

DATE RECEIVED  
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PROJECT INTAKE  
(City Use Only)

File No(s): \_\_\_\_\_

Checked in by: \_\_\_\_\_

CITY OF CAMPBELL  
Community Development Department

## UNIFORM DEVELOPMENT APPLICATION

(to be completed electronically only)

### PROJECT SITE INFORMATION

Project Site Address \_\_\_\_\_ Project Site [APN](#) \_\_\_\_\_ [Zoning District](#) / [General Plan Designation](#) \_\_\_\_\_

### APPLICATION TYPE(S) (Please check all that apply)

#### Single-Family Residential (Additions and New Homes)

- Site and Architectural (S&A) Review Permit
- Administrative S&A Review Permit
- Administrative Planned Development Permit
- Tree Removal Permit (associated with the project)

#### Change of Land Use

- Conditional Use Permit
- Administrative Planned Development Permit
- Conditional Use Authorization (Pruneyard only)
- Modification to a Previous Approval

#### All Other Project Types

(Commercial, Industrial, Multi-Family Residential, Mixed-Use)

- |  |  |
|--|--|
| <input type="checkbox"/> Planned Development Permit                | <input type="checkbox"/> Site and Architectural Review Permit              |
| <input type="checkbox"/> Administrative Planned Development Permit | <input type="checkbox"/> Architectural Modification (Pruneyard only)       |
| <input type="checkbox"/> Tentative Parcel/Subdivision Map          | <input type="checkbox"/> Zoning Map/General Plan Amendment                 |
| <input type="checkbox"/> Variance                                  | <input type="checkbox"/> Tree Removal Permit (associated with the project) |
| <input type="checkbox"/> Modification to a Previous Approval       | <input type="checkbox"/> Parking Modification Permit                       |
| <input type="checkbox"/> Reasonable Accommodation                  | <input type="checkbox"/> Conditional Use Permit w/ S&A Review              |

PROJECT DESCRIPTION: \_\_\_\_\_

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
 Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Mobile: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Other: (\_\_\_\_)\_\_\_\_-\_\_\_\_  
 Signature: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
 Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Mobile: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Other: (\_\_\_\_)\_\_\_\_-\_\_\_\_  
 Signature: \_\_\_\_\_

### SUBMITTAL REQUIREMENTS (Please see the following pages)

- Application Statements (Pg. 2)     Filing Fees (Pg. 3)     Project Plans and Additional Materials (Pg. 4-9)

### ACKNOWLEDGEMENTS

Submittal of this development application and signature by the Applicant and Property Owner constitutes acknowledgment of the following by all parties: (1) The Project Site *is not* included on the [Hazardous Wastes and Substances Sites List](#) pursuant to Cal. Gov. Code § 65962.5; (2) A political donation(s) of \$250 or more to any City of Campbell Planning Commissioner *has not* been made pursuant to the [Political Reform Act](#); (3) A vested right to a land use entitlement or building permit will not be conferred without additional approval by the [West Valley Sanitation District](#); and (4) The City of Campbell is granted release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this development application for the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the [California Public Records Act \(CPRA\)](#). If any of these statements cannot be affirmatively acknowledged, please inform the planner *before* submitting a development application. \_\_\_\_/\_\_\_\_ (INITIAL/DATE)

## IMPERVIOUS SURFACE STATEMENT

An impervious surface is any surface that cannot be effectively penetrated by water, including buildings, asphalt and concrete paving. Permeable paving underlain with permeable soil or permeable storage material, are not considered impervious surfaces. As authorized by the Federal Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) requires the City to impose certain [stormwater management](#) requirements based on the quantity of new and/or replaced impervious surfaces.

Please check one of the following boxes:

- (1) The project will create or replace **10,000 square feet or more** of new or existing impervious surface area (not including projects involving one single-family dwelling).
- (2) The project will create or replace **5,000 square feet or more but less than 10,000 square feet** of new or existing impervious surface area AND involves the following:
  - Auto servicing, auto repair, or gas station;
  - Restaurant (full service, limited service, or fast-food); or
  - Uncovered parking (stand-alone parking lot or parking serving an activity)
- If you checked (1) or (2) the project is considered a "Regulated Project" and must comply with NPDES C.3 stormwater requirements. You must submit a completed **C-3 Data Form** and a **Preliminary and Post-Construction Stormwater Management Plan with your application** (see Page 5).
- (3) The project will create or replace **2,500 square feet or more** of new or existing impervious surface (including projects involving one single-family dwelling), unless the project meets the definition of (1) or (2) above.
  - If you checked (3) standard "best practices" ([Blueprint for a Clean Bay](#)) site design measures apply.
- (4) None of the above.

## PROTECTED TREE(S) STATEMENT

The City of Campbell [Tree Protection Ordinance](#) requires approval of a Tree Removal Permit for removal of any "protected tree" and incorporation of protective measures for construction activity occurring within the drip line of a "protected tree". The following trees are considered "protected" and subject to the Tree Protection Ordinance:

- **Single-Family Residential Properties.** Any Oak, Redwood, Cedar, or Ash tree measuring 12-inches in diameter or greater (as measured 4-feet above grade).
- **All Other Properties.** Any tree measuring 12-inches in diameter or greater (as measured 4-feet above grade).
- **Exceptions:** Regardless of size, fruit trees and Eucalyptus trees are not considered "protected" and are not subject to the Tree Protection Ordinance.

Please check one of the following boxes:

- There are no "protected tree(s)" on the project site (*no further action is required*)
- There are "protected tree(s)" that will be preserved on the project site (*tree preservation measures apply, see Page 8*)
- There are "protected tree(s)" that are proposed to be removed (*a Tree Removal Permit will be required, see Page 8*)

## DETERMINATION OF A NEW HOUSE STATEMENT *(Single family residential projects only)*

The City of Campbell's adopted [Building Code](#) provides specific thresholds for when a single-family residential "addition and remodel" project shall instead be classified as construction a "new dwelling using portions of the original structure", subject to all zoning standards applicable to construction of a new house. To ensure your development application is correctly processed, the City had implemented a preliminary screening process. If your single-family residential addition and remodel project exceeds 50% of the existing home's gross floor area (inclusive of living areas and garages), you are required to submit a '[New Dwelling Using Portions of the Original Structure](#)' form prior to submitting a development application. If upon submittal of this form your addition and remodel project has been classified as a "new dwelling using portions of the original structure" you must submit application materials for construction of new house as itemized on the following page:

Please check one of the following boxes:

- My project is a new house or a "new dwelling using portions of the original structure" (*no further is required*)
- My project is an addition that is less than 50% of the existing gross floor area (*no further action is required*)
- My addition is greater than 50% of the existing gross floor area and I have submitted a 'New Dwelling Using Portions of the Original Structure form,' which the Building Official has returned to me and determined that my project may be processed as an "addition and remodel" (*Please provide a copy of this form with your submittal*).

**APPLICATION FILING FEES** *(To be completed by City staff)*

The following application fees, as established by the [Schedule of Fees](#), are due upon submittal of a development application. The staff planner will mark all fees applicable to your application and tabulate a total at the bottom. Please note that additional fees may be required post-entitlement, including, but not limited to, park impact fees and CEQA recording fees.

<u>Single-Family Residential</u> (Additions and New Homes)	<u>Change of Land Use</u>
<input type="checkbox"/> <b>Site and Architectural Review Permit</b> <input type="checkbox"/> \$ 1,672 (per house) <input type="checkbox"/> \$ 2,553 (Setback or FAR exception) <input type="checkbox"/> <b>Administrative Site and Architectural Review Permit</b> <input type="checkbox"/> \$ 1,103 (per house) <input type="checkbox"/> <b>Administrative Planned Development Permit</b> <input type="checkbox"/> \$ 1,505 (per house) <input type="checkbox"/> <b>Variance</b> <input type="checkbox"/> \$ 2,182	<input type="checkbox"/> <b>Conditional Use Permit</b> <input type="checkbox"/> \$ 4,021 (All Others) <input type="checkbox"/> \$ 1,956 (Massage Therapy only) <input type="checkbox"/> \$ 1,956 (Large Family Daycare only) <input type="checkbox"/> \$ 5,017 (Wireless Telecommunication only) <input type="checkbox"/> 50% of Fee (Modification) <input type="checkbox"/> <b>Administrative Planned Development Permit</b> <input type="checkbox"/> \$ 987 <input type="checkbox"/> <b>Conditional Use Authorization (Pruneyard only)</b> <input type="checkbox"/> \$ 987
<u>All Other Project Types</u> (Commercial, Multi-Family Residential, Mixed-Use)	<u>Miscellaneous Fees</u>
<input type="checkbox"/> <b>Site and Architectural Review Permit</b> <input type="checkbox"/> \$10,514 (>10,000 sq. ft.) <input type="checkbox"/> \$ 7,335 (5,001 to 10,000 sq. ft.) <input type="checkbox"/> \$ 5,017 (<5,000 sq. ft.) <input type="checkbox"/> \$ 1,673 (Modification) <input type="checkbox"/> <b>Conditional Use Permit w/ Site and Architectural Review</b> <input type="checkbox"/> \$ 4,021 <i>in addition</i> to the above applicable fee <input type="checkbox"/> <b>Administrative Site and Architectural Review Permit</b> <input type="checkbox"/> \$ 1,103 (Wireless Telecommunication only) <input type="checkbox"/> <b>Administrative Planned Development Permit</b> <input type="checkbox"/> \$ 1,505 <input type="checkbox"/> <b>Architectural Modification (Pruneyard only)</b> <input type="checkbox"/> \$ 1,103 <input type="checkbox"/> <b>Variance</b> <input type="checkbox"/> \$ 5,455 <input type="checkbox"/> <b>Planned Development Permit</b> <input type="checkbox"/> \$18,440 (>5 acres) <input type="checkbox"/> \$14,488 (1-5 acres) <input type="checkbox"/> \$10,257 (<1 acre) <input type="checkbox"/> \$ 5,156 (Modification) <input type="checkbox"/> <b>Tentative Map</b> <input type="checkbox"/> \$ 6,553 (Parcel Map) <input type="checkbox"/> \$ 9,694 (Subdivision Map) <input type="checkbox"/> \$ 4,581 (Modification to Approved Map) <input type="checkbox"/> \$ 180 plus \$10 per lot (Fire Dept. Subdivision Review) <input type="checkbox"/> <b>Amendments</b> <input type="checkbox"/> \$ 9,154 (Zoning Map) <input type="checkbox"/> \$13,105 (General Plan Map) <input type="checkbox"/> <b>Reasonable Accommodations</b> <input type="checkbox"/> \$ 4,000 ( <i>Deposit</i> )	<input type="checkbox"/> <b>NPDES (Stormwater Management) Review</b> <input type="checkbox"/> \$ 175 (no Numeric Sizing) <input type="checkbox"/> \$ 740 (<1 acre) <input type="checkbox"/> \$ 965 (>1 acre) <input type="checkbox"/> <b>Fire Department Plan Review</b> <input type="checkbox"/> \$ 93 (Single-Family Residential only) <input type="checkbox"/> \$ 273 (All Other Projects) <input type="checkbox"/> <b>CEQA (Environmental) Review</b> <input type="checkbox"/> \$ 220 (Categorical Exemption) <input type="checkbox"/> \$ 5,665 ( <i>IS/ND Deposit</i> ) <input type="checkbox"/> \$11,330 ( <i>IS/MND Deposit</i> ) <input type="checkbox"/> \$ 523 (Fire Dept. <i>IS/MND</i> Review) <input type="checkbox"/> <b>Parking Modification</b> <input type="checkbox"/> \$ 991 (Standalone Request only) <input type="checkbox"/> <b>Tree Removal Permit</b> (associated with a project) <input type="checkbox"/> \$ 173 plus \$57 per additional tree (Single-Family Residential exempt) <input type="checkbox"/> <b>Consultant Reports</b> <input type="checkbox"/> \$ _____ ( <i>Actual Cost</i> ) <input type="checkbox"/> \$ _____ ( <i>20% Administrative Overhead</i> ) <input type="checkbox"/> <b>Special Project Fee</b> <input type="checkbox"/> \$ _____
	<p><b>TOTAL FEES DUE: \$ _____</b>  <i>(to be completed by City staff)</i></p>
	<p><b>Note:</b> "Deposit" fees will be charged against at the hourly rate of the assigned staff planner as established by the Schedule of Fees. If the deposit is expended, additional fees will be due prior to continued processing of the application. Any unexpended deposit fees will be returned to the applicant upon a project determination.</p>

**PROJECT PLANS AND ADDITIONAL MATERIALS** (See pages 6-9 for descriptions of the required project plans and materials)

Unless specifically excluded by a staff planner, the following project plans and additional materials are required for a development application to be deemed "complete" under the [California Permit Streamlining Act](#). The staff planner who is on duty when your application is submitted will give the project plans and additional materials a cursory review for completeness. If any of the required project plans and/or additional materials are missing or clearly inadequate, the application will not be accepted. Further, please be advised that the submission of project plans and additional materials, including when responding to a notice of incompleteness, must be provided in a single submittal.

Required project plans shall be professionally prepared in a standard engineering and/or architectural scale (e.g., 1/4" = 1' or 1" = 20'). All sheets shall indicate the name, company, address, phone number, email, and stamp (if applicable) of the plan author(s); date of preparation; document version (deltas); noted and graphical scale; and north arrow (as applicable). Please note that although project plans submitted for a development application do not need to be prepared by a licensed architect or engineer the California Business & Professions Code does require such licensed design professionals to prepare constructions drawings submitted for a building permit for certain project types. Please review the California Architects Board's [Consumer's Guide to Hiring an Architect](#) for further information.

An application submittal must include the following materials:

- **Project Plans**, which shall be collated and stapled together, inclusive of architectural, civil, and landscaping sheets:
  - Four (4) full size copies (24"x36") [folded to letter size](#). At least one copy must be provided in *color*.
  - Two (2) reduced size *color* copies (11"x17")
- **Additional Materials** (two copies each, in *color* when applicable) provided in 8 1/2" x 11" letter size
- **Electronic Copies** of the project plans and additional materials must also be provided in Adobe PDF format on a USB flash drive. Please ensure that the project plans— inclusive of architectural, civil, and landscaping sheets— are combined into a *single* PDF file.

#	Application Material	Single-Family Residential (One Residence)		Change of Land Use	All Other Project Types (Commercial, Industrial, Multi-Family Residential, Mixed-Use)
		Addition and Remodel	New House		
<b>PROJECT PLAN SHEETS</b>					
1.	Coversheet	Yes	Yes	Yes	Yes
2.	Existing/Demolition Plan	Yes	Yes	No	Yes
3.	Development Site Plan	No	No	No	Yes
4.	Simple Site Plan	Yes	Yes	Yes	No
5.	Landscaping/Irrigation Plans	No	Yes	No	Yes
6.	Floor Plans	Yes	Yes	Yes	Yes
7.	Floor Area Diagram	Yes	Yes	No	Yes
8.	Building Cross Sections	No	Yes	No	Yes
9.	Exterior Elevations	Yes	Yes	No	Yes
10.	Color Elevations	No	Yes	No	Yes
11.	Streetscape Drawing	No	Yes	No	Yes
12.	Grading and Drainage Plans	No	Yes	No	Yes
13.	Preliminary Post-Construction Stormwater Management Plan	No	No	No	Yes, if required by the 'Impervious Surface Statement' (Page 2)
14.	Utility Plan/Joint Trench Plan	No	Yes	No	Yes

#	Application Material	Single-Family Residential (One Residence)		Change of Land Use	All Other Project Types (Commercial, Industrial, Multi- Family Residential, Mixed-Use)
		Addition and Remodel	New House		
15.	Parcel/Subdivision Map	No	No	No	Yes, for subdivision and condominium projects
16.	Circulation Plan	No	No	No	Yes
17.	Photometric Plan	No	No	No	Yes
18.	Tree Removal/Protection Plan	Yes, if required by the 'Protected Tree(s) Statement' (Page 2)			
19.	Privacy Plan	Yes, for second-story additions	Yes, for two-story homes	No	Yes, for residential and mixed-use projects
20.	Boundary Survey	Yes, if required to confirm lot size and/or dimensions	No	No	No
21.	Parking Plan	No	No	No	Yes, for mixed-use projects
22.	Emergency Access Plan	No	No	No	Yes
23.	Trash Management Plan	No	No	No	Yes
24.	Construction/Staging Plan	No	No	No	Yes
25.	Furniture/Site Amenity Plan	No	No	Yes, if outdoor furniture or amenities are proposed	
26.	Phasing Plan	No	No	No	Yes, if multiple phases are proposed
27.	Open Space Exhibit	No	No	No	Yes, for residential and mixed-use projects
28.	Mail Delivery Plan	No	No	No	Yes
29.	Accessibility Plan	No	No	Yes	Yes
<b>ADDITIONAL MATERIALS (SEPARATE EXHIBITS)</b>					
30.	Written Description	No	No	Yes	Yes
31.	Preliminary Title Report	Yes	Yes	No	Yes
32.	Site Photographs (of the project site and immediate area)	Yes	Yes	Yes	Yes
33.	Provision C-3 Data form	No	No	Yes, if required by the 'Impervious Surface Statement' (Page 2)	
34.	Color/Material Sheet	No	No	No	Yes
35.	Below Market Rate (BMR) Housing Plan	No	No	No	Yes, for residential or mixed-use projects subject to the Inclusionary Housing and/or Density Bonus Ordinances
36.	CEQA Technical Documents	No	No	No	Yes, if the project is determined <b>not</b> to be exempt from CEQA
37.	SB 35 Eligibility Checklist	No	No	No	Yes, for multi-family residential or mixed use projects claiming SB 35 eligibility

**1. Coversheet**

- Project site address, APN, project title, scope of work, sheet index, legend, and vicinity map;
- Project data table including net lot size, gross lot size, floor area ratio (FAR), building lot coverage, landscaping coverage, paving coverage, impervious/ pervious coverage, existing/proposed building square-footage (for each floor and in total), building heights, building setbacks (all sides and all floors), zoning district, and number of parking stalls;
- Documentation of applicable fire prevention and suppression features (i.e., fire sprinklers, fire alarms, etc.) as specified by the [Santa Clara County Fire District Standards and Templates](#) (please also refer to the [Fire Sprinkler FAQ](#) for more information on when fire sprinklers are required).

**2. Existing/Demolition Plan** providing the information required for the 'Development Site Plan' or Simple Site Plan' as noted below, depicting current conditions and existing structures and features to be removed (if applicable).

**3. Development Site Plan**

- Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s);
- Recorded and/or proposed easements with the purpose for each easement noted (i.e., PUE) and notation if existing easements are to be vacated;
- Proposed and/or existing public improvements (curb, gutter, sidewalks, ramps, street trees, public fire hydrants, bus stops, concrete bus pads, etc.) dimensioned from street center-line;
- Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.);
- Accessible ("ADA") path-of-travel to building(s) from the public sidewalk and from accessible parking stalls;
- Vehicle parking stalls with typical stall dimensions including accessible and van-accessible stalls (with loading areas), electric vehicle parking stalls, "clean-air" ([CalGreen](#)) vehicle parking stalls, motorcycle stalls; dimensioned drive aisles, wheel stops and vehicle "overhangs", and bicycle racks;
- Proposed and existing (to be retained) primary buildings, accessory structures, trellises, etc., showing dimensions of each building/structure, setbacks from property lines, and distances between buildings/structures;
- Proposed and existing trash (refuse/recycling) enclosures sized to satisfy West Valley Collection and Recycling cart and dumpster requirements for [multi-family residential](#) or [commercial](#) users. Please note that in compliance with CMC Sections [21.18.110](#), [6.04.020](#), and [14.02.03](#) all new enclosures shall include textured (stucco or cladding) masonry walls designed to match the primary structure(s), solid concrete floor flush at the door threshold, metal locking doors, solid roof covering, sanitary drain connection, fire sprinkler protection, and an accessible path-of-travel.  
**Note:** Please review the [Community Development Director's Interpretation No. 6](#) for specific thresholds for when a new trash enclosure is required or when an existing trash enclosure must be upgraded to meet current standards.
- Location, height and materials of all walls and fences, including retaining walls;
- Location and dimensions of mechanical and utility equipment, including, transformers, backflow prevention devices, meters, ground-mounted air conditioner (AC) units, private fire hydrants, and lighting standards;
- General location of landscaped areas, including tree wells, islands, planters, with a reference to the Landscaping and Irrigation Plans for further details.

**4. Simple Site Plan**

- Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s);
- Recorded and/or proposed easements with the purpose for each easement noted (i.e., PUE), and notation if existing easements are to be vacated;
- Proposed and/or existing public improvements (curb, gutter, sidewalks, ramps, street trees, public fire hydrants, bus stops, etc.) dimensioned from street center-line;
- Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.);
- Accessible ("ADA") path-of-travel to building(s) from the public sidewalk and from accessible parking stalls;  
**Note:** For "change of land use" applications only.
- Proposed and existing (to be retained) primary buildings, accessory structures, trellises, etc. showing dimensions of each building/structure, setbacks from property lines, and distances between buildings/structures;
- Location, height and materials of all walls and fences, including retaining walls;
- Location of air conditioner (AC) unit(s) and trash/recycling receptacle storage area;
- Existing/proposed landscaping areas, including turf, shrubs, ground cover, and trees including size (DBH) and drip-line/canopy.  
**Note:** For single-family residential additions only. New single-family homes require submittal of formal Landscaping and Irrigation Plans (see Item No. 5).

5. **Landscaping and Irrigation Plans** prepared in compliance with the [Model Water Efficient Landscape Ordinance](#)
  - Location, size, and name of all plantings, including trees, shrubs, groundcover, etc.;
  - Location, size (DHB), and drip-line/canopy of existing trees to remain or removed;
  - All impervious surfaces, including driveways, walkways, patios, etc.
  - Irrigation details, including lines, meters, backflows, etc.;
  - Documented areas (square feet) of all landscaped areas;
  - Plant pallet (photographic depictions of all proposed plantings);

**Note:** Landscaping within stormwater treatment facilities shall comply with [Appendix D](#) of the [Santa Clara Valley Urban Pollution Prevention Program C.3 Stormwater Handbook](#). Additionally, landscaping in proximity to a riparian corridor shall comply with the vegetation standards specified by [Chapter 4 of the Guidelines and Standards for Land Use Near Streams](#).
6. **Floor Plans**
  - All floors of all building(s), including depiction of any walls to be removed and/or modified (existing buildings);
  - Labeled use of each room (bedroom, kitchen, office, warehouse, etc.);
  - Dimensions of all exterior walls, doors, windows and rooms;
  - All functional components of the building, including kitchen appliances, fixtures (sinks, bath tubs, toilets, etc.), and mechanical equipment (water heaters, air conditioners, electric vehicle chargers, etc.);
  - Seating layout (depictions of chairs, benches, bleachers, tables, etc.) for restaurants and assembly spaces.
7. **Floor Area Diagram** that visually depicts ("box-out") the square-footage of the proposed structure(s), including dimension notations and numeric calculations.
8. **Building Cross Sections** taken from at least two opposing sides indicating grade and height details required for the elevation drawings, and floor plate and roof plate heights.
9. **Exterior Elevations**
  - Unobscured hardline *grayscale* architectural depictions of all sides and all floors (including roof parapets) of all proposed structures;
  - Delineation between existing and proposed construction (for additions and alterations) through use of lines, shading, and/or notes;
  - Existing and finished grade (in AMSL benchmarks);
  - Maximum structure height, "[wall heights](#)," and finish floor height of each floor (as measured from finish grade) in both relative values (feet and inches) and elevation benchmark (AMSL);
  - All exterior materials and associated colors, including roofing, roof eaves, wall cladding, doors, windows, trim, sills, and railings, with specific manufacture and product number notations consistent with the color/material sheet;
  - All building-mounted or adjacent equipment, including HVAC units, exterior duct work, lighting fixtures, fire panels, etc.
10. **Color Elevation:** A color/illustrative version of the "front" elevation with the above required details.
11. **Streetscape Drawing** illustrating in grayscale, to scale, the proposed buildings and adjacent buildings on properties on either side as viewed from the public street.
12. **Grading and Drainage Plans**
  - Topographical elevations (AMSL benchmarks) of building pad, existing grade, and finished grade;
  - Surveyed property line dimensions and lot size;
  - Direction, path of drainage channels or facilities and all necessary trenching for utilities;
  - Retaining walls showing height and materials (**Note:** wood is not an acceptable material for retaining walls);
  - Documented square-footages of new impervious/pervious areas;
  - Stated maximum depth and volumes of cut and fill;
  - Cross-sections at property lines;
  - Overland release path.
13. **Preliminary Post-Construction Stormwater Management Plan** prepared in compliance with the [City's Stormwater Treatment requirements](#)
  - Location and size of new and replaced impervious surface;
  - Directional surface flow of stormwater runoff;
  - Location of proposed on-site storm drain lines;
  - Preliminary type and location of proposed site design measures, source control measures, and stormwater treatment measures;
  - Calculations supporting the sizing of the stormwater treatment facilities;
  - Preliminary type and location of proposed hydromodification management measures (if applicable).

#### 14. Utility Plan/Joint Trench Plan

- Location of all existing and proposed surface and subsurface utilities, including electrical, gas, sanitary sewer, water, and telecommunications, including junction boxes, transformers, catch basins, and manholes;
- Alignment of a proposed joint trench for subservice utilities;
- A plan and profile of proposed sanitary and storm water sewers and other public utilities, with grades and sizes indicated.

#### 15. Tentative Parcel/Subdivision Map

- Original lot boundaries with lot numbers, as shown on earlier tracts or parcel maps (or names of record owners for unsubdivided land), within and adjacent to boundary of proposed land division;
- The location, width, improvement status, purpose, and names of all existing or platted streets (including distance to nearest intersecting street), easements, railroad rights-of-way, other public ways, and buildings within or adjacent to the tract;
- The cross sections of proposed streets showing roadway widths and sidewalk location and width;
- Location of all political subdivision lines, corporation lines, water courses, and other physical features;
- The layout, numeric or alphabetic designation, dimensions, and square footage of all proposed lots, with the boundary lines accurate in scale;
- The layout, names, and proposed width of streets, alleys, and easements;
- The profile of each street with tentative grades;
- All parcels of land intended to be dedicated for public use or reserved for the use of property owners in the proposed subdivision, together with the purpose of any conditions or limitation of such reservation;

16. **Circulation Plan** depicting pedestrian, vehicular and bicycle routes through the project site and extending to the public right-of-way, including wayfinding signage, loading areas, etc.

17. **Photometric Plan** in compliance with the [Campbell Lighting Design Standards](#), including manufacturer's specification sheets ("cut sheets") for all lighting fixtures that depict the design of the fixtures and provides technical specifications (i.e., lighting type, watts, lumens, and materials).

18. **Tree Removal and Protection Plan** depicting the location and listing of all trees proposed to be removed and/or retained, consistent with the [Campbell Standards for Tree Protection During Construction](#).

19. **Privacy Plan** depicting a sight-line drawing of second-story windows into abutting side and rear property lines.

20. **Boundary Survey** prepared by a licensed land surveyor depicting property line dimensions and indicating lot size.

21. **Parking Plan** indicating a numbered label for each parking stall and broken into shaded/colored zones identifying the associated use (i.e. apartment, apartment guest, townhouse guest, leasing office staff only, etc.)

22. **Emergency Access Plan** showing fire truck access routes and points of aerial access in compliance with [Santa Clara County Fire District Standards and Templates](#) and the location of fire hydrant(s). A cross section should be provided showing where points of aerial access would occur, and how the fire department truck ladder would reach the required points of ingress/egress as applicable.

23. **Trash Management Plan** depicting the location of all refuse enclosure(s) and showing the route and turning radius of trash collection trucks, which has been reviewed and approved by [West Valley Collection and Recycling](#).

24. **Construction/Staging Plan** depicting a truck route map showing types of construction equipment to be used, routing of construction vehicles, staging areas, construction fencing, and *on-site* construction worker parking.

25. **Furniture and Site Amenity Plan** depicting the location and type of any onsite furniture (e.g., benches, tables, chairs, etc.), trash cans, bicycle storage, bike racks, etc. as they may occur throughout the project site.

26. **Phasing Plan** depicting and describing the proposed phasing of the project, including, as applicable, the separate components of the proposed project (e.g., townhomes and apartments), and identifying major milestones (i.e. issuance of demo/grading/building permits, issuance of certificate of occupancy, etc.).

27. **Open Space Exhibit** showing usable open space locations and area calculations.

28. **Mail Delivery Plan** indicating the location(s) of proposed mail boxes or mail room(s), which has been approved by the local United States Postal Service Postmaster (provide written proof of USPS approval).

29. **Accessibility Plan** illustrating accessible paths-of-travel from all building(s) and extending to the public right-of-way; accessible parking stalls, accessible loading areas, accessible electric vehicle parking, and accessible units (residential and/or mixed-use projects). It is encouraged that the accessibility plan be reviewed by a [Certified Access Specialist \(CASp\)](#) prior to submittal.



## ADDITIONAL MATERIALS *(Provide as Separate Exhibits)*

30. **Written Description** explaining the application request, including the proposed use(s), hours of operation, the type and size of buildings proposed, project goals, etc.
31. **Preliminary Title report** prepared by a title company registered with the [California Department of Insurance](#).
32. **Site Photographs** of the property taken from multiple vantage points (maximum of two photographs per sheet).
33. **[Provision C-3 Data form](#)**, if required by the 'Impervious Surface Statement' (see Page 2).
34. **Color/Material Sheet** that includes prints of proposed materials/paint colors, specifically indicating manufacture, color/product name, and color/product number that correspond to the notes on the elevation sheet(s).
35. **Below Market Rate Housing Plan** that provides a summary of the total number of affordable housing units proposed and by unit type, and illustrative exhibit highlighting their location as they occur throughout the project site. The specific units designated as affordable shall be proportionately distributed throughout the project by both unit size and location.
36. **CEQA technical reports and supporting documents** as necessary to prepare an environmental document
  - "Phase 1" Environmental Site Assessment Report;
  - "Phase 2" Environmental Site Assessment Report (if any "recognized environmental conditions" exist);
  - Air Quality/Green House Gas analysis (consistent with the thresholds of significance provided by the [Bay Area Air Quality Management District CEQA Guidelines](#));
  - Air Quality Risk and Hazard Screening Analysis (residential and mixed-use projects)
  - Flood Zone Analysis (if within a flood hazard zone per the FEMA [Flood Insurance Rate Map](#))
  - Geotechnical Investigation;
  - Acoustic Analysis (to evaluate against the [City Noise Standards](#));
  - Arborist Report/Tree Survey prepared by an [ISA Certified Arborist](#);
  - Biological Resources Assessment;
  - Utility "will-serve" letters from (1) West Valley Sanitation District, (2) San Jose Water Company, and (3) PG&E.  
**Note:** Technical reports should be written to directly respond to the applicable Initial Study Checklist questions provided in Appendix G of the [CEQA Statute and Guidelines](#).
37. **[Senate Bill \(SB\) 35 Eligibility Checklist](#)** for projects claiming eligibility for streamlined ministerial review under [California Government Code § 65913.4](#).