



**CITY OF CAMPBELL**  
Community Development Department

**PLANNING APPLICATION CHECKLIST**  
**PRELIMINARY APPLICATIONS**

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

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 **Preliminary Applications** only, for the following three types of preliminary applications. Review of the preliminary plans is limited to the overall project design concept and is not considered a substitute for formal project review. Comments (verbal or written) provided by City staff, the Planning Commission, or the City Council on the preliminary application are not binding on the formal application.

APPLICATION TYPES	
PRE-APPLICATIONS	DESCRIPTION
<ul style="list-style-type: none"> <li>■ <b>Preliminary Application (Administrative)</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A <i>voluntary</i> request to seek City feedback on a potential development project. You will be provided a written letter explaining how your potential project does or does not satisfy applicable standards and requirements, which may also include staff recommendations for improvement.</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Preliminary Application (Planning Commission)</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A <i>mandatory</i> process for projects meeting specified thresholds (see Page 2). A “study session” hearing with the Planning Commission will be held to discuss the proposal, provide feedback, and accept public comment.</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>General Plan Amendment Authorization (City Council)</b></li> </ul>	<ul style="list-style-type: none"> <li>■ A <i>mandatory</i> process for any proposal that includes a General Plan Amendment. The preliminary-application will be considered by the City Council, who may choose to approve or deny your request to <i>propose</i> a General Plan Amendment.</li> </ul>

**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.

## REQUIRED PRELIMINARY APPLICATIONS

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;
- 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.

Additionally, **all General Plan Amendment** requests require prior City Council authorization through submittal and review of a preliminary 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 your preliminary-application to be processed. Please note that these are minimum requirements; additional detail and information will result in more thorough feedback. 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 must be provided all together and cannot be piecemealed.

#	REQUIRED APPLICATION MATERIALS
<b>Preliminary Project Plan Sheets</b> <i>(provide as a single document)</i>	
1.	<b>Coversheet</b> <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, floor area ratio (FAR), building lot coverage, landscaping coverage, paving coverage, number of housing units (by size and bedroom count), building square-footage (for each floor and in total), and number of parking stalls;</li> <li>■ Reserved area for City date stamp (one 2”x 3” box);</li> </ul>
2.	<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.
3.	<b>Preliminary Site Plan</b> <ul style="list-style-type: none"> <li>■ Property lines, and property line dimensions;</li> <li>■ Public street(s), public sidewalk, parking stalls, driveways, and walkways;</li> <li>■ Location of existing trees, and anticipated landscaping and stormwater treatment areas;</li> <li>■ Proposed buildings, including trash/recycling receptacle storage areas.</li> </ul>
4.	<b>Preliminary Floor Plans</b> <ul style="list-style-type: none"> <li>■ Illustrations of “typical” floors of each proposed building;</li> <li>■ Labeled use of each room (kitchen, office, warehouse, etc.);</li> <li>■ Approximate dimensions of exterior walls, doors, windows and rooms;</li> <li>■ Anticipated seating layout (depictions of chairs, benches, bleachers, tables, etc.) for restaurants and assembly spaces.</li> </ul>
5.	<b>Preliminary Exterior Elevations</b> <ul style="list-style-type: none"> <li>■ Architectural depictions of the front and rear of proposed structures;</li> <li>■ Anticipated exterior materials and colors, including wall cladding, roofing, mechanical screening/parapets, doors, and windows;</li> <li>■ Anticipated building height(s), plate heights, and roof slopes.</li> </ul>

#	REQUIRED APPLICATION MATERIALS
<b>Additional Items</b> <i>(provide as separate documents)</i>	
6.	<b>Project Description</b> explaining the anticipated project, including the proposed use(s), type and size of proposed buildings, number of proposed housing units (by size and bedroom count), project goals, public benefits of the project, and proposed General Plan Land Use and/or Zoning District(s).
7.	<b>Preliminary Title Report</b> prepared by a title company registered with the <a href="#">California Department of Insurance</a> .
8.	<b>Acknowledgment Statement</b> (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.

## PROJECT PLAN PREPARATION REQUIREMENTS

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

- 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) (if applicable);
- Specify the date of preparation; noted and graphical scale; and north arrow;
- 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 into a single set of Preliminary 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 Preliminary Project Plans, inclusive of all required 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 all required 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>
■ Preliminary Project Plans	■ <b>Preliminary Project Plans (year-month-day)</b> <i>Example: Preliminary Project Plans (2020-01-30)</i>
■ Project Description	■ <b>Project Description (year-month-day)</b> <i>Example: Project Description (2020-01-30)</i>
■ Acknowledgment Statement	■ <b>Acknowledgment Statement</b>
■ Preliminary Title Report	■ <b>Title Report</b>

## 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**

<b>Name:</b>	<b>Title (if applicable):</b>	<b>Signature:</b>	<b>Date:</b>
_____	_____	_____	_____

**PROPERTY OWNER ACKNOWLEDGEMENT**

<b>Name:</b>	<b>Title (if applicable):</b>	<b>Signature:</b>	<b>Date:</b>
_____	_____	_____	_____

**Company (if applicable):**  
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