



**CITY OF CAMPBELL**  
Community Development Department

**PLANNING APPLICATION CHECKLIST**  
**PLANNED DEVELOPMENT PROJECTS**

(Download at <http://bit.ly/pdprojectschecklist>)

This Planning Application Checklist (“Checklist”) is intended to facilitate the submittal of a development application to the City of Campbell Planning Division. Please note that there are specific Checklists for different application types (e.g., single-family homes, land use changes, planned developments, etc.). If you are unsure of which Checklist to refer, please visit the Planning Application Checklists webpage at <http://bit.ly/appchecklists>. If you need additional assistance, please contact the Planning Division at (408) 866-2140 or [planning@campbellca.gov](mailto:planning@campbellca.gov), or visit us at City Hall.

**APPLICATION TYPES**

This Checklist is to be used for **Planned Development Projects** only, for the following *primary* application types, inclusive of residential, mixed-use, commercial, and industrial projects located within an existing or proposed Planned Development (P-D) or Condominium Planned Development (C-PD) Zoning District. If your Planned Development Project includes an additional development permit request such as a zoning change or subdivision, the following *secondary* application types may also be accommodated if submitted in association with a primary Planned Development Permit application. Please contact the Planning Division to discuss which application type(s) may be necessary for your project before submitting a development application.

APPLICATION TYPES	
PRIMARY APPLICATIONS	SECONDARY APPLICATIONS
<ul style="list-style-type: none"> <li>■ Administrative Planned Development Permit (1)</li> <li>■ Planned Development (P-D) Permit</li> <li>■ Major P-D Permit Modification (2)</li> <li>■ Minor P-D Permit Modification (3)</li> </ul>	<ul style="list-style-type: none"> <li>■ General Plan Amendment</li> <li>■ Zoning Map Amendment</li> <li>■ CEQA Review / Initial Study</li> <li>■ Density Bonus Request</li> <li>■ Development Agreement</li> <li>■ Master Plan Exception</li> <li>■ Parking Modification</li> <li>■ Tentative Parcel Map (4 or fewer lots)</li> <li>■ Tentative Subdivision Map (5 + lots)</li> <li>■ Tree Removal Permit</li> </ul>

**Note (1):** Planned Development Permits are required for all development proposals, with the exception of minor façade changes and/or minor additions to existing buildings *without* previous planned development approval, which may be considered through an Administrative Planned Development Permit application.

**Note (2):** For a development already subject to an approved Planned Development Permit, a “Major” Modification” is required for any proposal to “add additional square footage or substantially alter the design or specifications approved by the site plan” (CMC 21.12.030.H.3.b).

**Note (3):** A “Minor” Modification is required for changes that do not add additional square-footage or otherwise substantially alter the design or layout of the project (e.g., revise a condition of approval, remove a window, etc.), as determined by the Community Development Director.

## DIGITAL SUBMISSION REQUIRED

The City of Campbell utilizes an online permit system called MyGovernmentOnline (“MGO”). **All applications for a development permit must be electronically submitted through the MGO system**, accessible at <http://bit.ly/planningmgo>. Before you submit an application for the first time, you must create a user account. For more information, please visit the City’s Application Center at <http://bit.ly/campbellappcenter>. MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system. Questions related to the application submittal requirements specified by this Checklist should be directed to the Planning Division at (408) 866-2140 or [planning@campbellca.gov](mailto:planning@campbellca.gov). If you require accommodation, there is a public kiosk in the Community Development Department that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Checklist, all application materials must be provided electronically; if you wish to use the public kiosk you must bring your application materials on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

## MANDATORY PRELIMINARY APPLICATION

Campbell Municipal Code [Chapter 21.41](#) (Pre-Applications) requires submittal of a preliminary application and a “Study Session” review by the Planning Commission for projects that meet certain thresholds, *before* the City will accept a formal development application. Specifically, a preliminary application is required for any project that:

- Includes a Zoning Map Amendment or General Plan Amendment involving one or more acres;  
**Note:** All General Plan Amendment requests require prior City Council authorization.
- Involve over two acres or over 40 dwelling units or 20,000 square feet of building area;
- Would result in commercial/residential adjacencies on parcels exceeding 20,000 square feet; **or**
- May result in potential impacts on infrastructure that result in significant environmental impacts identified in an environmental assessment or substantial fiscal impacts.

Please refer to the Preliminary Applications Checklist for more information on how to apply for a preliminary application at <http://bit.ly/preapplicationchecklist>.

## ENVIRONMENTAL (CEQA) REVIEW

Most Planned Development Projects will require formal environmental review under the California Environmental Quality Act (CEQA). This will generally entail preparation of an Initial Study (IS) and associated Mitigated Negative Declaration (MND) by the City. To aid in the preparation of an IS/MND, submittal of certain technical and supporting documents is required as specified further in this Checklist. Smaller projects, such as construction of non-residential structures less than 10,000 square-feet or a residential development resulting in four or fewer parcels (and where a zoning change is not required) may be generally deemed “exempt” from formal review. Common exemptions may be found on the [California Natural Resources Agency website](#). Whether a project is subject to formal environmental review or deemed exempt is made at the City’s sole discretion. **If you believe that your project may be exempt, please contact the Planning Division for confirmation prior to submitting a development application.**

## REQUIRED APPLICATION MATERIALS

Unless specifically excluded by a staff planner in writing, the following Application Materials, as specified in the table, below, are required for a development application to be deemed “complete” under the [California Permit Streamlining Act](#). A designation of ‘Yes’ or ‘No’ in each row states whether the specific Application Material is required or not for the particular project type (i.e., “Residential/Mixed Use” or “Commercial/Industrial”).

Upon submittal to the MGO system, a staff planner will review your uploaded materials for general adequacy with specifications stated in the table, below, as well as with the additional requirements provided in the following sections. If the required Application Materials are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected. Further, please be advised that the submission of Application Materials, including when responding to a notice of incompleteness, must be provided all together and cannot be piecemealed.

#	REQUIRED APPLICATION MATERIALS	RESIDENTIAL/ MIXED-USE	COMMERCIAL/ INDUSTRIAL
<b>Project Plan Sheets</b> <i>(provide as a single document)</i>			
1.	<p><b>Coversheet</b></p> <ul style="list-style-type: none"> <li>■ Project site address, APN, zoning district, project title, scope of work, sheet index, legend, and vicinity map;</li> <li>■ 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), number of housing units (by size and bedroom count), and number of parking stalls;</li> <li>■ Reserved area for City date and approval stamps (two 2"x 3" boxes);</li> <li>■ Documentation of applicable fire prevention and suppression features (i.e., fire sprinklers, fire alarms, etc.) as specified by the <a href="#">Santa Clara County Fire District Standards and Templates</a>.</li> </ul>	Yes	Yes
2.	<p><b>Site Photography Sheet</b> providing six (6) labeled photographs of the project site taken from multiple vantage points, with a key/legend identifying the location where each photograph was taken.</p>	Yes	Yes
3.	<p><b>Existing/Demolition Plan</b> providing the information required for the 'Development Site Plan' as noted below, depicting current conditions and existing structures and features to be removed (if applicable).</p>	Yes	Yes
4.	<p><b>Development Site Plan</b></p> <ul style="list-style-type: none"> <li>■ Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s);</li> <li>■ Recorded and/or proposed easements with the purpose for each easement noted (i.e., PUE) and notation if existing easements are to be vacated;</li> <li>■ Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.);</li> <li>■ 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;</li> <li>■ Accessible ("ADA") path-of-travel to building(s) from the public sidewalk and from accessible parking stalls;</li> <li>■ Vehicle parking stalls with typical stall dimensions including accessible and van-accessible stalls (with loading areas), electric vehicle parking stalls, "clean-air" (<a href="#">CalGreen</a>) vehicle parking stalls, motorcycle stalls; dimensioned drive aisles, wheel stops and vehicle "overhangs", and bicycle racks;</li> <li>■ 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;</li> <li>■ Proposed and existing trash (refuse/recycling) enclosures sized to satisfy West Valley Collection and Recycling cart and dumpster requirements for <a href="#">multi-family residential</a> or <a href="#">commercial</a> users. Please note that in compliance with CMC Sections <a href="#">21.18.110</a>, <a href="#">6.04.020</a>, and <a href="#">14.02.03</a> 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;</li> </ul>	Yes	Yes

#	REQUIRED APPLICATION MATERIALS	RESIDENTIAL/ MIXED-USE	COMMERCIAL/ INDUSTRIAL
	<p><b>Note:</b> Please review the <a href="#">Community Development Director's Interpretation No. 6</a> for specific thresholds for when a new trash enclosure is required or when an existing trash enclosure must be upgraded to meet current standards.</p> <ul style="list-style-type: none"> <li>■ Location, height and materials of all walls and fences, including retaining walls;</li> <li>■ Location and dimensions of mechanical and utility equipment, including transformers, backflow prevention devices, meters, ground-mounted air conditioners, fire hydrants, and lighting standards;</li> <li>■ General location of landscaped areas, including tree wells, islands, planters, with a reference to the Landscaping and Irrigation Plans for further details.</li> </ul>		
5.	<p><b>Floor Plans</b></p> <ul style="list-style-type: none"> <li>■ All floors of all building(s), including depiction of any walls to be removed and/or modified (existing buildings);</li> <li>■ Labeled use of each room (bedroom, kitchen, office, warehouse, etc.);</li> <li>■ Dimensions of all exterior walls, doors, windows and rooms;</li> <li>■ All functional components of the building, including kitchen appliances, fixtures (sinks, bath tubs, toilets, etc.);</li> <li>■ Seating layout (depictions of chairs, benches, bleachers, tables, etc.) for restaurants and assembly spaces;</li> <li>■ All mechanical equipment (water heaters, air conditioners, electric vehicle chargers, etc.);</li> </ul> <p><b>Note:</b> The City's locally adopted Building Code only allows electrical heating systems and water heaters (i.e., no natural gas).</p>	Yes	Yes
6.	<p><b>Floor Area Diagram</b> that visually depicts ("box-out") the square-footage of the proposed structure(s), including dimension notations and numeric calculations so that floor area values may be verified.</p>	Yes	Yes
7.	<p><b>Building Cross Sections</b> taken from at least two opposing sides indicating grade and height details required for the elevation drawings, and floor plate and roof plate heights.</p>	Yes	Yes
8.	<p><b>Exterior Elevations</b></p> <ul style="list-style-type: none"> <li>■ Unobscured grayscale or color hardline architectural depictions of all sides and all floors (including roof parapets) of all proposed structures;</li> <li>■ Delineation between existing and proposed construction (for additions and alterations) through use of lines, shading, and/or notes;</li> <li>■ Existing and finished grade (in AMSL benchmarks);</li> <li>■ Maximum structure height, "<a href="#">wall heights</a>," and finish floor height of each floor (as measured from finish grade) in both relative values (feet and inches) and elevation benchmark (AMSL);</li> <li>■ All exterior materials and associated colors, including roofing (including required photovoltaic panels), roof eaves, wall cladding, doors, windows, trim, sills, and railings, with specific manufacture and product number notations consistent with the color/material sheet;</li> <li>■ All building-mounted equipment, including HVAC units, exterior duct work, lighting fixtures, fire panels, etc.</li> </ul>	Yes	Yes
9.	<p><b>Color Elevation</b> illustrating the "front" elevation in color (only if the exterior elevations are provided in grayscale).</p>	Yes	Yes

#	REQUIRED APPLICATION MATERIALS	RESIDENTIAL/ MIXED-USE	COMMERCIAL/ INDUSTRIAL
10.	<b>Color/Material Sheet</b> providing illustrations 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).	Yes	Yes
11.	<b>Streetscape Drawing</b> illustrating in color, to scale, the proposed buildings and adjacent buildings on properties on either side as viewed from the public street.	Yes	Yes
12.	<b>Isometric Renderings</b> of the proposed project taken from at least four different perspectives.	Yes, for project sites of 1-acre and larger	
13.	<b>Roof Plan</b> showing roof slope(s) and direction, and anticipated location of rooftop mechanical equipment (including required photovoltaic panels).	Yes	Yes
14.	<p><b>Landscaping and Irrigation Plans</b> prepared in compliance with the <a href="#">Model Water Efficient Landscape Ordinance</a></p> <ul style="list-style-type: none"> <li>■ Location, size, and name of all plantings, including trees, shrubs, groundcover, etc.;</li> <li>■ Location, size (DBH), and drip-line/canopy of existing trees to remain or removed;</li> <li>■ All impervious surfaces, including driveways, walkways, patios, etc.</li> <li>■ Irrigation details, including lines, meters, backflows, etc.;</li> <li>■ Documented square-footage of all landscaped areas;</li> <li>■ Plant palette (photographic depictions of all proposed plantings).</li> </ul> <p><b>Note:</b> Landscaping within stormwater treatment facilities shall comply with <a href="#">Appendix D</a> of the <a href="#">Santa Clara Valley Urban Pollution Prevention Program C.3 Stormwater Handbook</a>. Additionally, landscaping in proximity to a riparian corridor shall comply with the standards specified by the <a href="#">Guidelines and Standards for Land Use Near Streams</a>.</p>	Yes	Yes
15.	<b>Tree Survey</b> depicting <i>all</i> existing trees (irrespective of size or species), including the center of the trunk and extent of the canopy/drip-line, overlaid on a site plan showing proposed buildings and utilities and noting the proximity of each tree to these features; and an itemized table identifying each tree by number and noting each tree's species (common and scientific names) and size (diameter measured four feet above grade).	Yes	Yes
16.	<p><b>Tree Removal and Protection Plan</b> incorporating the tree depiction information (i.e., trunk location and canopy/drip-line) and the itemized table, as specified by Item No. 15 (Tree Survey), but also identifying trees proposed to be removed and/or preserved. Protection measure must be consistent with the <a href="#">Campbell Standards for Tree Protection During Construction</a>.</p> <p><b>Note:</b> <i>Do not</i> provide an arborist report with this plan.</p>	Yes	Yes
17.	<p><b>Grading and Drainage Plans</b></p> <ul style="list-style-type: none"> <li>■ <i>Actual</i> (not assumed) topographical elevations (AMSL benchmarks) of building pad, existing grade, and finished grade;</li> <li>■ Surveyed property line dimensions and lot size;</li> <li>■ Direction, path of drainage channels or facilities and all necessary trenching for utilities, and any overland release paths;</li> <li>■ Documented square-footages of new impervious/pervious areas;</li> <li>■ Stated maximum depth and volumes of cut and fill;</li> <li>■ Cross-sections at property lines;</li> <li>■ Retaining (masonry) walls showing height and materials.</li> </ul>	Yes	Yes

#	REQUIRED APPLICATION MATERIALS	RESIDENTIAL/ MIXED-USE	COMMERCIAL/ INDUSTRIAL
18.	<p><b>Preliminary Post-Construction Stormwater Management Plan</b> prepared in compliance with the <a href="#">City's Stormwater Treatment requirements</a></p> <ul style="list-style-type: none"> <li>■ Location and size of new and replaced impervious surface;</li> <li>■ Directional surface flow of stormwater runoff;</li> <li>■ Location of proposed on-site storm drain lines;</li> <li>■ Type and location of proposed site design measures, source control measures, and stormwater treatment measures;</li> <li>■ Type and location of proposed hydromodification management measures (if applicable);</li> <li>■ Calculations supporting the sizing of the stormwater treatment facilities.</li> </ul> <p><b>Note:</b> For single-family residential subdivisions, assume that 25% of the rear yards will be impervious surface.</p>	Yes	Yes
19.	<p><b>Utility Plan/Joint Trench Plan</b></p> <ul style="list-style-type: none"> <li>■ Anticipated 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;</li> <li>■ Alignment of a proposed joint trench for subservice utilities;</li> <li>■ A plan and profile of proposed sanitary and storm water sewers and other utilities, with grades and sizes indicate.</li> </ul>	Yes	Yes
20.	<p><b>Tentative Parcel/Subdivision Map</b></p> <ul style="list-style-type: none"> <li>■ 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;</li> <li>■ 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;</li> <li>■ The cross sections of proposed streets showing roadway widths and sidewalk location and width;</li> <li>■ Location of all political subdivision lines, corporation lines, water courses, and other physical features;</li> <li>■ The layout, numeric or alphabetic designation, dimensions, and square footage of all proposed lots, with the boundary lines accurate in scale;</li> <li>■ The layout, names, and proposed width of streets, alleys, and easements;</li> <li>■ The profile of each street with tentative grades;</li> <li>■ 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.</li> </ul>	Yes, for subdivision and condominium projects	
21.	<p><b>Circulation Plan</b> depicting and differentiating between pedestrian, vehicular, and bicycle routes through the project site and extending to the public right-of-way, including wayfinding signage, loading areas, etc.</p>	Yes	Yes
22.	<p><b>Photometric Plan</b> in compliance with the <a href="#">Campbell Lighting Design Standards</a>, 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).</p>	Yes	Yes
23.	<p><b>Privacy Plan</b> depicting a sight-line drawing of second-story windows into abutting side and rear property lines.</p>	Yes, if the project site borders residential uses	

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24.	<b>Parking Plan</b> 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, etc.).	Yes	No
25.	<b>Emergency Access Plan</b> showing fire truck access routes and points of aerial access in compliance with <a href="#">Santa Clara County Fire District Standards and Templates</a> , the location of existing and proposed fire hydrant(s), and a cross section 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.	Yes	Yes
26.	<b>Trash Management Plan</b> 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 <a href="#">West Valley Collection and Recycling</a> .	Yes	Yes
27.	<b>Construction/Staging Plan</b> depicting a proposed truck route map showing types of construction equipment to be used, routing of construction vehicles, staging areas, construction fencing, and <i>on-site</i> construction worker parking.	Yes	Yes
28.	<b>Furniture and Site Amenity Plan</b> depicting the location and type of any on-site furniture (e.g., benches, tables, chairs, etc.), trash cans, bicycle storage, bike racks, etc. as they may occur throughout the project site.	Yes, if outdoor furniture or amenities are proposed	
29.	<b>Phasing Plan</b> 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.).	Yes, if multiple phases are proposed	
30.	<b>Open Space Exhibit</b> showing “usable open space” locations and area calculations (see <a href="#">CMC Sec. 21.72.020.O</a> for a definition of this term).	Yes	No
31.	<b>Mail Delivery Plan</b> 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).	Yes	Yes
32.	<b>Below Market Rate (BMR) Housing Plan</b> that illustrates the proposed location of BMR units within the project site and an associated summary table specifying the total number of proposed affordable housing units by unit type (e.g., 1-bedroom, 2-bedroom, etc.) and affordability level(s).	Yes	No
33.	<b>Accessibility Plan</b> illustrating accessible paths-of-travel from all building(s) and extending to the public right-of-way, accessible parking stalls, accessible loading areas, trash enclosure, accessible electric vehicle parking, and accessible units (residential and/or mixed-use projects).  <b>Note:</b> It is encouraged that the accessibility plan be reviewed by a <a href="#">Certified Access Specialist (CASp)</a> prior to submittal.	Yes	Yes
<b>Additional Items</b> (provide as separate documents)			
34.	<b>Project Description</b> explaining the application request, including the proposed use(s), hours of operation, the type and size of proposed buildings, project goals, public benefits of the project, anticipated construction schedule, etc.	Yes	Yes

#	REQUIRED APPLICATION MATERIALS	RESIDENTIAL/ MIXED-USE	COMMERCIAL/ INDUSTRIAL
35.	<p><b>Preliminary Title Report</b> prepared by a title company registered with the <a href="#">California Department of Insurance</a>.</p> <p><b>Note:</b> The title report must be no older than 120 days from the date of application submittal.</p>	Yes	Yes
36.	<p><b>Provision C-3 Data form</b>, as provided by the <a href="#">Santa Clara Valley Urban Runoff Pollution Prevention Program</a>.</p>	Yes	Yes
37.	<p><b>Acknowledgment Statement</b> (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.</p>	Yes	Yes
38.	<p><b>CEQA Technical Reports and Supporting Documents</b> as necessary to conduct the necessary environmental review:</p> <ul style="list-style-type: none"> <li>■ Phase I Environmental Site Assessment (ESA) Report, in accordance with <a href="#">ASTM Standard Practices</a>;</li> <li>■ Phase II Environmental Site Assessment (ESA) Report, in accordance with <a href="#">ASTM Standard Practices</a> (only if any "recognized environmental conditions" exist);</li> <li>■ Air Quality/Greenhouse Gas Report (consistent with the thresholds of significance provided by the <a href="#">BAAQMD CEQA Guidelines</a>).</li> </ul> <p><b>Note:</b> For residential and mixed-use projects this report must also include a Risk and Hazard Screening Analysis.</p> <ul style="list-style-type: none"> <li>■ Flood Zone Report (if within a flood hazard zone per the FEMA <a href="#">Flood Insurance Rate Map</a>);</li> <li>■ Geotechnical Investigation Report prepared by a licensed geotechnical engineer registered with the <a href="#">California Board for Professional Engineers, Land Surveyors, and Geologist</a>;</li> <li>■ Noise Study (to evaluate against the <a href="#">City Noise Standards</a>);</li> <li>■ Arborist Report/Tree Survey prepared by an <a href="#">ISA Certified Arborist</a>;</li> <li>■ Biological Resources Assessment prepared by a qualified biologist;</li> <li>■ Utility "will-serve" letters from (1) West Valley Sanitation District, (2) San Jose Water Company, and (3) PG&amp;E.</li> </ul> <p><b>Note (1):</b> Technical reports should be written to directly respond to the applicable Initial Study Checklist questions provided in Appendix G of the <a href="#">CEQA Statute and Guidelines</a>.</p> <p><b>Note (2):</b> Please do not submit a traffic impact analysis (TIA). If required, a TIA will be procured by the City at the applicant's expense (a separate deposit will be required).</p> <p><b>Note (3):</b> The City reserves the right to require independent peer reviews of any technical report(s) at the applicant's expense.</p>	<p>Yes, unless a staff planner has specifically informed you that the project is exempt from CEQA.</p>	
39.	<p><b>Senate Bill (SB) 35 Eligibility Checklist</b> for projects claiming eligibility for streamlined ministerial review under <a href="#">Government Code § 65913.4</a>.</p>	Yes, if applicable	No

## PROJECT PLAN PREPARATION REQUIREMENTS

Project Plans submitted for a development application must adhere to the following requirements:

- Be professionally prepared by a licensed architect and/or engineer;
- Be drawn to a standard architectural and/or engineering scale (e.g., 1/4" = 1' or 1" = 20');
- Indicate the name, company, address, phone number, email, and stamp of the plan author(s);
- Specify the date of preparation; document version (deltas); noted and graphical scale; and north arrow (as applicable);
- Be produced in a uniform size (all sheets) of 24" x 36" (ARCH 'D'). Other sizes, including larger formats such as 36" x 48" (ARCH 'E') will not be accepted;
- Incorporate all the required plan sheets, inclusive of architectural, civil, and landscaping sheets, into a single set of Project Plans; and
- Be natively generated by a CAD application program, rather than printed and scanned. Scanned hand-drawn plans will also not be accepted.

## APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application materials must be provided electronically and in hard copy as specified:

- **Electronic copies** of all Application Materials must be provided in [Adobe PDF](#) (unlocked) format only (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table, below**. Please do not add dates, numbers, acronyms, special characters (!, @, #, \$, %, ^, &, ", ", and \*), version numbers or prefix numbers to the file names. Please also ensure that the Project Plans, inclusive of architectural, civil, and landscaping sheets, **are combined into a single PDF file**. Separate PDF files will not be accepted and will result in rejection of your application.
- **Printed copies** of the Project Plans collated and stapled together, inclusive of architectural, civil, and landscaping sheets, are also required as follows. **Printed copies must be provided within two (2) business days of application submittal**, which may be provided in-person at City Hall or by overnight mail.
  - Two (2) full size copies (24" x 36") [folded to letter size](#) (if possible, otherwise submit rolled and rubber-banded). **At least one (1) copy must be provided in color.**
  - One (1) reduced size *color* copy (11" x 17")

REQUIRED FILE NAMING FORMAT		
Required Material <i>(one PDF file for each item)</i>	Required File Name Format <i>(label each file exactly like this)</i>	
■ <b>Project Plans</b> (inclusive of architectural, civil, and landscaping sheets)	■ <b>Project Plans (year-month-day)</b> <i>Example: Project Plans (2020-01-30)</i>	
■ <b>Project Description</b>	■ <b>Project Description (year-month-day)</b> <i>Example: Project Description (2020-01-30)</i>	
■ <b>Acknowledgment Statement</b>	■ <b>Acknowledgment Statement</b>	
■ <b>Preliminary Title Report</b>	■ <b>Title Report</b>	
■ <b>Provision C.3 Data Form</b>	■ <b>C.3 Data Form</b> <i>Example: C.3 Data Form (2020-01-30)</i>	
<b>CEQA DOCS</b> <i>(if applicable)</i>	■ <b>Phase I Environmental Site Assessment Report</b>	■ <b>Phase I ESA (year-month-day)</b> <i>Example: Phase I ESA (2020-01-30)</i>
	■ <b>Phase II Environmental Site Assessment Report</b>	■ <b>Phase II ESA (year-month-day)</b> <i>Example: Phase II ESA (2020-01-30)</i>
	■ <b>Air Quality/Greenhouse Gas Report</b>	■ <b>Air Quality Report (year-month-day)</b> <i>Example: Phase I ESA (2020-01-30)</i>

REQUIRED FILE NAMING FORMAT		
Required Material <i>(one PDF file for each item)</i>		Required File Name Format <i>(label each file exactly like this)</i>
CEQA Documents <i>(if applicable)</i>	■ Flood Zone Report	■ Flood Zone Report (year-month-day) <i>Example: Flood Zone Report (2020-01-30)</i>
	■ Geotechnical Investigation Report	■ Geotechnical Report (year-month-day) <i>Example: Geotechnical Report (2020-01-30)</i>
	■ Noise Study	■ Noise Study (year-month-day) <i>Example: Noise Study (2020-01-30)</i>
	■ Arborist Report	■ Arborist Report (year-month-day) <i>Example: Arborist Report (2020-01-30)</i>
	■ Biological Resources Assessment	■ Biological Report (year-month-day) <i>Example: Biological Report (2020-01-30)</i>
	■ PG&E Will Serve Letter ■ WVSD Will Serve Letter ■ SJW Will Serve Letter	■ Will Serve Letters (year-month-day) <i>Example: Will Serve Letters (2020-01-30)</i>
■ Senate Bill (SB) 35 Eligibility Checklist <i>(if applicable)</i>	■ SB 35 Checklist	

## APPLICATION FEES

Payment of application fees is required for submittal of all development applications. Once your application has been accepted, an invoice with instructions for payment will be emailed to you. **Payment of the application fees must made within two (2) business days.** Failure to pay by the payment deadline will cause the application to be rejected and you will have to resubmit. The application fee schedule is available at <http://bit.ly/feesplanning>. Please note that the City charges a surcharge fee for all credit/debit card and ACH (e-check) transactions in the amount of 4% and 1%, respectively. Cash or check payments may be made at the City Finance Department at no additional cost.



CITY OF CAMPBELL
Community Development Department

ACKNOWLEDGEMENT STATEMENT

Please read carefully. These are legally binding statements that may warrant consultation with legal counsel and/or a translator prior to signing. Misrepresentation is grounds for revocation of an approved land use entitlement pursuant to Campbell Municipal Code (CMC) 21.68.030.B. Signature by the Applicant and Property Owner (or a duly authorized individual who may sign on behalf of a corporation, non-profit organization, limited liability company, joint partnership, homeowner associations, etc.) constitutes acknowledgment and/or acceptance 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;
(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);
(5) As specified by CMC Sec. 21.38.040.C, if an application is deemed incomplete revised Application Materials must be submitted within one hundred eighty calendar days after notification of incompleteness, or the application shall be deemed withdrawn without refund of application fees;
(6) All notices and communications may be provided electronically via email through the MGO system. This acknowledgement also constitutes an intelligent, voluntary, and knowing waiver to receive a physical copy of any notice required or implied to be required by the Permit Streamlining Act (PSA);
(7) An application for a development permit is not deemed submitted for the purposes of the Permit Streamlining Act (PSA) until all required materials have been received and all fees have been paid;
(8) A project shall not be construed as operative, vested, or final nor shall City permits be considered valid, until the filing fees for a Notice of Determination (NOD) have been paid (Fish & Game Code §711.4(c)(3)); and
(9) The information submitted with the development application is true and correct to the best of my knowledge.

ATTEST:

APPLICANT ACKNOWLEDGEMENT

Name: Title (if applicable): Signature: Date:
\_\_\_\_\_

PROPERTY OWNER ACKNOWLEDGEMENT

Name: Title (if applicable): Signature: Date:
\_\_\_\_\_

Company (if applicable):
\_\_\_\_\_