

ZONING PLAN REQUIREMENTS



PDF PLAN SET FOR PLANNING PERMIT

- Include north arrow, date prepared and scale.
- Acceptable drawing scales are: 1/4" = 1', 3/16" = 1', 1/8" = 1', and 1" = 10'.
- Include the name, email and phone number of a person preparing the plan.
- Show all encroachments over the public Right-of-Way.
- Space for zoning stamp.

☐ (a) **LINE AND/OR TOPOGRAPHICAL SURVEY** (required only for the following project types listed below)

Required for any building or addition with new or replacement footprint within 3 feet of a property line:

- ☐ Applicable line survey with field-verifiable monuments set or found by the surveyor.
- ☐ Location, dimensions, & dimensions to property line of existing and proposed buildings & similar structures within 3 feet of the relevant property line(s).

Required for any building or addition with new or replacement footprint located on a lot with a slope of 20% or more:

- ☐ Site topography for all areas of proposed work.
- Must be no more than 3 years old from the time of submittal – date of survey must be included.
- Must be prepared by a California State Licensed Land Surveyor or by a Civil Engineer with a license number below 33966 (licensed prior to January 1, 1982).
- **Include the wet stamp and signature** of the Land Surveyor or Civil Engineer who prepared the survey.
- Include the applicable surveyor's statement in accordance with the Professional Land Surveyors Act.
- In addition to paper copies, the survey must also be submitted in digital format.

☐ (b) **SITE PLAN**

- Two site plans (one existing, labeled "Existing Site Plan" and one proposed, labeled "Proposed Site Plan")
- ☐ Location and dimensions of all property boundaries, and distances from structures to property lines.
- ☐ Location and dimensions of all existing and proposed buildings, decks, stairs, and patios.
- ☐ Dimensions of all existing and proposed building setbacks from property lines.
- ☐ Location, dimensions, and paving materials of all existing and proposed adjacent sidewalks, curbs, curb-cuts (including curb-cuts on adjacent neighbor's lots), and streets.
- ☐ Location and dimension of all existing and proposed driveways, garages, carports, vehicle parking spaces, bicycle parking spaces, maneuvering aisles, wheel-stops, pavement striping/markings, and directional signage. Indicate existing and proposed paving materials.
- ☐ Location, height, and building materials of all existing and proposed fencing and walls.
- ☐ Location, height (including top and bottom elevation measurements), and building materials of all existing and proposed retaining walls.
- ☐ Location and size (dbh) of all existing trees and indication of any trees to be removed, include trees on neighboring properties that are within 10 feet of construction.
- ☐ Location of drainage ways, creeks, and wetlands
- ☐ Roof plan showing roof slope and direction, and location of mechanical equipment, ducts, and vents.
- ☐ For projects located on a lot with a slope of 20% or more: Show existing and proposed topographic contours overlaid with proposed roof plan and indicating roof ridge spot elevations.
- ☐ Show any building to be demolished both historic and non-historic.
- ☐ Location and size of storage area for recycling containers.

ZONING PLAN REQUIREMENTS (continued)

- ☐ (c) **FLOOR PLAN**
 - ☐ Include complete floor plan of all floors of entire building, including existing and proposed work.
 - ☐ Label all rooms (e.g., bedroom, kitchen, bathroom), and include dimensions of room sizes.
 - ☐ Show locations of all existing and proposed doors, walls, and windows, including any window schedule (recess, sash and trim material, manufacture).
 - ☐ Location of and distance to all adjacent property boundaries.
 - ☐ Label and identify location of primary Residential Facility and ADU (existing and proposed).
- ☐ (d) **ELEVATIONS**
 - ☐ Show all structure elevations (front, sides and rear) that will be affected by the proposed project.
 - ☐ For additions/alterations: label existing and new construction, as well as items to be removed.
 - ☐ Identify all existing and proposed exterior materials - including roofing, roof eaves, eave brackets, siding, doors, trim, sills, windows, fences, and railings. Show details of proposed new exterior elements.
 - ☐ Show any exterior mechanical, duct work, and/or utility boxes.
 - ☐ Include dimensions for building height (from grade to pitch) and wall length.
- ☐ (e) **CROSS SECTIONS** (required only for buildings or additions located on a lot with a slope of 20% or more)
 - ☐ Include all critical cross sections, including at least one passing through the tallest portion of the building.
 - ☐ Include floor plate and roof plate elevation heights.
 - ☐ Location of and distance to all adjacent property boundaries.
 - ☐ Label the location of the cross-sections on the site plan.
- ☐ (f) **TREE SURVEY** (required only for projects which involve a Tree Preservation/Removal Permit)
 - ☐ Include north arrow, date prepared and scale (Tree Survey should be drawn to the same scale as the Site Plan).
 - ☐ Include the name & phone number of person preparing the plan(s). As appropriate or required, include the stamp & “wet signature” of any licensed architect, landscape architect, surveyor and/or civil engineer preparing final plans.
 - ☐ Indicate the size (dbh), species, and location of all protected trees within 30 feet of development activity on the subject lot, regardless of whether the protected trees are included on any tree preservation/removal permit application.
 - ☐ Label all protected trees that are located within 10 feet of construction (including trees located on neighbor’s properties or the adjacent public right-of-way) with the matching number or letter from the Tree Preservation/Removal Permit application (see page 13 of this application).
- ☐ (g) **GRADING PLAN** (required only if the project proposes any site grading)
 - ☐ Show proposed grading plan and/or map showing existing and proposed topographic contours (this may be combined with the Site Plan for small projects with only minor grading).
 - ☐ Include an erosion & sedimentation control plan.
 - ☐ Include a summary table of all proposed excavation, fill, and off-haul volumes.