



APPLICATION CHECKLIST

- Conditional Use Permit Variance Design Review

PLAN SPECIFICATIONS - Sheets cannot be larger than 24 x 36 inches. All required plans must be collated and submitted as sets, folded to 8.5 x 11 inches. See attached table for # of copies per application type.

REQUIRED PLANS All items are REQUIRED, (Staff will check off in "STAFF" column). Additional information as may be required.

1. Site Plan

STAFF	REQUIREMENTS
<input type="checkbox"/>	<input checked="" type="checkbox"/> Project Location, legal description and assessor's parcel number
<input type="checkbox"/>	<input checked="" type="checkbox"/> Property owner's name and address
<input type="checkbox"/>	<input checked="" type="checkbox"/> Name of person or firm who prepared the plans & preparation date (indicate architect or engineer)
<input type="checkbox"/>	<input checked="" type="checkbox"/> Vicinity map and north arrow
<input type="checkbox"/>	<input checked="" type="checkbox"/> Boundaries of subject property with dimensions and setbacks between property lines and buildings
<input type="checkbox"/>	<input checked="" type="checkbox"/> Show all existing and proposed buildings and structures
<input type="checkbox"/>	<input checked="" type="checkbox"/> Location of roof drains
<input type="checkbox"/>	<input checked="" type="checkbox"/> Include dimensions and label land use and square footage for each building existing and proposed non building activity area
<input type="checkbox"/>	<input checked="" type="checkbox"/> Show distance between buildings and/or structures
<input type="checkbox"/>	<input checked="" type="checkbox"/> Existing and proposed walls, fences, etc., indicating height, design, and materials
<input type="checkbox"/>	<input checked="" type="checkbox"/> Parking layout, pedestrian walks, loading and trash areas
<input type="checkbox"/>	<input checked="" type="checkbox"/> Location of all existing trees and manmade features to remain or to be removed
<input type="checkbox"/>	<input checked="" type="checkbox"/> Show all easements
<input type="checkbox"/>	<input checked="" type="checkbox"/> Location, type, and size of all existing and proposed utilities (The facilities include, but are not limited to: electric transformer boxes, fuse boxes, telephone boxes, post indicator valves, and fire department connectors [standpipes], backflow prevention devices, etc.)
<input type="checkbox"/>	<input checked="" type="checkbox"/> Lot coverage and floor area ratio (FAR)
<input type="checkbox"/>	<input checked="" type="checkbox"/> Adjacent streets, alleys, properties and structures
<input type="checkbox"/>	<input checked="" type="checkbox"/> Trash areas with screening
<input type="checkbox"/>	<input checked="" type="checkbox"/> Delination of phasing, when applicable
<input type="checkbox"/>	<input checked="" type="checkbox"/> Size no less than 11" x 17"
<input type="checkbox"/>	<input checked="" type="checkbox"/> All adjacent public streets and a cross section of each street
<input type="checkbox"/>	<input checked="" type="checkbox"/> The following called out on the plan view and cross section: a. Existing and proposed locations and width of right-of-way, centerline, sidewalk, curb and gutter, and parkway
<input type="checkbox"/>	<input checked="" type="checkbox"/> The following shall be called out in the plans: a. Existing and proposed locations, and width of driveways b. Existing and proposed street lights

STAFF	REQUIREMENTS
<input type="checkbox"/>	<input checked="" type="checkbox"/> c. Existing and proposed sewer, sewer manholes, cleanouts, and sewer laterals
<input type="checkbox"/>	<input checked="" type="checkbox"/> d. Existing and proposed storm drains, and all inlets & cleanouts
<input type="checkbox"/>	<input checked="" type="checkbox"/> e. Call out invert elevations, sizes, types, and grades for all pipe type (sewer or storm drain)
<input type="checkbox"/>	<input checked="" type="checkbox"/> f. Existing fixtures and signs in right-of-way (Private Encroachments)
<input type="checkbox"/>	<input checked="" type="checkbox"/> g. Existing and proposed bus shelters if any.
<input type="checkbox"/>	<input checked="" type="checkbox"/> h. All existing and proposed water quality features
<input type="checkbox"/>	<input checked="" type="checkbox"/> i. Low Impact Development (LID) features
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> If project size is greater than one acre a "WQTR" Water Quality Technical Report is required with the first submittal
<input type="checkbox"/>	<input type="checkbox"/> Complete form 5500
<input type="checkbox"/>	<input checked="" type="checkbox"/> Existing topography
<input type="checkbox"/>	<input checked="" type="checkbox"/> Location of existing and proposed signs
<input type="checkbox"/>	<input checked="" type="checkbox"/> Airport Influence Area (see attachment)

2. Elevations

STAFF	REQUIREMENTS
<input type="checkbox"/>	<input checked="" type="checkbox"/> All building sides, walls and/or fences, signs and exterior lights
<input type="checkbox"/>	<input checked="" type="checkbox"/> Street elevation when more than one building will be visible from the street
<input type="checkbox"/>	<input checked="" type="checkbox"/> Label building height
<input type="checkbox"/>	<input checked="" type="checkbox"/> Illustrative cross sections and enlargements of architectural elements or details
<input type="checkbox"/>	<input checked="" type="checkbox"/> All exterior building materials clearly labeled on each sheet of elevations
<input type="checkbox"/>	<input checked="" type="checkbox"/> Color Site Plan & Elevation Plan (Not required with first submittal.) One set of colored site plans and elevations can be submitted to the project planner after the project has been deemed complete.
<input type="checkbox"/>	<input checked="" type="checkbox"/> Reduced Site Plan & Elevation Plan (Not required with first submittal.) Projects scheduled for public hearing require one 8.5" x 11" reduction of site plan and elevations to be submitted to the project planner two weeks prior to the public hearing
<input type="checkbox"/>	<input checked="" type="checkbox"/> Public Hearing Images (Not required with first submittal.) Provide color slides or digital photos on CD for use at the public hearing. Subject and number of photos will be determined by the project planner and must be submitted two weeks prior to the public hearing



APPLICATION CHECKLIST

3. Floor Plans

STAFF	REQUIREMENTS
<input type="checkbox"/>	<ul style="list-style-type: none"> ✓ Floor Plans <ul style="list-style-type: none"> a. Floor plan with square footage included for each floor b. Identify the interior use, occupancy and square footage of each area or room of the building c. Identify the type of construction d. Identify the type of fire sprinkler system e. Identify the size of window and door openings
<input type="checkbox"/>	◇ Location & size of storage areas

<input type="checkbox"/>	✓ All retaining walls noted on the grading plans and include a detailed wall profile showing types and locations, and top and bottom of walls elevations
<input type="checkbox"/>	✓ If the project is within FEMA, show the 100 yr. Floodplain elevation
<input type="checkbox"/>	✓ Easements: All Private and Public easements depicted on the plans
<input type="checkbox"/>	✓ Storm water treatment detention facilities

4. Conceptual Landscape Plans

STAFF	REQUIREMENTS
<input type="checkbox"/>	✓ Plant material matrix
<input type="checkbox"/>	✓ Suggested plant palette, indicating conceptual location of trees, shrubs, and groundcover
<input type="checkbox"/>	✓ Trees to remain or to be removed
<input type="checkbox"/>	✓ Berming and/or mounded areas (showing contour & height)
<input type="checkbox"/>	✓ Exterior lighting (location & style)
<input type="checkbox"/>	✓ Percentage and square footage of landscaped area to total site
<input type="checkbox"/>	✓ Plazas, sidewalks, or other hardscape elements, such as special paving
<input type="checkbox"/>	✓ Concept Statement of compliance with Chula Vista water conservation ordinance
<input type="checkbox"/>	✓ Concept Design Statement with "Design Objective"
<input type="checkbox"/>	✓ Irrigation system

6. Documents & Additional Plans

STAFF	REQUIREMENTS
<input type="checkbox"/>	✓ Application Development Processing form Type A
<input type="checkbox"/>	✓ Project Description & Justification form (Application Appendix A)
<input type="checkbox"/>	✓ Disclosure Statement (Appendix B)
<input type="checkbox"/>	◇ Development Permit Processing Agreement form (Application Appendix C)
<input type="checkbox"/>	◇ Hazmat disclosure statement on application
<input type="checkbox"/>	◇ Operational Profile
<input type="checkbox"/>	◇ Preliminary Soils/Geological Report
<input type="checkbox"/>	◇ Noise Study
<input type="checkbox"/>	◇ Traffic Study
<input type="checkbox"/>	◇ Preliminary Title Report
<input type="checkbox"/>	◇ Preliminary Environmental Review Application Package (separate fee required)
<input type="checkbox"/>	◇ Parking Study/Analysis
<input type="checkbox"/>	◇ Water Conservation Plan
<input type="checkbox"/>	◇ Air Quality Improvement Plan
<input type="checkbox"/>	◇ Exhibit showing common and private open space areas

5. Conceptual Grading plan

STAFF	REQUIREMENTS
<input type="checkbox"/>	✓ Indicate existing contours both on-site and a minimum of 50 feet beyond the project boundaries
<input type="checkbox"/>	✓ Indicate direction of existing and proposed drainage, finish grade, and finish floor elevations
<input type="checkbox"/>	✓ Indicate proposed grading, structures, curbs, walls (height), gutters, pavement, drainage, structures, swales, mounding, slopes, open space and trails. Include distance, spot elevations, gradients, contours, details, cross section, flow arrows, etc.
<input type="checkbox"/>	✓ Cross section at all site boundaries, to scale, showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls), and elevation differences (maximum and minimum conditions) between off-site structures and those on site
<input type="checkbox"/>	✓ Earthwork quantities (borrow and disposal areas)
<input type="checkbox"/>	✓ Retaining walls (top and footing elevations)
<input type="checkbox"/>	✓ Grading Requirements: If the plans submitted propose grading of more than 250 cubic yard of earthwork, then a Grading Permit (Land Development Permit) will be required (see handout).

Office Use Only

<input style="width: 100%; height: 30px;" type="text"/> Pre-submittal check (initial)	<input style="width: 100%; height: 30px;" type="text"/> Deemed Complete (initial & date)



APPLICATION CHECKLIST

REQUIRED NO. OF PLANS & FLASH DRIVES FOR DISCRETIONARY APPLICATIONS

TYPE OF APPLICATION	PLANS	FLASH DRIVES
Annexation	3	3
Conditional Use Permit	5	5
Conditional Use Permit-Alcohol	2	1
Conditional Use Permit-Cell Sites	3	3*
Conditional Use Permit-Sales Office	3	4
Design Review	5	5
Environmental Impact Report**	5	3
Initial Study	3	2
Initiation Request	1	2
Large Family Day Care	1	4
Major Planning Application**	5	4
Planned Sign Program	4	1
Pre-Application Review	4	0
Preliminary Environmental Review	3	2
Tentative Subdivision Map	5	5
Zone Change	2	5
Zone Variance	3	5

* Additional flash drives required if located on SDG&E towers, Otay Water District/Sweetwater District property.
 ** Depending on the Project, additional sets may be required.

1. All flash drives must be labeled with Project name and address.
2. For multiple applications only submit the highest number of plans/flash drives of the various applications. For example, if a CUP requires three (3) sets of plans and a DRC requires five (5) sets of plans, and both applications are submitted at the same time, only submit a total of five (5) sets of plans since the routing process will be combined.
3. Additional flash drives may be required if within the Coastal Zone, SD Port District, Brown Field Airport Influence Area, adjacent to Caltrans property, or if determined historical.