



City of Grover Beach Planning Division DEVELOPMENT / USE PERMIT SUBMITTAL CHECKLIST NEW CONSTRUCTION

154 South Eighth Street - Grover Beach, CA 93433 - Phone (805) 473-4520 - www.groverbeach.org

The information on this checklist **must** be submitted with your project to be accepted for review. These are the minimum requirements and additional information and plans may be required to evaluate your application following initial review by staff. A copy of this list will be used to check your application for completeness after it is submitted. **Applications not containing the necessary information as shown on this checklist will not be accepted for review. Check each box under “applicant” to indicate that the information has been provided and sign the Checklist. If you believe an item is not applicable to your application, please indicate.** If you have any questions regarding this form or uncertain if a specific requirement applies to your project, please contact the planning staff at (805) 473-4520.

- | Applicant | City | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Development Application form. |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed Environmental Information form. |
| <input type="checkbox"/> | <input type="checkbox"/> | Payment of application fee deposit as established by the Master Fee Schedule. |
| <input type="checkbox"/> | <input type="checkbox"/> | A Title Report (within six months of application filling date) for property ownership and easement verification. Not required for new single family residences or additions. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Description – Provide a detailed description of the proposed use. Commercial uses should include: type of proposed activities, goods and services offered, square footage, hours of operation, number of employees, etc. Residential uses should include: number of existing and proposed units, square footage, use of each room, number of parking spaces, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | Five (5) sets of folded plans.
The plans must contain the information outlined below. Plans must contain clear, legible, accurate and complete information that conforms to City Codes and Standards. <i>NOTE: Projects requiring Planning Commission review will require additional sets of full sized plans and a digital copy in pdf format submitted prior to scheduling the public hearing.</i> |

Project Statistics must be included on the cover sheet with the following information:

- | Applicant | City | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Vicinity map. |
| <input type="checkbox"/> | <input type="checkbox"/> | Address and assessor parcel number of the project site. |
| <input type="checkbox"/> | <input type="checkbox"/> | The date the plans were prepared and/or revised. |
| <input type="checkbox"/> | <input type="checkbox"/> | Name and telephone number of the applicant and persons preparing the plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning of the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | Total area of the project site in square feet. |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed interior/exterior uses with area calculations (e.g., Residential – living area, garage, porch/deck; Commercial – office, retail; Industrial – manufacturing, office, warehouse). |

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Allowable density and proposed number of units (refer to Development Code Table 2.3 for Residential Zones Development Standards, Table 2.5 for Commercial Zone Development Standards, and Table 2.7 for Industrial Zones Development Standards). |
| <input type="checkbox"/> | <input type="checkbox"/> | A calculation of the number of parking spaces required and proposed (refer to Development Code Section 3.50 Parking Regulations). |
| <input type="checkbox"/> | <input type="checkbox"/> | The area and percentage of existing, proposed, and net increase of impervious paving on the lot. |
| <input type="checkbox"/> | <input type="checkbox"/> | The area and percentage of existing and proposed landscaping as defined in Development Code Section 3.30.040.C. |
| <input type="checkbox"/> | <input type="checkbox"/> | Residential private open space calculations as defined in Development Code Section 4.10.120 or 4.30.040. |

Site Plan including following information:

- | Applicant | City | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale of the drawings (use 1 inch=10 feet for projects less than one acre in size). |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensioned property lines and all existing and proposed building setbacks (refer to Development Code Table 2.3 for Residential Zones Development Standards, Table 2.5 for Commercial Zone Development Standards, and Table 2.7 for Industrial Zones Development Standards). |
| <input type="checkbox"/> | <input type="checkbox"/> | All existing and proposed building and structure footprints, including building cantilevers. Indicate all existing building/structures to be removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a table that indicates the existing and proposed building footprint, hardscape (driveways, parking areas, etc.), and landscape coverage areas in square feet and percentage of lot area. This should total the lot size and 100% of the lot area (refer to Development Code Section 9.10.020 for definition of Lot Coverage and Development Code Section 3.30.040.C for Landscape Coverage). |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, name and right-of-way width of adjacent streets. |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed public and private easements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking spaces, driveways, and aisles with typical dimensions. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of trash enclosures to accommodate refuse and recycling with pedestrian access that does not require opening a gate (refer to Development Code Section 2.30.050.C.3.). (Commercial and Multi-Family Residential projects only). |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and height of existing and proposed walls/fences. |
| <input type="checkbox"/> | <input type="checkbox"/> | Label landscaping and outdoor use areas (e.g., patios, decks, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed exterior mechanical equipment (e.g., transformers, pedestals, backflow devices, etc. and method of proposed screening (Commercial/Industrial projects only). |
| <input type="checkbox"/> | <input type="checkbox"/> | Finished floor elevations of all ground floors. |

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| <input type="checkbox"/> | <input type="checkbox"/> | All existing and proposed public improvements (refer to Development Code Section 5.20 Street Improvements). |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, dimensions, and size of drainage facilities (refer to Development Code Section 5.50.080 Drainage Standards). |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing overhead utilities, pole locations, and anticipated service locations to property (refer to Development Code Section 5.40 Utility Undergrounding). |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed water and sewer services with note to reuse or abandon. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, type, diameter at 4.5-feet above the ground, dripline, and status (i.e., to be removed or retained) of all existing trees with a trunk diameter of 4-inches or more. An Arborist Report is required if development is within the dripline of a mature Oak tree, on or off-site. |

Floor Plans with the following information:

- | Applicant | City | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale of the drawings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Size, dimensions, and uses of all rooms. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate stairways, steps, doorways, windows, closets, patios, porches, decks, built-in appliances, and bathroom fixtures. |
| <input type="checkbox"/> | <input type="checkbox"/> | Clearly indicate existing walls, existing walls to be removed, and proposed walls (do not include construction details). |

Building and structure elevations with the following information:

- | Applicant | City | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Scale of the drawings (minimum ¼ inch=1 foot). |
| <input type="checkbox"/> | <input type="checkbox"/> | All building elevations labeled north, south, east and west (do not label front, side and rear to avoid confusion). |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a minimum of two site cross sections that include buildings. |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensioned maximum height of building from average natural grade on <u>all</u> building elevations (refer to Development Code Section 3.10.030.C. for how to calculate the average natural grade). |
| <input type="checkbox"/> | <input type="checkbox"/> | Source of natural grade elevation data must be indicated on the plans and tied to Grover Beach vertical datum. |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify size, material and color of all exterior surfaces and features (e.g., window trim, fascia, rafter tails, etc.) including fences and walls. |
| <input type="checkbox"/> | <input type="checkbox"/> | Commercial and multi-family residential projects must include elevations of all structures (e.g., trash enclosures, carports, etc.) labeled north, south, east and west. Walls/fences must provide a typical section with height, material/finishes, and details (e.g., wall cap). |
| <input type="checkbox"/> | <input type="checkbox"/> | Locations and sizes of signs, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Color and Material board - (8 ½" x 11") with samples (e.g. paint chips, cut-sheets, material |

samples, etc.) for project (not required for residential additions).

Preliminary Grading and Drainage Plan drawn by a licensed professional; stamped and signed with the following information (refer to Development Code Section 5.50 Grading and Drainage as well as the Grading and Drainage Checklist for additional information):

- | Applicant | City | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale of the drawings (use same scale as Site Plan). |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimensioned property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show existing topography (dashed line) and proposed grading (solid line). |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location and elevation of high and low natural grade within building footprint and calculate average natural grade (refer to Development Code Section 3.10.030.C). |
| <input type="checkbox"/> | <input type="checkbox"/> | Show grades and structures within 10 feet of property boundaries. This is necessary to determine potential drainage impacts on adjacent properties. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all proposed building/structures, hardscape (e.g., driveways, walkways, etc.), walls/fences, any significant vegetation (indicate size and type). |
| <input type="checkbox"/> | <input type="checkbox"/> | Source of topographic information with note on plans that elevations shown are tied to the Grover Beach vertical datum with the basis and bearing. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide estimated amounts of cut and fill in cubic yards. |
| <input type="checkbox"/> | <input type="checkbox"/> | All drainage must be retained on-site. Indicate location of proposed drainage basins/facilities, and calculate storage volume in compliance with Development Code Section 5.50.080.C. |
| <input type="checkbox"/> | <input type="checkbox"/> | Finished floor elevations of all ground floors. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate 100-year flood zones and floodways per the most current FEMA maps, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate compliance with Stormwater requirements in Development Code Section 5.60. |

Conceptual Landscape Plan with the following information (refer to Development Code Section 3.30 Landscaping Standards):

- | Applicant | City | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Conceptual plant palette. |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate general location of proposed plant, type, and size. |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, type, and size of proposed street trees. |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a note on the plan indicating that all landscaping must comply with the State's Model Water Ordinance. |

New construction or additions to single family residences north of West Grand Avenue in an R1 zone that exceeds 15 feet in height. These projects require a view analysis to determine whether views from adjacent properties are substantially obstructed. Please contact a planner to determine if your projects meets this criteria. Story poles are required to be installed that accurately illustrate the proposed building height and location. A licensed engineer or surveyor must certify the installation of the story pole heights and locations. Staff will inform the applicant when to install the story poles. **DO NOT INSTALL STORY POLES UNTIL DIRECTED BY STAFF.** The following information is also required to demonstrate compliance with General Plan policies and Development Code requirements:

Applicant

City

Include the outlines of neighboring buildings to compare the heights and relationships between existing and proposed structures.

Include cross sections indicating views from the proposed second story and/or roof deck onto adjacent properties to demonstrate conformance with privacy policies (refer to Development Code Section 2.20.050.B).

Compliance with the California Environmental Quality Act (CEQA) - Please note that once your application is deemed complete, staff will determine if the proposed project qualifies as an exempt project (i.e., does not require environmental review) or requires preparation of an Initial Study. If your proposed project is not exempt, a minimum deposit of \$5,000 will be required to prepare the Initial Study.

I, the undersigned Applicant/Representative, have verified that all the submittal items required on this Checklist are included in the application materials and/or plans.

Signature

Date

Print Name