

This handout is intended to be a general guide for the number of plans required for submittal. The amount of plans needed may vary on a case-by-case basis. Additional sets may be necessary for referral to outside agencies (e.g. Alameda County, Alameda County Flood Control District Zone 7, East Bay Regional Park District, the Pleasanton Unified School District, etc).

Minimum recommended size for reduced sized plans is 11"x17" and should include a graphic scale. All plans need to be drawn to a scale (1"=1/4" or 1/8").

See application type handout for additional submittal requirements.

### **Administrative Design Review**

1 full-sized (24x36)

### **Annexation\***

1 full-sized (24x36)

\*required at the end of the process

### **Appeal\***

\*Work with the project planner on the number of plans needed for the hearing.

### **Condominium Conversion**

15 full-sized (24x36)

### **Design Review (Zoning Administrator)**

3 full-sized (24x36),

7 reduced-sized (11x17)

### **Design Review (Planning Commission)**

- on initial submittal:

5 full-sized (24x36),

5 reduced-sized (11x17)

- prior to Planning Commission hearing:

3 full-sized (24x36),

12 reduced-sized (11x17)

color renderings

### **Lot Line Adjustment/Merge**

5 full-sized (24x36)

### **Minor Subdivisions**

10 full-sized (24x36),

### **Preliminary Review**

9 full-sized (24x36)

## **Still have Questions?**



*The City of Pleasanton is committed to helping you achieve your development goals. If you have any questions about the information in this brochure, please contact us.*

*Public Information Planner*

*Telephone:*

**925-931-5600**

*E-mail:*

<http://www.ci.pleasanton.ca.us/services/contact/comments/>

*Or*

*stop in to see a planner:*

**City Hall**

**200 Old Bernal Avenue**

**Monday\* - Friday, 8:00 a.m. - 5:00 p.m.**

\*Planners are not available on Mondays from 9:00 a.m. to 11:30 a.m.

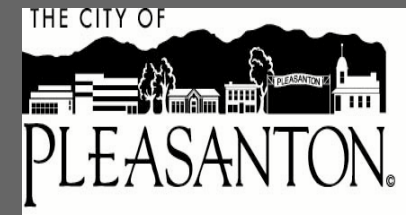
*Brochure prepared by the Planning Division*

## **Required Exhibits**

### ***What is needed to get a project started?***

Basic information and specified number of exhibits are needed to get a project started through the process. With a complete submittal, staff can process your project quickly and smoothly.

A complete submittal will ensure that comments can be obtained from all necessary departments, divisions, and agencies.



**City of Pleasanton  
Community Development Department  
Planning Division**

**200 Old Bernal Avenue  
P.O. Box 520  
Pleasanton, CA. 94566-0802**

**Tel: (925) 931-5600  
FAX: (925) 931-5483**

## Personal Wireless Service Facilities

- 3 full-sized (24x36)
- 16 reduced-sized (11x17)

## PUD Development Plan &

### PUD Major Modification

- on initial submittal;
  - 5 full-sized (24x36),
  - 5 reduced-sized (11x17),
  - 1 CD of plans saved as PDF files
- prior to Planning Commission hearing
  - 3 full-sized (24x36),
  - 12 reduced-sized,
  - (11x17) color rendering;
- prior to City Council hearing
  - 3 full-sized (24x36),
  - 12 reduced-sized,
  - (11x17) color renderings.

### PUD Minor Modification

- 3 full-sized (24x36),
- 10 reduced-sized (11x17)

### Sign Design Review\*

- 3 full-sized (24x36),
- 12 reduced-sized (11x17)

\*colored simulation/elevations with sign construction/mounting details

### Tentative Map

on initial submittal

- 5 full-sized (24x36),
- 5 reduced-sized (11x17)

prior to Planning Commission hearing

- 3 full-sized (24x36),
- 12 reduced-sized (11x17)

### Use Permit

- 3 full-sized (24x36),
- 12 reduced-sized (11x17)

### Variance

- 3 full-sized (24x36),
- 12 reduced-sized (11x17)

## What are the typical types of documents I will be asked to submit?

**Application:** Applications can be obtained on-line or from the Planning Division counter.

<http://www.ci.pleasanton.ca.us/devreviewapp.html>

**Property owner signature:** The property owner must sign the application form or provide a written letter of authorization prior to submittal of the application for review.

**Photographs or Photo simulation:** Submit photographs or a photo simulation to illustrate your proposed location and/or proposal.

**plan sets**<sup>†</sup>: *All plans need to be drawn to scale and no smaller than 8 1/2"x11" nor larger than 24"x36".*

- **Site plan:** An exhibit which clearly shows the dimensions and locations of all streets, on-street and off-street parking, buildings, and other structures and , where applicable, any bicycle paths and trails; should include lots, boundary lines, setbacks, easements, north arrow, written scale, and graphic (bar) scale; and all existing and proposed medians, median openings, and adjoining driveways. The topographic information must also be provided on this sheet or as a separate sheet.
- **Street Plans:** Plans indicating the proposed street improvements. The plans need to contain dimensions and detail to show right-of-way and pavement widths, street grades, indications if they are public or private streets, and all proposed frontage improvements on existing and proposed streets; provide a typical street section for each type of street being proposed.
- **Elevation drawings:** An exhibit indicating the detailed appearance of all proposed construction (all four sided colored renderings of every building). Dimensions, heights, colors, materials, and any special architectural features should be shown. Commercial projects should provide a conceptual sign program.
- **Floor Plans:** Plans showing all model types and use of spaces. Residential projects must show the location and types of dwelling units and provide and indicate the number of bedrooms per unit.
- **Grading Plan:** A plan showing the existing and proposed contours and the depths of all cuts and fills: Contour lines should be carried a minimum of 50 feet beyond the project boundaries on both the grading plan and the topographic map with drainage and any retaining wall information (including height and materials), building pad elevations, and finished floor elevations.

- **Slope Classification:** A map showing the lands < 10%, 10%-20%, and > 20% slopes. A development profile may be required by the Planning Director.

- **Tree Survey:** A survey of the existing trees on the site, including size, species, and indication of which trees are to be removed, note all "heritage" trees, with accurate drip lines noted. The survey must be accompanied by a tree report prepared by an approved Arborist. A list of approved Arborists can be obtained from the City.

- **Landscape Plan:** A plan detailing the existing and proposed landscaping of the project. The plan must indicate the species (botanical and common names), container sizes, dimensions and location of all proposed trees, shrubs, and groundcover; paving materials, street furniture; and fencing materials with evidence of a irrigation system (indicating a manual or automatic) shown.

- **A written narrative:** A letter which describes in detail any elements of the project. The narrative needs to state the size/area of the project size, size and number of all proposed buildings, size and number of proposed dwelling units, unique characteristics of the proposal, etc. Commercial projects must provide specifications of the permitted and conditional uses desired for the development plan.

- **Data Table:** Every plan set must have a table listing percentage and area data for land coverage by , impervious surface, building coverage (FAR), parking, streets and sidewalks, and recreation facilities. Residential projects must include a calculation of the population density of the development.

- **Soils Report, Geologic Report, and/or Geotechnical Study:** Reports and studies are to be prepared by a registered civil engineer and/or a registered geologist depending on the site characteristics or if required by the Planning Director.

- **Traffic Analysis:** A traffic analysis prepared by a certified traffic engineer may be required for certain developments<sup>††</sup>.

<sup>†</sup> *Additional plans and materials may be required if a hearing is needed, i.e. if there is an appeal.*

<sup>††</sup> *Additional fees may be required.*

*This list is intended to provide general submittal information, see the handout on your specific project type to obtain a project specific submittal checklist.*