All building sides, walls and/or fences, signs and exterior lights

Street elevation when more than one building will be visible from the street

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.

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.

2. Elevations

STAFF REQUIREMENTS

☑ All building sides, walls and/or fences, signs and exterior lights
☑ Street elevation when more than one building will be visible from the street
☑ Label building height
☑ Illustrative cross sections and enlargements of architectural elements or details
☑ All exterior building materials clearly labeled on each sheet of elevations
☑ 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.

☑ 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.

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.

1. Site Plan

STAFF REQUIREMENTS

☑ Project Location, legal description and assessor’s parcel number
☑ Property owner’s name and address
☑ Name of person or firm who prepared the plans & preparation date (indicate architect or engineer)
☑ Vicinity map and north arrow
☑ Boundaries of subject property with dimensions and setbacks between property lines and buildings
☑ Show all existing and proposed buildings and structures
☑ Location of roof drains
☑ Include dimensions and label land use and square footage for each building existing and proposed non building activity area
☑ Show distance between buildings and/or structures
☑ Existing and proposed walls, fences, etc., indicating height, design, and materials
☑ Parking layout, pedestrian walks, loading and trash areas
☑ Location of all existing trees and manmade features to remain or to be removed
☑ Show all easements
☑ 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.)
☑ Lot coverage and floor area ratio (FAR)
☑ Adjacent streets, alleys, properties and structures
☑ Trash areas with screening
☑ Delination of phasing, when applicable
☑ Size no less than 11” x 17”
☑ All adjacent public streets and a cross section of each street
☑ 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
☑ The following shall be called out in the plans:
  a. Existing and proposed locations, and width of driveways
  b. Existing and proposed street lights
  c. Existing and proposed sewer, sewer manholes, cleanouts, and sewer laterals
  d. Existing and proposed storm drains, and all inlets & cleanouts
  e. Call out invert elevations, sizes, types, and grades for all pipe type (sewer or storm drain)
  f. Existing fixtures and signs in right-of-way (Private Encroachments)
  g. Existing and proposed bus shelters if any.
  h. All existing and proposed water quality features
  i. Low Impact Development (LID) features
☑ If project size is greater than one acre a “WQTR” Water Quality Technical Report is required with the first submittal
☑ Complete form 5500
☑ Existing topography
☑ Location of existing and proposed signs
☑ Airport Influence Area (see attachment)
3. Floor Plans

**STAFF REQUIREMENTS**

- [ ] **Floor Plans**
  - 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
- [ ] Location & size of storage areas

4. Conceptual Landscape Plans

**STAFF REQUIREMENTS**

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

5. Conceptual Grading plan

**STAFF REQUIREMENTS**

- [ ] Indicate existing contours both on-site and a minimum of 50 feet beyond the project boundaries
- [ ] Indicate direction of existing and proposed drainage, finish grade, and finish floor elevations
- [ ] 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.
- [ ] 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
- [ ] Earthwork quantities (borrow and disposal areas)
- [ ] Retaining walls (top and footing elevations)
- [ ] 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).

6. Documents & Additional Plans

**STAFF REQUIREMENTS**

- [ ] Application Development Processing form Type A
- [ ] Project Description & Justification form (Application Appendix A)
- [ ] Disclosure Statement (Appendix B)
- [ ] Development Permit Processing Agreement form (Application Appendix C)
- [ ] Hazmat disclosure statement on application
- [ ] Operational Profile
- [ ] Preliminary Soils/Geological Report
- [ ] Noise Study
- [ ] Traffic Study
- [ ] Preliminary Title Report
- [ ] Preliminary Environmental Review Application Package (separate fee required)
- [ ] Parking Study/Analysis
- [ ] Water Conservation Plan
- [ ] Air Quality Improvement Plan
- [ ] Exhibit showing common and private open space areas
## REQUIRED NO. OF PLANS & FLASH DRIVES FOR DISCRETIONARY APPLICATIONS

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<th>TYPE OF APPLICATION</th>
<th>PLANS</th>
<th>FLASH DRIVES</th>
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<td>Conditional Use Permit</td>
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<td>Conditional Use Permit-Cell Sites</td>
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<td>Environmental Impact Report**</td>
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<td>Initial Study</td>
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<td>Initiation Request</td>
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<td>Major Planning Application**</td>
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<td>Zone Variance</td>
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* 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.