



Planning Division

315 Maple Avenue, South San Francisco, CA

Tel: (650) 877-8535 Fax: (650) 829-6639 Email: web-eed@ssf.net

Planning Application

Our objective is to provide you with a clear understanding of what is involved in the application procedure, process your application as quickly as possible, and supply the Planning Commissioners and the City Council members with complete and accurate information. For your information and convenience, our packet includes:

- General Information
- The Planning Process
- A list of required information that must accompany the application form
- The application form

Property owners, developers and their architects, and tenants are required to meet with Planning Division staff prior to submitting an application. If you have any questions, please call the Planning Division to speak with or set-up an appointment with a planner at (650) 877-8535.

Prior to Applying for a Development Permit:

- Discuss your project with a Planner.
- Discuss the project with your neighbors.
- Contact South San Francisco Scavengers regarding required sizing requirements for solid waste for your project.
- Complete ALL items on the application form that relate to your project (*incomplete applications will not be accepted*).
- Sign the application form.
- Please type or print legibly and attach additional sheets, if necessary.

A COMPLETE APPLICATION INCLUDES:

Filing Fees (payable to City of South San Francisco)	See "Fee Schedule"
All applicable Tentative, Final or Parcel Maps within the area of the Precise Plan	1 Copy
Required Plans – <ul style="list-style-type: none"> • Site Plan, Floor Plan & other pertinent exhibits • Elevation drawings • Grading and drainage plans • Preliminary Landscape Plan • Signage and Lighting Program • See following page for types of plans 	15 full sized copies (24" x 36") – Plans folded and stapled into sets containing one copy of each sheet. Folded sets should not be larger than 9"x 11" 35 reduced copies (11"x17") – Reduced plans shall be collated into sets, stapled and folded to 8 ½" x 11". 1 8 ½" x 11" photographic reduction of each plan sheet. An electronic copy of all plans and color

	renderings shall be submitted in a PDF or TIFF format with the application package. <u>Alternative Submittal:</u> An initial submittal of only 8 copies full-sized and 12 copies of the reduced plan sets may be submitted for projects that first must go through the Design Review Process. The remaining copies and the photographic reductions to be submitted immediately following DRB action in order for application to move forward to Public Hearing.
Title Report	2 Copies
Colors and Materials Samples Samples of all exterior building materials, manufacturer/s color sample and material swatches. Label each item as to the use and the manufactures specification.	Mount on 8 ½” 11” card stock. Larger cards <i>cannot</i> be accepted.
Environmental Information Form (attached)	1 Copy
Photographs of existing building and site	15 Color Copies - Digital photographs preferred. Mount or print on 8 ½” x 11 and an electronic copy.
A statement as to the disposition of all existing structures, trees, walls, tanks, irrigation and public utility lines and facilities. In addition, a description of the proposed method of sewerage disposal, water, electric, gas, and the telephone service connections of relocation is necessary, along with the names and addresses and telephone numbers for each such agency supplying service to the site.	

General information

APPLICANT(S), PLEASE NOTE:

- Discuss your project with a planner.** As early as possible in the design process schedule one or more meetings with a Staff Planner to discuss the site design, architecture, landscaping and planning process. We can help you to identify and avoid problems.
- Discuss the project with your neighbors.** It is important to speak to your neighbors early on in the process in order to hear their concerns and try to resolve any potential issues and/or concerns, if possible. This advice is particularly important for projects within residential neighborhoods.
- Contact South San Francisco Scavengers.** It is important that you contact South SF Scavengers, the City’s Waste Provider, to find out what the sizing requirements will be for waste/recycling receptacles for your project. Incorrectly sized receptacles can create issues for a project down the line.
- Some application submittal requirements may not apply to your project** since this is a comprehensive application form. Please ask the Planning Staff for clarification on what will be required for your specific project.

- ❑ **Complete all items related to your specific type of application.** Applications that are clearly incomplete will not be accepted. If the Planning Division must ask for additional information, the application process will be delayed.
- ❑ **Please type or print** legibly and attach additional sheets to the application if necessary.
- ❑ **A site address is required for every project.** Please ask the Building Division to assign a property address if it does not have one.
- ❑ **To withdraw or continue an item** which has already been publicly noticed for a Commission hearing, a written request must be submitted to the Planning Division prior to the hearing.
- ❑ **Applications shall be processed according to a hearing schedule** which has been determined for the entire year. Copies of the schedule are available at the Planning Division.

Reference phone numbers: Most of your questions can be directed to the Planning Staff; however, some may be best addressed by another department or agency:

City of South San Francisco		Public Utilities	
Building Division	829-6670	California Water Service	343-7698
Engineering Division	829-6652	Westborough Water District	589-1435
Police Department Administration	877-8927	PG&E	598-7204
Fire Department Administration	829-3950	So. S. F. Scavengers	589-4020
Water Quality	877-8555		

The Planning Application Process

Most planning applications follow a similar process. The following outlines the steps that will directly involve you.

Step	What's Involved
1. Pre-Application Meeting	Schedule at your convenience. Preferably when you have a plan of the existing site conditions but before you begin detailed architectural and planning drawings.
2. Application Submittal	Applications may be submitted at any time but the deadline for each planning cycle is always the 15th of each month or the Monday following the 15 th if it falls on a weekend or holiday.
3. Design Review Board (DRB)	Most applications require review by the DRB. This is a panel composed of lay and professional community members who provide recommendations to the Chief Planner and the Planning Commission regarding the project's site planning, building design and landscaping.
4. Application Completeness	After the DRB meeting and a review by Planning staff, a letter may be sent to you describing new information, or corrections to your plans, that you may need to submit to the Planning Division in order to complete your application. If you do not receive this letter within thirty days after your submittal, you may assume that your application is complete.
5. Environmental Determination	Normally, within the thirty day period after your application is accepted as complete your application will be reviewed by Planning staff to determine what category of the State's environmental regulation, called California Environmental Quality Act (CEQA) apply to your project. In some cases additional studies will be required to meet CEQA objectives. You will be contacted by a Planner if your project requires further study. These studies will be prepared in the form of either a "Negative Declaration" or an "Environmental Impact Report."
6. Public Notice	At least ten days before your project is reviewed by the Planning Commission, a notice of a Public Hearing will be sent to property owners within a three-hundred foot radius surrounding your project site. The notice, which is published in the San Mateo Times and mailed to the property owners, describes the project and announces the hearing date.
7. Planning Commission Meeting	The Planning Commission holds public hearings at the Municipal Services Building on the first and third Thursday of each month. Items are normally scheduled for the public hearing six to eight weeks after the application has been accepted as complete. During the hearing, Planning staff will present their report and recommendation to the Commission. You and your development team will also have an opportunity to make a presentation in support of your project. Because it is a public hearing, any members of the public may speak on the item if they wish.
8. Notice of Action	About a week after the Commission's action, you will receive by mail a written statement of the Commission's action and the conditions of approval.
9. Appeal	Following the Commission's action, there is a fifteen day period during which anyone may appeal all or any portion of the action to the City Council. During this appeal period, the City may not take any further actions regarding the project,

including issuing building permits.

Required Plans and Information

Each plan sheet shall include

- Title - include type of request (Use Permit, Variance, Zoning Amendment, etc.)
- Name, address, and phone number of the professional who prepared the plan.
- Name, address, and phone number of the applicant.
- North arrow and scale. Scale for architectural, site and civil plans shall generally be no smaller than 1/8" = 1'0". The scale for site plans of larger sites shall generally be no smaller than 1" = 30'.
- Graphic bar scale. A visual indicator of the scale of drawing. Typically a horizontal bar subdivided into units of scale feet.

Plans

Plans shall be fully dimensioned and accurately drawn. The plans shall contain all the required information and data and any other information the Planning Division determines is necessary to properly evaluate the project.

Boundary Survey

Site plans for new principal structures shall be based upon a boundary survey prepared by a State licensed land surveyor or State licensed civil engineer.

Location Map

Indicate the subject parcel and surrounding streets

Site Plan

- Legal Boundaries - boundary lines and easements
- Topography - contour lines for land and slope
- Street and Lots - proposed street layout and lot design, off- street parking and loading areas
- Buildings - all existing and proposed buildings and structures
- Features - exterior building appurtenances and features
- Lighting - show location, height, size and wattage of exterior lighting
- Adjoining Features - principal features on adjoining streets and properties
- Phasing - indicate construction phasing with timing

Information:

Square Footage of Parcel
Floor Area and Floor Area Ratio (FAR)
Percentage of the lot area covered by structures,
Landscaping and paving
Parking calculation table (e.g. 1 space for every 500 square feet)

Floor Plans

Show interior walls, exterior doors, windows and stairways. The function of each room or area shall be labeled. The finished elevation of each floor shall be indicated here or on building elevations. For alterations provide the appropriate graphic coding of walls to be removed, added or retained pitch.

Roof Plan

Roof plan showing roof pitch and materials, general size, location and screening of all mechanical equipment, vents, ducts, and other roof-mounted items. The plan shall include all attached balconies, decks, chimneys, or other projections.

Elevation Drawings

Show both existing and proposed structures for all elevations with dimensions, materials, colors noted. Indicate all features including windows, doors and other openings, balconies, decks, accessory structures and roof equipment with screening. Indicate any features that are to be removed from or added to existing elevations

- A topographic site plan should detail the following:

Civil Plans

- Existing and proposed retaining walls with their top and toe elevations noted.
- Proposed contour lines showing the limits of cut and fill areas. Draw these lines with a different line style from the existing contours.
- Existing and proposed storm drainage structures with their inlet and invert elevations.
- The centerline slopes of all new streets and driveways with slopes over five percent.
- The visual character of the retaining walls.
- Erosion and storm water control plans.

Two illustrative full site sections through the principal axes of the proposed structures, adjoining streets and structures to communicate the project's character and setting. The Planning Division may require enlarged section and plan details of portions of the project.

Section and Plan Details

A preliminary landscaping plan shall be submitted showing major landscaping structures, such as fences, walls, walkways, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of the final landscaping and automatic irrigation plan will be checked for conformance with the preliminary plan prior to issuance of a building permit.

Preliminary Landscaping Plan

Provide detailed drawings or "catalog cuts" of proposed site structures and street furniture, including: benches, mail boxes, seatwalls, trash containers, trash enclosure structures, fountains and landscape planters, trellis, fences, lighting standards and lighting fixtures.

Street Furniture

Provide detailed drawings or "catalog cuts" of proposed site structures and street furniture, including: benches, mail boxes, seatwalls, trash containers, trash enclosure structures, fountains and landscape planters, trellis, fences, lighting standards and lighting fixtures.

Street Furniture

Include details for height, area, color, materials and shielding.

Required unless the City Engineer determines they are unnecessary for the review process.

Lighting Program

If any signs are to be proposed on the site, they must be part of the application. Sign drawings should indicate clearly the proposed copy (no advertising copy is permitted), colors, materials, location, size, illumination, etc. Total square footage should be calculated for all existing and proposed signs.

Grading and Drainage Plan

Sign Program

All multi-tenant projects shall include a comprehensive sign program. Such a program shall establish clear and precise criteria for all future tenant signs as well as site identification and informational signs.

Depending on the scope and nature of the project, perspective drawings, colored renderings, or models may be required. The minimum requirement is a rendered (colored) copy of the building elevation plans and site plans, suggesting the color and landscaping schemes. Include one colored set of full-sized elevations (building, signage and lighting).

Perspectives, Colored Renderings, Models

The City may require any other drawings or additional information necessary for review of the project

SOUTH SAN FRANCISCO PLANNING APPLICATION

Site Address: _____

Assessor Parcel Number (APN): _____

I. Application Type

- | | | | |
|---------------------------------------|--|---|--------------------------------------|
| <input type="checkbox"/> Use Permit | <input type="checkbox"/> Use Permit Modification | <input type="checkbox"/> Minor Use Permit | |
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Text Amendment | <input type="checkbox"/> General Plan Amendment | |
| <input type="checkbox"/> Precise Plan | <input type="checkbox"/> Parcel Map | <input type="checkbox"/> Variance | <input type="checkbox"/> Other _____ |

Project description: _____

II. Authorization of Property Owner

Property Owner: In signing this application, I, as property owner, have full legal capacity to, and hereby do, authorize the filing of this application. I understand that conditions of approval are binding. I agree to be bound by those conditions, subject only to the right to object at a hearing or during the appeal period.

Name: _____ e-mail: _____

Address / City / State: _____

Phone: _____

Signature: _____ Date: _____

Applicant other than Property Owner: In signing this application, I as applicant, represent to have obtained authorization of the property owner to fill this application. If this application has not been signed by the property owner, I have attached separate documentation of full legal capacity to fill this application and agreement to conditions of approval, subject only to the right to object at the hearings or during the appeal period.

Name: _____ e-mail: _____

Address / City / State: _____

Phone: _____

Signature: _____ Date: _____

Legal Notice Deposit: In addition to the filing fee, a deposit for Legal Noticing procedures is required. This includes newspaper ad, Public Hearing notice to neighbors as required by CEQA and any environmental document noticing that may be required by law. **Please note that this is a deposit and you will be required to reimburse the City of South San Francisco if the costs exceed the initial deposit.**

Notices: Please list any other persons involved in this application who should receive notices and agendas regarding this application.

Name: _____ e-mail: _____

Address: _____ Phone: _____

Signature: _____ Date: _____

Name: _____ e-mail: _____

Address: _____ Phone: _____

Signature: _____ Date: _____

III. General Information

1. Site Description: _____

2. Lot Size: _____ 3. Zoning: _____
4. Present Use: _____
5. Adjacent Uses:
6. List and describe any related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: _____

V. Project Description

1. Please provide a brief one-page narrative describing your project. Attach additional sheets as necessary.

2. Building Floor Area: _____ 4. Existing # Parking Spaces: _____
3. Number of Floors: _____ 5. Proposed # Parking Spaces: _____
6. Loading Zone # Spaces: _____ 7. Loading Zone Dimensions: _____
8. Grading (cubic yards):
- a. Total Cut: _____ d. Total Export: _____
- b. Total Fill: _____ e. Total Distributed Area: _____
- c. Total Import: _____
9. Business hours of operation: _____ 10. Total # employees per shift: _____

10. Describe the proposed construction scheduling and anticipated incremental development.

11. Describe associated projects, if applicable. _____

12. If residential, include the number of units, density per net acre, schedule of unit sizes, range of sales prices or rents, and type of household and household size expected.

13. If commercial, indicate the type and whether it is neighborhood, city or regionally oriented. Indicate square footage of sales area, office area, and loading areas.

14. If industrial, indicate type, square footage of office, loading, warehouse areas (including trucking information).

15. If institutional, indicate the major function, estimated number of employees per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.

16. Storm Water Quality.

- a. Total of the site area to be disturbed or graded during construction. _____
- b. Total impervious area connected to City storm drain system (excluding single family dwellings). _____

Westborough Water District

17. All applicants submitting development applications for projects more intense than a single-family dwelling will be notified by the Planning Division that they must obtain a “will serve” letter from the Westborough Water District prior to the city certifying the application is complete.

VI. Environmental Setting

1. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures.

2. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family, apartment, shops, strip mall, warehouse, etc.)

For Official Use Only	
Case No.: _____ Hearing Date: _____ Fee: _____ Receipt No.: _____	Planning Commission <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditionally Approved
This Project has been accepted for the Following Deadline:	Chief Planner _____ Date _____

ENVIRONMENTAL INFORMATION FORM

This form is to be used for the initial evaluation of all projects not included within the lists of ministerial projects and categorically exempt projects for South San Francisco.

The applicant shall complete the form and return it to the Planning Division, which shall determine if the project may have, or could not leave, a significant effect on the environment.

Based on the determination from the Environmental Information Form, the applicant shall be advised of whether a Negative Declaration or Environment Impact Report is required. Environmental analysis determination and completion of environmental review Pursuant to South San Francisco's Environmental Review Process is required prior to proceeding with any Project.

General Information (to be completed by applicant): _____
(Date Filed)

General Information

1. Developer or Project Sponsor:

Name: _____

Address: _____

City, St, Zip: _____

Phone: _____ e-mail: _____

Person to be contacted concerning this project:

Name: _____

Address: _____

City, St, Zip: _____

Phone: _____ e-mail: _____

2. Indicate the permit number for the project to which this form pertains: _____

3. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state, and federal agencies.

4. Zoning:

5. Proposed use of the site (Project for which form is filed): _____

6. Site Size (acreage or square footage): _____
7. Square Footage of existing and/or proposed building(s) and/or use(s): _____
8. Building height and number of floors of construction: _____
9. Amount of off-street parking provided: _____
10. Attach site plans and elevations.
11. Proposed scheduling or phasing of development: include estimated completion date:

12. Associated projects: _____
13. Anticipated incremental development: _____
14. If residential, include the number of units, schedule of unit size, range of sale prices or rents and type of household size expected: _____
15. If commercial, indicate the type and whether it is neighborhood, city or regionally oriented, square footage of sales area and loading facilities: _____

16. If industrial, indicate type, estimated employment per shift, and loading facilities:

17. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:

18. If the project involves a variance, conditional use or zoning application, state this and indicate clearly why the application is required: _____

Are the following items applicable to the project or its effects? Discuss below all items checked yes (Attach additional sheets as necessary). Attach any studies or surveys that have been conducted on the site.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	19. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
<input type="checkbox"/>	<input type="checkbox"/>	20. Change in scenic views or vistas from existing residential areas or public lands or roads.
<input type="checkbox"/>	<input type="checkbox"/>	21. Change in pattern, scale or character of general area of project.
<input type="checkbox"/>	<input type="checkbox"/>	22. Significant amounts of solid waste or litter.

<input type="checkbox"/>	<input type="checkbox"/>	23. Change in dust, ash, smoke, fumes or odors in vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	24. Change in ocean, bay, lake, stream, or ground water quality of quantity, or alteration of existing drainage patterns.
<input type="checkbox"/>	<input type="checkbox"/>	25. Substantial change in existing noise or vibration levels in the vicinity.
<input type="checkbox"/>	<input type="checkbox"/>	26. Site on filled land or on slope of 10 percent or more grade.
<input type="checkbox"/>	<input type="checkbox"/>	27. Use of disposal of potentially hazardous materials, such as toxic substances, flammable or explosives.
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	28. Substantial change in demand for municipal services (police, fire, water, sewage, etc).
<input type="checkbox"/>	<input type="checkbox"/>	29. Relationship to a larger project or series or projects.

31. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.

32. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.) and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Name (please print)

Title

Signature

Date



CITY OF SOUTH SAN FRANCISCO

COST REIMBURSEMENT AND HOLD HARMLESS AGREEMENT

The City Council has authorized cost reimbursement for City Attorney services for the following types of projects requiring discretionary approval:

1. All non-residential projects requiring approval of:
 - (a) Conditional use permit
 - (b) Planned Unit Development Permit
 - (c) Development Agreement
 - (d) Zoning amendment
 - (e) General plan amendment or;
 - (f) Specific plan or amendment thereto or other discretionary approval.
2. All residential or mixed use projects containing four (4) or more residential units and/or those residential projects requesting an owner participation agreement, disposition and development agreement, affordable housing agreement or development agreement;
3. Any project requiring a mitigated negative declaration, environmental impact report, or an addendum to an environmental impact report.

Applicant agrees to pay all personnel and related direct, indirect and overhead costs of the City Attorney for review and processing necessary for the subject project, even if the application is withdrawn, not approved, approved subject to conditions, or modified on approval. Applicant agrees to make an initial deposit of two thousand dollars (\$2,000) unless the proposed project requires an Environmental Impact Report, Development Agreement, General Plan Amendment or a Specific Plan, in which case the deposit shall be five thousand dollars (\$5,000.00). Deposits shall be applied toward the above referenced costs. Applicant further agrees that no final building permit and/or inspection for the project will occur until all costs are paid. Any refund of amounts deposited shall be made in the name of the applicant, to the address noted for billing information.

Applicant shall provide written notice to the City's Chief Planner in the event there is a change in the applicant's interest in the property, project, or the billing contact person for said project. Said notice shall be mailed first class, postage paid, certified mail to:

Chief Planner
City of South San Francisco
315 Maple Avenue
South San Francisco, CA 94080

Applicant, and any other signatories below, hereby understand and agree that the costs incurred by the City Attorney for review and processing of the proposed project are attributable to the project and may not be assigned without the prior written consent of the City. Applicant shall remain responsible for all outstanding costs incurred by the City. The City reserves the right to request an additional deposit from applicant, should the City Attorney incur additional costs or if costs exceed the amount on deposit.

Applicant, and any other signatories below, agree to defend, indemnify, and hold harmless the City of South San Francisco and its agents, officers, and employees from any action, claim, or proceeding brought against the City or its agents, officers, or employees which challenges the validity of any approval by the City, its agencies, boards, Commission, or Council with respect to applicant's project. Applicant, and other signatories below agree that this indemnification shall apply to any attorney fees incurred by the City, costs of suit, damages, or other expenses awarded against the City, its agents, officers, and employees in connection with the action. This indemnification releases the City from and against all liability in connection with City's defense of its action in any proceeding brought in any state or federal court challenging the City's actions with respect to the applicant's project.

In the event that an action, claim, or proceeding is initiated against the City with respect to the applicant's project the applicant, and other signatories below, shall cooperate fully in the defense upon receipt of notification by the City. Nothing in this agreement shall prohibit the City from participating in the defense of any claim.

This agreement shall be only executed by an authorized representative of the applicant. The person(s) executing this agreement represents that he/she is authorized to enter into agreement on behalf of the applicant. If more than one person or entity is named as Applicant for the proposed project, all entities/persons must sign as indicated below.

Project Name: _____

Site Address: _____

Applicant Signature

Date

Print Name: _____

Title: _____

Property Owner Signature (*If different than applicant*)

Date

Print Name: _____

Title: _____

Additional applicants:

Applicant (2)

Date: _____

Print Name: _____

Title: _____

Applicant (3)

Date: _____

Print Name: _____

Title: _____

APPLICATION CHECKLIST

Note: Failure to submit all required information could result in the application being removed from the Agenda and returned to the applicant.

		Appl.	Staff
1.	Fee	<input type="checkbox"/>	<input type="checkbox"/>
2.	Completed & Signed Application	<input type="checkbox"/>	<input type="checkbox"/>
3.	Dated Plans (include name & telephone number of architect/designer)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Site Plan including:		
	A. Property lines & dimensions	<input type="checkbox"/>	<input type="checkbox"/>
	B. Setback lines	<input type="checkbox"/>	<input type="checkbox"/>
	C. Existing/Proposed structures	<input type="checkbox"/>	<input type="checkbox"/>
	D. Lot coverage calculations	<input type="checkbox"/>	<input type="checkbox"/>
	E. Roof Plan	<input type="checkbox"/>	<input type="checkbox"/>
	F. Open Parking Areas	<input type="checkbox"/>	<input type="checkbox"/>
5.	Elevations including		
	A. Trims & Finishes	<input type="checkbox"/>	<input type="checkbox"/>
	B. Roof Pitch	<input type="checkbox"/>	<input type="checkbox"/>
	C. Any existing or proposed roof equipment	<input type="checkbox"/>	<input type="checkbox"/>
	D. Any retaining walls & fences	<input type="checkbox"/>	<input type="checkbox"/>
	E. Any signs	<input type="checkbox"/>	<input type="checkbox"/>
6.	Floor plans clearly showing:		
	A. Existing and proposed floor plan	<input type="checkbox"/>	<input type="checkbox"/>
	B. Room function & size	<input type="checkbox"/>	<input type="checkbox"/>
	C. Existing & proposed gross floor area	<input type="checkbox"/>	<input type="checkbox"/>
	D. Garage dimensions	<input type="checkbox"/>	<input type="checkbox"/>
7.	Landscape plan including:		
	A. Species types	<input type="checkbox"/>	<input type="checkbox"/>
	B. Planting sizes and numbers	<input type="checkbox"/>	<input type="checkbox"/>
	C. Type of irrigation system	<input type="checkbox"/>	<input type="checkbox"/>
Note: Landscape plans are not required for additions to existing single-family dwellings.			
8.	8 ½" x 11" Colors & Materials board	<input type="checkbox"/>	<input type="checkbox"/>
9.	8 ½" x 11" Mounted Photographs	<input type="checkbox"/>	<input type="checkbox"/>
10.	Required copies of plans	<input type="checkbox"/>	<input type="checkbox"/>
11.	Electronic files of color renderings & plans	<input type="checkbox"/>	<input type="checkbox"/>
12.	City Attorney Cost Recovery Agreement	<input type="checkbox"/>	<input type="checkbox"/>