance

Information required       Information may be required based on project-specific circumstances

# PREPARING APPLICATION MATERIALS

To assist you in preparing the application materials, the following information has been grouped into three categories: (I) Plans, (II) Project Information), and (III) Special Studies and Documentation.

(I) **PLANS** – The following items, on more complicated projects, are often best completed by a civil engineer or surveyor, but can be done without if you closely adhere to the following criteria.

**1. Site Plan**

A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale, preferably a 1:10 or 1:8. Where this is not possible, a focused site plan may be required. The name, address, and phone number of the plan preparer shall be included on the plans.

A. *Vicinity Map and Directions*

A vicinity map shall be shown on the site plan that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road

B. *Boundaries*

The site plan must show all existing and proposed lot (property) lines, labeled with property line distances, open space, and the boundaries of existing and proposed easements and rights of way. If the property is split zoned, the zoning boundary must be indicated.

C. *Structures*

The footprints of all existing and proposed structures and buildings on the subject property, including any structures proposed to be removed, must be indicated and drawn to scale. Existing, proposed, and structures and buildings to be removed or demolished shall be clearly identified. Their use, location, and setbacks to all property lines, as well as other structures, must be indicated. The minimum setbacks from the exterior walls of the buildings to property lines and access easements must be dimensioned on the plans.

Plans for retaining walls shall indicate the top and bottom of wall elevations.



For projects that involve additions, the additional building area shall be shaded, walls to be demolished shall be dashed, and setbacks shall be called out. Areas proposed for demolition shall be hatched.

D. *Roofs and Building Height*

Roof plans that indicate existing and proposed pitch, slope direction, hips, valleys, and size and location of any mechanical equipment, vents, ducts, skylights, and chimneys must be shown on the site plan. If possible, the roof plans must be overlaid on the topographic contours and include roof corners and ridgeline elevations.

E. *Lighting*

All exterior lighting (for structures and landscaping), including the location and type of lights, must be shown.

F. *Noise Generators*

The location of any proposed swimming pool equipment, air conditioners, generators, or other noise generators, must be indicated, and specifications including the size, height, and if deemed necessary, details.

G. *Natural Features*

All natural features, such as wetlands, creeks (flow line and top of bank), ponds, water bodies, and all existing significant vegetation, including significant vegetation to be removed as part of the project, must be shown. The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of all watercourses must be shown.

The trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter at breast height measured at a height of 4.5 feet above grade must be shown. Any trees proposed for removal must be indicated.

H. *Topography*

All natural features such as creeks, flood zones, and human-made improvements must be shown. For properties that contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, approximate centerline of the creek, the low flow channel, and top and toe of both banks of the creek. In some cases, a topographic survey may be required.

## I. *Parking and Access*

Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. The necessary turning radius for backout maneuvers, dimensioned parking stalls, driveway profiles, cross-sections through the driveway, turnouts, turnarounds, and access driveway dimensions must be shown.

Unless deemed unnecessary by staff typical cross sections and proposed grades of all streets, and details of curbs, gutters, sidewalks, and other improvements must be included. The site plan must show the legal access from the property to a public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified. Loading and unloading areas, as well as parking spaces meeting State accessibility requirements and accessible paths of travel, must be shown for non-residential projects.

If a waiver or exception from the Engineering Department's standards is necessary, submit a written request and supporting documentation.

***The following types of applications have special requirements, as indicated below.***

**Sign** applications must include the following information:

- The location of all existing and proposed signs.
- Indication of the number, dimensions, cumulative area of all signs, height above grade, sign copy, size and color of lettering, and any proposed lighting. Please note any signs that will be altered or moved and, if available, reference to a specific adopted Sign Program.

**Lot Line Adjustment** applications must be prepared by a licensed surveyor and include the following information:

- Existing and proposed property lines, easements, and other boundary lines such as zoning and city limits, as well as Assessor's Parcel Numbers are required. At a minimum there shall be two separate sheets: one showing all existing boundary lines and another showing existing and proposed boundary lines. Other site information is also required.
- Area of lots before and after the adjustment.
- Names of property owner(s) for each lot.

**Tentative Map (Land Division or Subdivision)** applications must include the following information:

- The Tentative Map must be prepared by a registered civil engineer or licensed surveyor to clearly show the details of the map (preferably one inch equals 10 feet). Maps must be limited to a maximum size of 24 inches by 36 inches.

- The title of the tract must be shown on the Tentative Map.
- Existing and proposed property lines, easements, and other boundary lines such as zoning and city limits, as well as Assessor's Parcel Numbers are required. At a minimum there shall be two separate sheets: one showing all existing boundary lines and another showing existing and proposed boundary lines. Other site information is also required.
- The location of all areas subject to inundation or storm water overflow and the location, width, and direction of all watercourses must be shown on the Tentative Map.
- The net lot area calculation must be shown on the Tentative Map.
- If a Vesting Tentative Map is proposed, "Vesting Tentative Map" must be printed in bold letters across the top of the Tentative Map.
- Additional data to be included on the Tentative Map includes: (1) proposed drainage and/or flood control measures; (2) other public utilities; (3) existing and proposed uses of the property; (4) proposed public areas, if any; and (5) justifications and reasons for any exceptions requested.

**Certificate of Compliance** applications may be required to include a site plan that shows the parent legal lot of record and the boundaries of the subject unit of real property within the parent lot, with metes and bounds descriptions clearly labeled.

## 2. **Grading Plan**

A preliminary grading plan that indicates existing and proposed contours across the building site and the limits of grading must be submitted. Existing contours shall be shown with light lines and proposed contours shall be shown with darker lines.

The amount of proposed excavation and fill in cubic yards and the location of proposed deposition and borrow sites for each major element of the project must be indicated as well as the total area of disturbance proposed for the project and the limits of grading. The grading plan shall be drawn at the same scale as the site plan. The total amount of off-haul shall be identified in cubic yards.

## 3. **Drainage Plan**

A preliminary drainage plan, prepared by a qualified civil engineer, hydrologist, architect or landscape architect, showing existing and proposed drainage for the site, structures, driveway and other improvements must be submitted. The plan must indicate the direction, path, and method of water dispersal for existing and proposed drainage channels or facilities. The drainage plan must indicate existing and proposed areas of impervious surfaces.

Hydrologic calculations may be required to determine whether there would be any additional surface run-off resulting from the development. The drainage plan shall be drawn at the same scale as the site plan.

**4. A Utilities Plan**

The location of all public and private utility connections and methods of extension (overhead or underground) must be indicated. The size and capacity of utilities may also be required.

**5. Development Envelopes**

If desired, envelopes for existing and future structures, locations of road and utility alignments must be shown on the site plan. In some cases, only envelopes for buildings will be required.

**6. Site Boundary Survey**

A site survey must be prepared and signed by a licensed surveyor or a qualified civil engineer whose name, address and phone number are indicated. Surveys shall show all property lines, boundaries, rights-of-way, easements, locations of structures and other improvements.

**7. Site Topography Survey**

The topographic survey information must be prepared by a licensed surveyor or a qualified civil engineer whose name, seal, and signature appear on the plans.

All natural features such as creeks, flood zones and human-made improvements must be shown. For properties that contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, centerline of the creek, the low flow channel, and top and toe of both banks of the creek.

The scale of the topographic survey must be sufficiently large to show the details of the plan clearly (preferably one inch equals 10 feet) and shall match the site plan. All elevations referred to shall be based on the National American Vertical Datum (NAVD).

**8. Site Staking**

When deemed appropriate by staff, a staking plan showing development features such as the edges of hardscape site improvements, building footprints, driveways, parking areas, swimming pools, water tanks, the edge of development

envelopes and the limits of grading and development envelopes shall be prepared by the project architect, designer, civil engineer or qualified professional and the stakes shall subsequently be installed.

The stakes shall be located at approximately 25-foot intervals, shall be approximately 1.5 feet high, shall be painted a bright color on the top, and shall be labeled to indicate the feature that they delineate. The schedule for installing the stakes must be coordinated with the Planning Division staff. The applicant shall submit written notification that the stakes have been installed. Planning staff has the discretion to require that the staking be placed by a licensed surveyor or a qualified civil engineer.

## **9. Story Poles**

When deemed appropriate by staff, a story pole plan showing the locations and heights of all story poles that are necessary to clearly and accurately demonstrate the maximum heights of roof ridges and edges for all proposed structures shall be provided. The plan should be prepared by the project architect, designer, civil engineer or qualified professional, and the story poles shall subsequently be installed. The schedule for installing the story poles must be coordinated with the Planning Division staff and should generally not be done until all other necessary items of information for the project have been submitted.

The story poles must be connected by orange construction netting and shall clearly and accurately demonstrate the maximum roof height and perimeter of the structure. The construction netting must be at least 1.5 feet wide and must be installed at the perimeter of the building and at the ridgelines of the roof to represent the height, mass, and bulk of the structure to the maximum extent feasible. The story poles must be constructed in such a manner that they will be able to withstand the elements until the end of the planning permit process. If high winds make it unsafe to install construction netting showing the roof ridges, then the tops of the poles may be painted orange, and orange tape may be substituted for the netting. Please coordinate with staff before installing.

Planning staff has the discretion to require that the story poles be placed or certified by a licensed surveyor or a qualified civil engineer.

## **10. Stormwater Control Plan**

A Stormwater Control Plan shall be prepared by a registered civil engineer, architect, or landscape architect. A preliminary Operations and Maintenance Plan for the Stormwater Control Plan may also be required.

## **11. Constraints Map**

A composite constraints map that shows the proposed site boundaries and improvements overlain by environmental constraints and adequate buffers surrounding significant environmental features shall be prepared by the project architect or

civil engineer in consultation with other technical specialists working on the project. These buffers shall be based on County environmental protection polices, where appropriate, and on the environmental studies required for the application.

Buffers shall be accurately mapped and may include, Tree Protection Zones, wetlands and streams, flood zones, geologically unstable or otherwise hazardous areas, and adequate distances from special status species or hazardous areas. Appropriate Tree Protection Zones may be determined by an arborist, or an assumed distance of one foot diameter per each inch of trunk diameter at breast height may be used. The constraints map shall have the same scale as the site plan.

## (II) PROJECT INFORMATION

In addition to a Planning application, the following items are commonly largely completed by architects and landscape architects. Per the referenced submittal checklist above, while required, the work does not need to be completed by these individuals.

### **12. Public Noticing**

Depending on the entitlement, include a list of the current owner of the subject property, as well as all owners within 300 or 500 feet of the project site. The list must include the property owners' names, addresses, and Assessor's Parcel Number. Preparation, verification, and submission of the property owners list is your responsibility as the applicant. The list must be certified by a title insurance company as being from the most recent County tax roll. Please submit base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property must be outlined in red and noted as the subject parcel(s). An additional red line must be drawn at the required noticing radius from the subject parcel(s). Please be aware that the public noticing requirements can differ based on the entitlement needed (e.g. Conditional Use Permit, Design Review, Variance, etc.). If more than one entitlement is required in the processing of an application, the most stringent noticing is what is required.

### **13. Project Information**

A written description must be included that describes the key components of the project, including a full description of the proposed use(s) and improvements for the site.

All sheets of all maps and plans should not exceed 24 inches by 36 inches and must include the following information:

- North arrow. North should be labeled at the top of every site plan, floor plan, grading plan, and landscape plan sheet. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.
- Scale reference. Scales used for floor plans and elevations should not be less than 1/8 inch to 1 foot, preferably it should be 1/4 inch to 1 foot. Scales used should be consistent between different drawings.
- Contact data. Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on the plans.

Project data must be provided on the site plan, based on applicable definitions in the Dixon Code, including the following information:

1. Existing and proposed lot area
2. Existing and proposed Building Area
3. Existing and proposed Floor Area
4. Proposed Area of additional disturbance
5. Existing Lot Coverage –
  - Impervious coverage
  - Pervious coverage
6. Proposed Lot Coverage –
  - Impervious coverage
  - Pervious coverage
7. Grading calculations (cubic yards) –
  - Cut
  - Fill
  - Off-haul
8. Existing and proposed parking
9. Minimum setbacks for exterior walls of proposed building area
10. Maximum height of proposed building area

#### **14. Floor Plans**

Fully dimensioned floor plans for all levels of existing and proposed structures must be submitted. The garage and all food preparation facilities, windows, doors, and stairways must be indicated. Existing and proposed floor area calculations shall be provided. Floor area calculations must be based upon the dimensioned floor plans.

For projects that involve an addition, the existing floor area shall be outlined with a dashed line and the proposed addition shall be shaded. Areas proposed for demolition shall be hatched.

#### **15. Building Demolition Plans**

All building area proposed for demolition shall be shown as hatched with dashed lines indicating walls to be demolished, in conformance with the Development Code definition of demolition. Calculations of the linear distance of existing exterior walls and the linear distance of exterior walls to be demolished shall be provided.

#### **16. Building Elevations**

Fully dimensioned elevations of all existing and proposed structures and buildings, including roof ridgeline, finished floor, and foundation line elevations based upon the same datum as the topographic information, must be provided. Exterior building materials, including siding, roofing, and glazing, must be indicated. The elevation drawings should show the height of all sides of the structure in relation to the topography of the adjoining finished and/or natural grades. The preferred scale of ¼ inch per foot should be used for all architectural plans. All exterior lighting must be shown on the plans.

If an addition to an existing structure is proposed, elevations of the existing structure, as well as those of the addition, shall be provided. The elevations of the proposed development shall include dashed lines indicating the outline of the existing building facades and rooflines.

#### **17. Materials, Colors, and Details**

One sheet of the plans must include photos of color chips and exterior building material samples for the painting, roofing, siding, window casings, and trim. Colors and/or references to specific material types is expected (e.g. Benjamin Moore's Silver Lining 2119-60 or Silverado Building Materials and Nursery's Thompson Thin Brick). Alternatively, the plans may indicate elevations to match existing colors and materials and provide a photo of what exists. Cut sheets showing the exterior lighting fixtures and other site design elements must be shown on the plans.



## **18. Landscape/Revegetation Plan**

A landscape or revegetation plan shall: 1) indicate existing and proposed trees and other plant materials by scientific and common names; 2) indicate whether each proposed tree or plant is native to California; 3) indicate the existing size or container size at the time of planting and the height at maturity; and 4) indicate the method and general location of irrigation. The landscape plan shall identify the trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter measured at a height of 4.5 feet above grade.

Plans must make existing versus proposed vegetation graphically distinguishable by connecting proposed plants and trees, on center, with a solid line leading to the label. Unless otherwise superseded by a governing ordinance (development agreement) or Specific plan, for a greater understanding of the specific landscape requirements expected, please refer to DMC Chapter 18.33, specifically Sections 18.33.070 and .090. The landscape plan shall be drawn at the same scale as the site plan.

## **19. Master Plan Exhibit**

A Master Plan Exhibit must be submitted that provides parameters for future development. A diagram shall be prepared, based on the site plan, which indicates locations for all of the key elements of the Master Plan. An associated narrative that includes tables of development standards shall also be provided.

An exhibit for a new Master Plan shall set forth criteria for future development. Such criteria may be required to include the following:

- A. Density, lot areas and dimensions.
- B. Development areas, open space areas, and environmental buffers.
- C. Site planning, circulation and parking.
- D. Areas of grading, storm water management, and landscaping.
- E. Structure height, building and floor area, lot coverage, and setbacks.
- F. Architectural and site design.

In addition, an exhibit for a new Master Plan shall establish clear and unambiguous review procedures for future development, including:

- A. Development subject to ministerial review to ensure compliance with established Master Plan criteria.
- B. Development subject to discretionary review to ensure compliance with established Master Plan criteria.
- C. Procedures to deviate from established Master Plan criteria.

An exhibit for a Master Plan amendment shall clearly indicate the changes proposed to the existing Master Plan.

**(III) SPECIAL STUDIES AND DOCUMENTS – The following information can be compiled by the applicant in consultation with a qualified professional.**

**20. A current Preliminary Title Report (2 copies)**

The preliminary title report must reflect the current status of the property and include all recorded easements, provide proof of ownership, and be issued from a Title Company.

**21. Telecommunications Facilities**

A completed *Dixon Telecommunications Plan Application Requirements and Checklist* and all the information listed therein must be submitted.

**22. Operational Characteristics (for non-residential uses)**

Information regarding the proposed use of the project must be prepared by the applicant, including but not limited to the following items:

- A. The maximum number of staff on site at any one time.
- B. The hours of operation, including hours open to the public as well as hours closed to the public where operations are taking place that could affect exterior lighting, noise, odors, traffic or parking.
- C. Projected peak hours of operation, with the total number of staff, customers and other visitors on the site indicated.
- D. The schedule and projected peak hours of operation for special events, with maximum number of staff, customers and visitors that would be in attendance.

- E. The schedule, frequency and nature of expected deliveries to the site.
- F. Noise levels proposed for the operation of the project, which specify what is causing various noise levels.
- G. The path of travel for pedestrians and vehicles at the site.

**23. Property Deed Information**

The applicant shall submit the following information:

- A. A complete chain of title extending back to the "parent" legal lot of record from which the subject unit of real property was created in its current size and configuration, as well as all recorded subdivisions, recorded surveys and adjudicated settlements that affect the subject property. The chain of title shall be certified as complete by a qualified title officer, attorney, or surveyor.
- B. A signed statement from a title officer or qualified surveyor indicating the date as well as the deed or other instrument number, which created the subject unit of real property.

**24. Property Status Information**

The applicant shall submit the following information:

- A. Copies of the Assessor's Records for the subject property.
- B. Copies of records related to the history of the property, such as affidavits, previous utility bills, and historic maps and photographs.
- C. Copies of any permits issued by State or Federal agencies for the property.
- D. Property appraisals performed by a qualified appraiser.

**25. Evidence of Water Supply (2 copies of reports)**

Where water is to be supplied by the establishment of a mutual company, the applicant must submit sufficient evidence substantiated by adequate tests and/or engineering data regarding the quantity, quality and safety of the proposed water supply.

Where water is to be supplied by wells, springs or other sources of water, the applicant must submit sufficient evidence substantiated by adequate tests and/or engineering data to indicate whether adequate water can be obtained from wells, springs or other sources of water for each lot involved in the project and for fire protection.

**26. Photo-Simulations (2 copies)**

Photo-simulations of the proposed project shall be prepared by a qualified professional or firm that is acceptable to the City. The photo-simulations shall be based on a Digital Terrain Model that accurately show the mass of the proposed improvements. A "normal" camera lens (42 to 50 millimeter, corrected for any deviations resulting from digital sensor size) shall be used for the underlying images, and the representations of the proposed development shall be overlain to scale on the images.

Two photo-simulations shall be prepared for each vantage point required and approved by the Planning Department to show the impact of the development without any proposed landscaping and also to show the impact of the development with the proposed landscaping (assuming five years of average growth).

The applicant shall submit documentation providing information on the scope of work, the location of the proposed vantage points, the time that photographs would be taken, and the firm chosen for the project for Planning staff's review and approval prior to the analysis being initiated. The photo-simulations are subject to peer review at the Director's discretion.

**27. Acoustical Study**

An acoustical study shall be prepared by a qualified acoustical engineer. The study shall quantify the maximum noise levels that would affect the project or result from the proposed operation of the project or any noise generators. The noise shall be quantified using standard acoustical engineering methods and shall indicate the time of day, duration, and regularity of the noise for regular operations and special events resulting from a project.

**28. Arborist's Report**

An arborist's report that has been prepared by a qualified arborist must be submitted. The arborist's report shall provide an evaluation of the trees that could potentially be affected by the development

The arborist's report shall, at a minimum, indicate the health of the trees in this area, and evaluate any adverse effects to the trees that would occur due to the project. Specifically, the arborist's report shall recommend appropriate tree protection zones for trees that would remain on the property and appropriate locations for replacement trees to be planted.

If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The report shall also indicate whether there are exotic trees on the site and whether any exotic trees are invasive. The arborist's report is subject to peer review at the Director's discretion.

**29. Photometric Study**

A photometric study showing existing and proposed ground-level lighting intensity in foot-candles for the subject property, and the surrounding properties that would be affected by on-site lighting shall be prepared by a lighting expert.

**30. Preliminary Geotechnical Report (2 copies)**

A geotechnical report can be prepared by a certified engineering geologist, a soil engineer, a geotechnical engineer or a civil engineer practicing within the area of his or her competence, which identifies geologic hazards, and recommends construction measures and other precautions to reduce the risk of these hazards to acceptable levels. The term geotechnical report may encompass documents referred to as soils report, soil investigation report, soils stability report, preliminary soils report, and other similar terms.

A preliminary geotechnical report may be divided into two parts:

- A. Soils reconnaissance. The soils reconnaissance shall include a complete description of the site based on a field investigation of soils matters. The soils matters reviewed shall include stability, erosion, settlement, feasibility of construction of the proposed improvements, description of soils related hazards and problems and proposed methods of eliminating or reducing these hazards and problems.
- B. Final soils investigation and report. This investigation and report shall include a field investigation and laboratory tests with detailed information and recommendations relative to all aspects of grading, filling and other earthwork, foundation design, pavement design and subsurface drainage.

The report shall also recommend any required corrective action for the purpose of preventing structural damages to the development. Further, the report shall recommend any special precautions required for erosion control, and the prevention of sedimentation or damage to off-site property.

**31. Hydrological Report (2 copies)**

A hydrological report shall be prepared by a qualified hydrologist, geomorphologist, or engineer. The hydrological report shall provide calculations of pre-project and post-project amounts of storm water runoff. Further, the report shall assess whether the proposed project would increase the likelihood of downstream erosion, channel instability or flooding in the area, or other potentially significant impacts to the environment. If the study finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The hydrology report may be subject to peer review at the Director's discretion.

### **32. Biological Site Assessment**

The biological site assessment must be prepared by a qualified biologist and provide evidence regarding the presence of sensitive biological resources, determine the property's habitat value relative to any special status species, and provide conclusions regarding how the project may affect those resources. Stream channels, tops of banks, and edges of riparian vegetation and any stream buffer areas must be clearly mapped.

In addition, the biological site assessment shall evaluate the habitat value of any watercourses adjacent to the proposed project, and whether the project would result in adverse effects to the riparian vegetation surrounding the watercourse or the water quality of the watercourse. If there are wetlands adjacent to the project, then a wetland delineation shall be submitted, and the boundary of any riparian vegetation shall be clearly identified in the report. The report shall also indicate whether there are any exotic species of plants on the site and whether any species are invasive.

If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The biological assessment is subject to peer review at the Director's discretion.

NOTE: in those cases when a biological site assessment is required, Dixon reserves the right to directly hire a biologist of the Planning Department's choice. The cost of the contract and the Division's standard contract administration fee, or as otherwise required by City ordinance, shall be submitted by the applicant.

### **33. Archaeology Report**

An archaeology report shall be prepared by a qualified and State registered professional archaeologist. At a minimum, the archaeology report shall be based on a field survey and records search, and shall indicate whether there is evidence of archaeological resources on or in close proximity to the project site and evaluate the project's potential impacts to those resources. If the report finds that the project could result in a significant impact, then a further evaluation of potential mitigation measures may be required. The archaeology report is subject to peer review at the Director's discretion.

### **34. Historical Study**

A historical study prepared by a qualified architectural historian must be submitted. At a minimum, the historical study shall assess whether the location of the project site or the existing structures on the project site could be considered a significant historical resource. The report should evaluate the project based on Citywide plan policies regarding historical significance. If the study finds that a structure or location is a significant historical resource, a further evaluation of potential preservation measures may be required. The historical study is subject to peer review at the Director's discretion.

**35. Traffic/Parking Study (2 copies)**

A Traffic Study will evaluate existing levels of service at intersections around the project site, the proposed level of service including the project, calculate existing peak AM/PM trips and AM/PM peak trips added by the project, and determine cumulative traffic conditions.

A parking study may also be required, which analyzes existing parking demand and the parking demand created by the project.

**36. Transportation Management Plan (2 copies)**

A Transportation Management Plan (TMP) that addresses all modes of transportation as well as parking for the proposed project shall be prepared by a qualified traffic engineer or traffic planner. The TMP shall provide objectives and strategies for normal operations as well as special events, and show improvements that would be necessary to achieve these objectives and strategies. The TMP shall provide details for traffic management including methods such as using single-occupancy vehicles, bicycles, pedestrian travel, school buses, public transit, and car-pooling. Quantifiable rates of the different methods shall be provided for both regular activities and special events. Pick-up and drop-off locations and routes for all vehicular travel shall be identified. Pick-up and drop-off times shall also be identified and coordinated with regular and special event schedules. Staff activities regarding traffic and parking management shall be described. Detailed requests for any waivers of standard requirements necessary shall be requested with adequate material to support the request.

**37. Affordable Housing Plan**

The Affordable Housing Plan must include the following information:

- A. Number, affordability level, unit type, tenure, number of bedrooms, location, size, and design of all inclusionary units.
- B. Construction schedule and phasing of inclusionary units in relation to market-rate units.
- C. Provisions for income certification and screening of potential purchasers and/or renters of inclusionary units, resale control mechanisms, and ongoing monitoring and administration.

- D. Any incentive requested pursuant to Chapter 18.20A (DENSITY BONUSES) of the Dixon Municipal Code, including the additional information specified in that Chapter.
- E. Such additional information as may be required by the Director to ensure conformance of the project with Dixon's affordable housing requirements and the General Plan.

**38. Approved Master Plan**

An approved Master Plan for the property must be submitted, and information from the Master Plan that is relevant to the proposed project must be shown on the plans.