City of Guadalupe Planning Department

PLANNING APPLICATION FORM – Ministerial Permits

GENERAL REQUIREMENTS (Print or Type)

Please complete this application thoroughly and accurately, and attach the required exhibits as indicated in the attached **Application and Filing Requirements** form. Please note that an incomplete application will **not** be accepted for processing.

Name of Proposed Project

Location of Project

Assessors Parcel No. Property Size; Square Feet Acres

Building(s) Size: Existing Proposed Height

Zoning: Existing Proposed General Plan Designation: Existing Proposed

Applicant/Contact Name Phone No: Fax No: Email:

Address

Property Owner (if different from above) Phone No:

Address

Application Type: Type of Review Requested (Please Check All Applicable Boxes)

- ☐ Sign Permit
- ☐ Zoning Clearance
- ☐ Temporary Structure
- ☐ Other_____

PROJECT DESCRIPTION

Detailed description of the Proposed Project (Attach additional sheets if necessary)

OWNER CERTIFICATION

I declare under penalty of perjury that I am the legal owner of the above described property involved in this application. I certify that the information furnished above and in the attached exhibits is true and correct to the best of my knowledge and belief. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form).

Signature	Title	Date

For Office Use Only

Received By	Date	Fee Amount (Deposit)	Fee Amount (Fixed)

PA#	Application No(s)	Project No. (billing)

APPLICATION PROCEDURE AND FILING REQUIREMENTS
Ministerial Permits

SECTION 1: Application Procedure & General Filing Requirements

Submittal Requirements– Due when application is filed with the City
(Note: Some items listed below may not be required based on type of application, Refer to Section 3, Table 1)

- ☐ 1. Completed Planning Application Form.
- ☐ 2. Project description, if not on the Planning Application Form.
- ☐ 3. Filing Fees
- ☐ 4. Project Contact Labels. (2 sets) Typed gummed labels for all persons connected with the project to be notified such as legal property owner, applicant, architect, engineer, etc.
- ☐ 5. Plan sets as noted Section 3, Table 1, Part 2 (to be reviewed by staff for completeness.)
- ☐ 6. One set of 11" x 17 " reductions of all plans and elevations.
- ☐ 7. One set of site photographs.
- ☐ 8. Other: Depending on the nature of the project, additional descriptive materials may be required.

SECTION 2: Plan Preparation Guidelines

- ☐ 1. All plans shall be drawn on uniform sheets of 24" x 36" or 30" x 42" or 30" x 42". However, for minor application reviews such as sign permits, temporary structures, and zoning clearance for small additions, plans may be 8 ½" x 11" or 11" x 17" in size as long as all necessary information has been provided and plans are clearly legible.
- ☐ 2. All site and landscape plans shall be drawn to an engineering scale of 1"=20'; 1"=30'; 1"=40'; or 1"=50' with the scale clearly labeled.
- ☐ 3. All elevations shall be drawn to an architectural scale no smaller than ¼"=1'.
- ☐ 4. Site plans shall show all property boundaries, full Right of Ways for all fronting streets, ***all easements affecting property***, all existing and proposed parking with spaces and drive aisles dimensioned and any adjacent structures within 80 feet of the property.
- ☐ 5. All required plans shall be collated and stapled together into development package sets and shall be folded to the following specifications. Each set shall be:
  - a) folded lengthwise in half with the text inside
  - b) fold the two opposite edges back over to meet the spine of the original fold
  - c) then, beginning on one long end fold in two or 3 sections as necessary to result in a rectangular set approximately 8½ x 11" in size (accordion style).

  Colored plans shall be rolled rather than folded.

SECTION 3: Table 1 – Application Submittal Requirements

The following information is required to process planning applications. An "X" in a cell means the information is required for that particular application. Applicants are responsible for providing a complete and accurate submittal package, which will allow the city to evaluate the application. The submittal requirements are due when the application is filed with the City. These plans will then be used to prepare final conditions and will be distributed to Planning Commission/City Council.

Ministerial Permits				
SUBMITTAL REQUIREMENTS	Zoning Clearance	Sign Permit non CUP	Landscape Permit	Temporary Structure
Completed Application Form (Signed by the Property Owner)	X	X	X	X
Project Description	X	X	X	X
Application Fee	X	X	X	X
Project Contact Labels	X	X	X	X
Title Report	If app			
Legal Description				
Contextual Map	If app		If app	X
Site Photos	X	X	X	X

SUBMITTAL REQUIREMENTS - PLANS (continued)	Zoning Clearance	Sign Permit non CUP	Landscape Permit	Temporary Structure
Site Plan (3 sets unless otherwise noted)	X	X	X	X
Floor Plans	X	If app	If app	
Building Elevations (3sets)	X	X	X	
Conceptual Landscape Plan (3 sets)	If app		X	
Parking Lot Shading (3 sets)			If app	
Grading Plans	If app		If app	
11" x 17" Reduction of all Plans (1 set)	X	X	X	
Colored Landscape Plans (1 set)			X	

* If applicable, as determined by the city planner.

SECTION 4: Explanation of Matrix Information

- **Application Form, Fees, and Environmental Information Form.** Only one form is required for all applications; do not submit separate applications for the different requested actions. Fees due are according to the City's fee schedule.

- **Applicant Narrative/Project Description.** This is a written narrative provided by the project proponent explaining the application request, project description and goals, and justification statement if any deviation from approved or standard code is requested. Include existing and proposed uses, size of all existing structures and proposed new development, existing and proposed parking, etc.

- **Project Contact Labels.** Typed gummed labels for all persons connected with the project, (e.g.. Applicant, Engineer, Architect, and Owner/s).

- **Title Report.** If required or applicable.

- **Contextual Map.** This is a map that shows the location of the site and the relationship of the proposed project to existing surrounding properties, buildings, and site features. This map shall indicate the proposed project site plan, all parcel lines and streets, location and use of structures, and adjacent access and circulation, and existing zoning and land use within an approximately 300-foot radius. An aerial photograph may be used as the base map, if features are properly labeled.

- **Site Plans.** The following information is required to be included on all plans in order for the plan to be considered complete. Information may be provided on more than one page for legibility, if necessary.

- ☐ Name, address, and daytime phone number of the applicant and the author of the plan.

- ☐ Date of preparation of plan (revision number if applicable), scale, and north arrow. North must be at the top of the site plan. A small vicinity map shall be located in the upper right hand corner of the plan, or attached as a separate map, with the project site located in relation to major streets and landmarks.

- ☐ Property lines and lot dimensions, square footage, Assessor's Parcel Number, address of the adjacent properties.

- ☐ Existing and proposed easements. State the purpose of the easement (i.e., access, PUE, etc.) If requesting abandonment of an easement, include a statement on the plan which contains the legal description of the easement, plus the County Recorder's book and Page numbers, date easement was granted, who granted the easement, for what purpose the easement was granted and whether the easement has been used.

- ☐ Drainage structures and direction of surface flow (if grading proposed and not included on a conceptual grading plan).

- ☐ Locations of all buildings and other structures, including existing fencing, both on the property and building coverage statistics within 80 feet of the site or within 200 feet of site for sites one acre or larger.

- ☐ Parking Statistics (existing and proposed). Include a summary table of the number of spaces, handicapped spaces and ramps, dimensions of spaces and aisles, and a comparison of required and provided spaces.

- ☐ Building coverage statistics (existing and proposed).

- ☐ Dimensioned locations of:

  - ☐ Street dedications and improvements (existing and proposed), including overhead utilities
  - ☐ Access, for vehicular, bicycles, and pedestrian, showing service area and points of ingress and egress.
  - ☐ Off street parking and loading or outdoor storage areas showing location, number and typical dimension of spaces and wheel stop locations.

- ☐ All street improvements, driveways and parking on adjacent and across-the-street properties within 80 feet of the site or within 200 feet of site for sites one acre or larger.
  - ☐ Any existing or planned median islands within 100 feet of the site.
  - ☐ All structures/ buildings existing and proposed on site; clearly indicating size of structure(s), setbacks from property lines, yard areas, and distances between buildings/structures, and whether structure is existing or proposed.
  - ☐ Existing landscape areas (existing and proposed) including designated open space, landscape planters, islands, tree wells, etc.

- ☐ Building accessory structure and mechanical equipment locations, including pavement/sidewalks, trellises, light standards, trash enclosures, transformers, and monument signs, including dimensioned setbacks (front, rear, sides)

- ☐ Location, height and materials of all walls and fences.

- ☐ All property proposed for public use. Note size of all property to be dedicated, conveyed and /or reserved for streets, open space and affordable housing program dedicated land.

- ☐ Open space use must be described (i.e., yard, greenbelt, park, drainage, etc.) and a statement disclosing the means whereby such open space provided for public use shall be established and maintained. For residential projects, a separate exhibit showing usable open space locations and calculations shall be included.

- ☐ Parking areas shall be clearly shown and labeled.

- ☐ Plans must also show location of bike racks. A separate bicycle-parking exhibit is suggested for commercial/apartment projects.

- ☐ **Building Elevations**
  - ☐ Illustrative elevations of all sides of buildings and structures. "Illustrative" building elevations means drawn with shadows to give depth with people, cars or trees for scale. Do not cover the elevation with trees, cars, or people– place them behind or on the side.
  - ☐ Illustrative elevations of any proposed walls and/or fences.
  - ☐ Illustrative cross sections and enlargements or architectural elements or details as needed.

- ☐ **Floor Plans.** All floors, including labeled use of each room (bedroom, kitchen, office, warehouse, etc.) Dimensions of all exterior walls, doors, windows and room sizes.

- ☐ **Conceptual Landscape Plans**
  - ☐ All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded. Show roof outlines, including eave overhang.
  - ☐ Conceptual location of all plants and a planting legend, which identifies such things as:
    - ☐ Trees, shrubs, and ground cover areas or other softscape elements. Indicate the intended function of plants (i.e. street tree, accent tree, canopy shade tree, parking lot tree, screening hedge, etc.)
    - ☐ Plant legend (schedule) shall identify type of plant with genus and common names, size of plants initially and at maximum growth, and corresponding symbol identification for the plan.
    - ☐ Include description of open space areas, (i.e. common area, tot lot, barbeque areas, pool/spas, recreation buildings, sports courts, etc…) calculation of landscape area or useable open space.
    - ☐ Existing trees on site or other plants proposed for removal and/or retention. Plants to be deleted shall be marked with an 'X' across the trunk or plant base.
    - ☐ Plazas, sidewalks or other hardscape elements, such as special paving materials or rockscape.
    - ☐ Private and public sidewalks, paths or greenbelts.
    - ☐ Primary and secondary project entry points and their treatment (textured paving, accent planting, entry walls, and/or monument signs).

- ☐ **Parking Lot Shading Plan**. This plan is to be separate from the landscape plan.
  - ☐ The plan should clearly show all surfaced areas included in the calculation. Parking areas included should be shaded. A surface area square footage amount shall be indicated.
  - ☐ Tree canopies drawn to scale representing the appropriate canopy size at 15 years and the percentage of shade for each tree clearly indicated using shading or other graphic representation.
  - ☐ Provide a shade calculation table identifying the quantity and type of trees used and the corresponding percentage of shade credited to each tree.

- ☐ **Grading Plan.**
  - ☐ Proposed items shall be identified with solid lines and existing features with short dashes or screened

- ☐ Proposed grading, structures, curbs, walls (ht), sidewalk gutters, drainage structures, swales, etc. The plan shall include spot elevations, gradients, contours, details, cross sections, flow arrows, etc.
- ☐ Existing features within 200 feet beyond site boundaries; natural ground (contours), trees, structures (pad and floor elevations), drainage courses, streets, etc.
- ☐ Structures, footprints, pad and floor elevations, retaining walls, etc.
- ☐ Easements, property lines and rights of way
- ☐ Earthwork quantities (borrow and disposal areas)
- ☐ Existing and proposed sewers
- ☐ Drainage and flood control facilities (size, type, etc.)
- ☐ Cross sections at all site boundaries to scale, showing existing and proposed grading, cut and fall, wall heights, and elevation differences. Sections should extend through building pads and streets.
- ☐ Shade pavement and slopes 3:1 or steeper

☐ **Reduced Plans**. A set of site plans reduced to 11" x 17" paper and legible for photocopying.

☐ **Colored Landscape Plans.** Plans should be colored to clearly illustrate locations and percentage of pavement, building areas as well as amount and type of landscape.