



Plan Submittal – New Commercial Buildings

October 2018

Purpose

This handout establishes a procedure for complete plan review submittals when new commercial shell buildings are proposed. According to current code regulations (2016 CBC, 2016 GBSC, 2016 CPC, 2016 CMC, 2016 CEC and 2016 California Energy Code), permits are required when buildings or structures are constructed, altered, repaired, moved, converted or demolished. Therefore, the following guidelines shall be reviewed before commencing any work.

Plan Submittal for New Construction

Quantity

***PLEASE DO NOT SUBMIT DOUBLE SIDED CALCULATIONS OR PLANS.**

- Six (6) complete sets of plans must be submitted (at least two must be “wet-signed” and stamped by a State of California licensed architect or engineer), as well as a completed permit application form and the plan check fees must be paid. The submitted plans will be distributed to the Building Inspection & Safety and Planning departments. Applicants shall make separate submittals directly to other local utility companies.
- Three (3) sets of 8-1/2”x11” “wet-signed” and stamped structural calculation reports, geotechnical reports and a letter of foundation design review
- Three (3) sets of 8-1/2”x11” Title 24 energy reports (i.e. envelope, lighting and mechanical)
- Three (3) sets of 8-1/2”x11” manufactured truss calculations and a truss-review letter signed by the engineer of record
- Applicant must provide data (specifications) on materials used to show all 5 sections of Chapter 5 of the 2016 California Green Standards Code. Describe paints, plywood’s, carpets, etc. and provide cut-sheets from manufacturer.

Additional Requirements

- Building permits cannot be issued prior to the approval of improvement plans. On-site improvement plans must be submitted to Campbell Public Works under a separate cover. Contact **Public Works** at **(408) 866-2150** for submittal requirements, fees and timelines.
- A separate review for fire sprinklers is obtained from the local Fire Department. Plan submittal and fee information may be obtained from the SCC Fire Department located at 14700 Winchester Blvd., Los Gatos, CA 95032, by calling the **Santa Clara County Fire Department**, at **(408) 378-4010**.
- **Santa Clara County Health Department** approval is required for food facilities. Please contact **(408) 918-3400** to obtain plan approval prior to submitting plans to Campbell Building Inspection & Safety.
- **The Unified School Districts** collect Developer Fees for new commercial construction. The fees are collected by the district prior to permit issuance. Forms will be provided by Campbell Building & Safety during the plan review process.
- **West Valley Sanitation District (WVSD)** collects infrastructure, sewer fees for new construction. Payment of these fees must be made to WVSD and yellow copy is given to the Campbell Building Department prior to permit issuance. Please contact **WVSD** at **(408) 378-2407** for fee estimates.
- **West Valley Sanitation District (WVSD)** also oversees fats, oils and grease control program including the sizing of grease interceptor. Please contact **WVSD** at **(408) 378-2407**.

Plan Review Timelines

Allow a minimum if **30** business days for the first plan review and 15 business days for all subsequent plan reviews. *First plan review submitted by courier*

will **not** be accepted. An Application for Permit form may be requested at the Building Safety & Inspection office or at www.cityofcampbell.com

Minimum Plan Requirements

Size

Plans shall be drawn to scale, fully dimensioned and legible on minimum 18"x24", or 24"x36 sheets.

Information

1. Cover sheet - legal job address and APN (assessors parcel number), name, address and phone number of owner, contractor, contact name, address and phone number, title and registration information of project design professional, description of work (including current applicable codes), type of construction, and occupancy classifications. If installing fire a sprinkler system gross building area (square footage per floor) must be provided as well as allowable area calculations, zoning and index of drawings.

Shell Plans: *Approved plans for shell only buildings do **not** constitute approval to occupy the premises. A separate and complete tenant improvement plan submittal and permit is required prior to occupancy of any building. Plans shall include ventilation, sanitation, exiting and other habitability (i.e. energy/lighting/ mechanical calculations) and occupancy issues addressed. If only a shell building review is desired, be sure to clearly state this on cover sheet of plans and that a separate review and submittal will be required before issuance of any future certificates of occupancy*

2. Plot plan (*if submitted it shall be prepared by a registered civil engineer) - lot and building location indicating all setback distances to true or assumed property lines and easements; north arrow; location of easements, fire hydrants and other utilities; street and right-of-way identifications, access roadways; location of gas/electrical/water meters and sewer/water lines.
3. Grading and drainage plan shall be prepared by a registered civil engineer. Grade and pad elevations, ground slope drainage and topography; location of retaining walls.

4. Architectural plans - dimensioned floor plans identifying room uses, door/window keynotes and room finish schedules; proposed exiting system with all required exits/stairways/exit passageways clearly identified; area/occupancy load tabulations, identification and fire-rating listing details; shafts, floor ceiling/roof location and ratings.
5. Stair/handrail/guardrail/deck location and details; architectural and framing details including cross sections, bracing and support; suspended ceiling plan and legend; exterior elevations identifying construction materials, colors, wall covering specifications and fire-rating (depending on location to property lines), building height. Depict all interior and exterior handicap accessibility elements such as path of travel from public way to main building entrances, disabled parking stalls, signage, restrooms and door signage, equipment clearances/mounting heights.
6. Structural plans - foundation plan with footing/slab detail references, shear wall schedule and details reference location; floor framing plan; roof framing plan; framing details. When using pre-fabricated roof/floor trusses, **three (3)** sets of manufactured calculations are required "wet" stamped and signed by the truss engineer; also include a truss-review letter **(3)** signed by the engineer of record.
7. Mechanical, electrical and plumbing plans complete electrical plans identifying size and location of main and sub-panels; location of electrical outlets, switches, lighting fixtures, exit signs; computed loads. Complete mechanical plans identifying size and location of all heating, ventilation and air-conditioning equipment; calculations for gas piping size; equipment schedule. Complete plumbing plans identifying size and location of all DWV; site and storm; water and gas supply piping sizes and materials for all fixtures and appliances; grease interceptor location and capacity calculations.

Fees

Due to the complexity of permit fees for new construction, it is recommended that you visit the Building Inspection & Safety counter to review all applicable costs such as development fees, building fees, etc.

California Green Building Code Non- Residential Requirements

The application you have submitted is required to comply with the requirements of the California Green Building Code Mandatory Residential Requirements. (Chapt.5).

The City of Campbell has provided a “Compliance Report” which lists product VOC (Volatile Organic Compound) Limits on products that are commonly used in residential construction. Your project will use many of the products listed with VOC limits.

5.504.4.5.3 Documentation. *Verification of compliance with this section shall be provided as requested by the enforcing agency. Documentations shall include at least one of the following:*

- 1. Product certification and specifications.*
- 2. Chain of custody certifications*
- 3. Product labeled and invoiced as meeting the Composite Wood Products regulation.*
- 4. Exterior grade products marked as meeting the PS-1 or PS-2 standards of the Engineering Wood Association.*
- 5. Other methods acceptable to the enforcing agency.*

Campbell Building Division has created a form for you to use to identify the applicable products for your project. You are requested to identify the product by name and manufacturer and list the VOC amounts for the product. The form also provides the ability to identify Plumbing Fixtures to show the GPM to comply with State requirements. Again, you identify the product and manufacturer.

Forms not filled out or forms that are incomplete will be unaccepted! To insure your project is approved in the fastest time possible, please make sure your Documents are complete! You are able to make changes to the products by submitting revised forms at any time during construction.

Manufacture Websites are good source of VOC information on Product specifications sheets.

- LONG RADIUS ELBOW.
- LOW-GWP REFRIGERANT.
- MERV.
- MAXIMUM INCREMENTAL REACTIVITY (MIR).
- PRODUCT-WEIGHTED MIR (PWMIR).
- PSIG.
- REACTIVE ORGANIC COMPOUND (ROC).
- SCHRADER ACCESS VALVES.
- SHORT RADIUS ELBOW.
- SUPERMARKET.
- VOC.

**SECTION 5.503
FIREPLACES**

5.503.1 Fireplaces. Install only a direct-vent sealed-combustion gas or sealed wood-burning fireplace, or a sealed wood-stove or pellet stove, and refer to residential requirements in the *California Energy Code*, Title 24, Part 6, Subchapter 7, Section 150. Woodstoves, pellet stoves and fireplaces shall comply with applicable local ordinances.

5.503.1.1 Woodstoves. Woodstove and pellet stoves shall comply with U.S. EPA New Source Performance Standards (NSPS) emission limits as applicable, and shall have a permanent label indicating they are certified to meet the emission limits.

**SECTION 5.504
POLLUTANT CONTROL**

5.504.1 Temporary ventilation. The permanent HVAC system shall only be used during construction if necessary to condition the building or areas of addition or alteration within the required temperature range for material and equipment installation. If the HVAC system is used during construction, use return air filters with a Minimum Efficiency Reporting Value (MERV) of 8, based on ASHRAE 52.2-1999, or an average efficiency of 30 percent based on ASHRAE 52.1-1992. Replace all filters immediately prior to occupancy, or, if the building is occupied during alteration, at the conclusion of construction.

5.504.3 Covering of duct openings and protection of mechanical equipment during construction. At the time of rough installation and during storage on the construction site until final startup of the heating, cooling and ventilating equipment, all duct and other related air distribution component openings shall be covered with tape, plastic, sheetmetal or other methods acceptable to the enforcing agency to reduce the amount of dust, water and debris which may enter the system.

5.504.4 Finish material pollutant control. Finish materials shall comply with Sections 5.504.4.1 through 5.504.4.6.

5.504.4.1 Adhesives, sealants and caulks. Adhesives, sealants, and caulks used on the project shall meet the requirements of the following standards:

1. Adhesives, adhesive bonding primers, adhesive primers, sealants, sealant primers and caulks shall

comply with local or regional air pollution control or air quality management district rules where applicable, or SCAQMD Rule 1168 VOC limits, as shown in Tables 5.504.4.1 and 5.504.4.2. Such products also shall comply with the Rule 1168 prohibition on the use of certain toxic compounds (chloroform, ethylene dichloride, methylene chloride, perchloroethylene and trichloroethylene), except for aerosol products as specified in subsection 2, below.

2. Aerosol adhesives, and smaller unit sizes of adhesives, and sealant or caulking compounds (in units of product, less packaging, which do not weigh more than one pound and do not consist of more than 16 fluid ounces) shall comply with statewide VOC standards and other requirements, including prohibitions on use of certain toxic compounds, of *California Code of Regulations*, Title 17, commencing with Section 94507.

**TABLE 5.504.4.1
ADHESIVE VOC LIMIT^{1,2}
Less Water and Less Exempt Compounds in Grams Per Liter**

ARCHITECTURAL APPLICATIONS	CURRENT VOC LIMIT
Indoor carpet adhesives	50
Carpet pad adhesives	50
Outdoor carpet adhesives	150
Wood flooring adhesive	100
Rubber floor adhesives	60
Subfloor adhesives	50
Ceramic tile adhesives	65
VCT and asphalt tile adhesives	50
Drywall and panel adhesives	50
Cove base adhesives	50
Multipurpose construction adhesives	70
Structural glazing adhesives	100
Single-ply roof membrane adhesives	250
Other adhesive not specifically listed	50
SPECIALTY APPLICATIONS	
PVC welding	510
CPVC welding	490
ABS welding	325
Plastic cement welding	250
Adhesive primer for plastic	550
Contact adhesive	80
Special purpose contact adhesive	250
Structural wood member adhesive	140
Top and trim adhesive	250
SUBSTRATE SPECIFIC APPLICATIONS	
Metal to metal	30
Plastic foams	50
Porous material (except wood)	50
Wood	30
Fiberglass	80

1. If an adhesive is used to bond dissimilar substrates together the adhesive with the highest VOC content shall be allowed.
2. For additional information regarding methods to measure the VOC content specified in this table, see South Coast Air Quality Management District Rule 1168, <http://www.arb.ca.gov/DRDB/SC/CURHTML/R1168.PDF>.

TABLE 5.504.4.2
SEALANT VOC LIMIT

Less Water and Less Exempt Compounds in Grams per Liter

SEALANTS	CURRENT VOC LIMIT
Architectural	250
Marine deck	760
Nonmembrane roof	300
Roadway	250
Single-ply roof membrane	450
Other	420
SEALANT PRIMERS	
Architectural	
Nonporous	250
Porous	775
Modified bituminous	500
Marine deck	760
Other	750

Note: For additional information regarding methods to measure the VOC content specified in these tables, see South Coast Air Quality Management District Rule 1168.

5.504.4.3 Paints and coatings. Architectural paints and coatings shall comply with VOC limits in Table 1 of the ARB Architectural Coatings Suggested Control Measure, as shown in Table 5.504.4.3, unless more stringent local limits apply. The VOC content limit for coatings that do not meet the definitions for the specialty coatings categories listed in Table 5.504.4.3 shall be determined by classifying the coating as a Flat, Nonflat or Nonflat-High Gloss coating, based on its gloss, as defined in Subsections 4.21, 4.36 and 4.37 of the 2007 California Air Resources Board Suggested Control Measure, and the corresponding Flat, Nonflat or Nonflat-High Gloss VOC limit in Table 5.504.4.3 shall apply.

5.504.4.3.1 Aerosol paints and coatings. Aerosol paints and coatings shall meet the PWMIR Limits for ROC in Section 94522(a)(3) and other requirements, including prohibitions on use of certain toxic compounds and ozone depleting substances, in Sections 94522(c)(2) and (d)(2) of *California Code of Regulations*, Title 17, commencing with Section 94520; and in areas under the jurisdiction of the Bay Area Air Quality Management District additionally comply with the percent VOC by weight of product limits of Regulation 8 Rule 49.

5.504.4.3.2 Verification. Verification of compliance with this section shall be provided at the request of the enforcing agency. Documentation may include, but is not limited to, the following:

1. Manufacturer's product specification
2. Field verification of on-site product containers

TABLE 5.504.4.3
VOC CONTENT LIMITS FOR ARCHITECTURAL COATINGS^{2,3}
Grams of VOC per Liter of Coating,
Less Water and Less Exempt Compounds

COATING CATEGORY	CURRENT LIMIT
Flat coatings	50
Nonflat coatings	100
Nonflat-high gloss coatings	150
SPECIALTY COATINGS	
Aluminum roof coatings	400
Basement specialty coatings	400
Bituminous roof coatings	50
Bituminous roof primers	350
Bond breakers	350
Concrete curing compounds	350
Concrete/masonry sealers	100
Driveway sealers	50
Dry fog coatings	150
Faux finishing coatings	350
Fire resistive coatings	350
Floor coatings	100
Form-release compounds	250
Graphic arts coatings (sign paints)	500
High temperature coatings	420
Industrial maintenance coatings	250
Low solids coatings ¹	120
Magnesite cement coatings	450
Mastic texture coatings	100
Metallic pigmented coatings	500
Multicolor coatings	250
Pretreatment wash primers	420
Primers, sealers, and undercoaters	100
Reactive penetrating sealers	350
Recycled coatings	250
Roof coatings	50
Rust preventative coatings	250
Shellacs	
Clear	730
Opaque	550
Specialty primers, sealers and undercoaters	100
Stains	250
Stone consolidants	450
Swimming pool coatings	340
Traffic marking coatings	100
Tub and tile refinish coatings	420
Waterproofing membranes	250
Wood coatings	275
Wood preservatives	350
Zinc-rich primers	340

1. Grams of VOC per liter of coating, including water and including exempt compounds.
2. The specified limits remain in effect unless revised limits are listed in subsequent columns in the table.
3. Values in this table are derived from those specified by the California Air Resources Board, Architectural Coatings Suggested Control Measure, February 1, 2008. More information is available from the Air Resources Board.

5.504.4.4 Carpet systems. All carpet installed in the building interior shall meet at least one of the following testing and product requirements:

1. Carpet and Rug Institute’s Green Label Plus Program;
2. Compliant with the VOC-emission limits and testing requirements specified in the California Department of Public Health Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers, Version 1.1, February 2010 (also known as CDPH Standard Method VI.1 or *Specification 01350*);
3. NSF/ANSI 140 at the Gold level or higher;
4. Scientific Certifications Systems Sustainable Choice; or
5. Compliant with the Collaborative for High Performance Schools California (CA-CHPS) Criteria Interpretation for EQ 7.0 and EQ 7.1 (formerly EQ 2.2) dated July 2012 and listed in the CHPS High Performance Product Database.

5.504.4.4.1 Carpet cushion. All carpet cushion installed in the building interior shall meet the requirements of the Carpet and Rug Institute’s Green Label program.

5.504.4.4.2 Carpet adhesive. All carpet adhesive shall meet the requirements of Table 5.504.4.1.

5.504.4.5 Composite wood products. Hardwood plywood, particleboard and medium density fiberboard composite wood products used on the interior or exterior of the building shall meet the requirements for formaldehyde as specified in ARB’s Air Toxics Control Measure (ATCM) for Composite Wood (17 CCR 93120 et seq.) Those materials not exempted under the ATCM must meet the specified emission limits, as shown in Table 5.504.4.5.

5.504.4.5.1 Early compliance. Reserved.

5.504.4.5.3 Documentation. Verification of compliance with this section shall be provided as requested by the enforcing agency. Documentation shall include at least one of the following:

1. Product certifications and specifications.
2. Chain of custody certifications.
3. Product labeled and invoiced as meeting the Composite Wood Products regulation (see CCR, Title 17, Section 93120, *et seq.*).
4. Exterior grade products marked as meeting the PS-1 or PS-2 standards of the Engineered Wood Association, the Australian AS/NZS 2269 or European 636 3S standards.
5. Other methods acceptable to the enforcing agency.

**TABLE 5.504.4.5
FORMALDEHYDE LIMITS¹
Maximum Formaldehyde Emissions in Parts per Million**

PRODUCT	CURRENT LIMIT
Hardwood plywood veneer core	0.05
Hardwood plywood composite core	0.05
Particleboard	0.09
Medium density fiberboard	0.11
Thin medium density fiberboard ²	0.13

1. Values in this table are derived from those specified by the California Air Resources Board, Air Toxics Control Measure for Composite Wood as tested in accordance with ASTM E1333. For additional information, see *California Code of Regulations*, Title 17, Sections 93120 through 93120.12.
2. Thin medium density fiberboard has a maximum thickness of $\frac{3}{16}$ inch (8 mm).

5.504.4.6 Resilient flooring systems. For 80 percent of floor area receiving resilient flooring, installed resilient flooring shall meet at least one of the following:

1. Certified under the Resilient Floor Covering Institute (RFCI) FloorScore program;
2. Compliant with the VOC-emission limits and testing requirements specified in the California Department of Public Health’s 2010 Standard Method for the Testing and Evaluation Chambers, Version 1.1, February 2010;
3. Compliant with the Collaborative for High Performance Schools California (CA-CHPS) Criteria Interpretation for EQ 7.0 and EQ 7.1 (formerly EQ 2.2) dated July 2012 and listed in the CHPS High Performance Product Database; or
4. Products certified under UL GREENGUARD Gold (formerly the Greenguard Children’s & Schools Program).

5.504.4.6.1 Verification of compliance. Documentation shall be provided verifying that resilient flooring materials meet the pollutant emission limits.

5.504.5.3 Filters. In mechanically ventilated buildings, provide regularly occupied areas of the building with air filtration media for outside and return air that provides at least a Minimum Efficiency Reporting Value (MERV) of 8. MERV 8 filters shall be installed prior to occupancy, and recommendations for maintenance with filters of the same value shall be included in the operation and maintenance manual.

Exceptions:

1. An ASHRAE 10-percent to 15-percent efficiency filter shall be permitted for an HVAC unit meeting the 2013 *California Energy Code* having 60,000 Btu/h or less capacity per fan coil, if the energy use of the air delivery system is 0.4 W/cfm or less at design air flow.
2. Existing mechanical equipment.

5.504.5.3.1 Labeling. Installed filters shall be clearly labeled by the manufacturer indicating the MERV rating.



COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION

70 N 1st street • Campbell, CA 95008

(408) 866-2130 • FAX (408) 871-5101 • building@cityofcampbell.com

Non-Residential VOC Compliance Certification

Address: _____

Permit No.: _____

ADHESIVE	MANUFACTURER	CALGreen Limit ¹	ACTUAL VOCs

SEALANT	MANUFACTURER	CALGreen Limit ¹	ACTUAL VOCs

ARCHITECTURAL COATINGS (Paints & Coatings)	MANUFACTURER	CALGreen Limit ¹	ACTUAL VOCs

RESILIENT FLOORING	MANUFACTURER	CALGreen Limit ¹	ACTUAL VOCs

FORMALDEHYDE COMPLIANCE CERTIFICATION

PRODUCT	MANUFACTURER	CURRENT LIMIT	ACTUAL
Hardwood plywood veneer core		0.05	
Hardwood plywood composite core		0.05	
Particleboard		0.09	
Medium density fiberboard		0.11	
Thin medium density fiberboard ²		0.13	

¹ See other side of page for VOC limits

² Thin medium density fiberboard has a maximum thickness of 5/16 inch

Division 5.3 - Water Efficiency and Conservation			
	Brand	Model	GPM
1. Water Closet(s)			
2. Shower Head(s)			
3. Faucet(s) (NOT KITCHEN)			
4. Kitchen Faucet(s)			
5. Urinals			
Division 5.4 – Material Conservation & Resource Efficiency			
This Project Has A Construction Waste Management Plan YES_____ NO_____			
Division 5.5 Environmental Quality			
1. Fireplace is Direct Vent Gas _____			
2. Fireplace is Wood Burning EPA Phase II _____			

All **carpet** installed in the building interior meets the testing and product requirements of the following: (check one)

- Carpet and Rug Institute’s Green Label
- California Department of Public Health “Standard Method for the Testing of VOCs”
- NSF/ANSI 140 at the Gold level
- Scientific Certifications Systems Indoor Advantage™ Gold
- No carpet installed on this project

I certify that the information provided on this form is accurate and that the materials used on this project comply with Section 4.504 (Residential) or 5.504 (Non-Residential) of the 2016 California Green Building Standards Code.

Print Name
Signature
Date



Roll-off and Debris Box Rental

Roll-off and Debris Box Rental

West Valley Collection & Recycling is the EXCLUSIVE roll-off and debris box provider for the cities of:

- Campbell
- Monte Sereno
- Town of Los Gatos
- Saratoga

Contact customer service at West Valley Collection & Recycling to schedule delivery of a debris box in these cities

408/283-9250

customerservice@westvalleyrecycles.com

BIN SIZE	DIMENSIONS	TONS ALLOWED	MATERIALS ACCEPTED
8 Cubic Yard	14' x 8' x 2.5'	8 Tons	Concrete and Dirt
20 Cubic Yard	19' x 8' x 4'	3 Tons	General Debris
30 Cubic Yard	21' x 7' x 7.5'	4 Tons	General Debris
40 Cubic Yard	23' x 8.5' x 8'	5 Tons	General Debris





CITY OF CAMPBELL
Community Development Department

PROJECT INTAKE
(City Use Only)
BLD File No: _____
PLN File No: _____
Planner: _____

COMMERCIAL, MULTI-FAMILY RESIDENTIAL, and PLANNED DEVELOPMENT

Landscape Information Form

The City of Campbell has adopted the updated California Model Water Efficient Landscape Ordinance (MWELo) as part of the City’s Water Efficient Landscape Guidelines. This document is available at: <http://www.cityofcampbell.com/DocumentCenter/View/176> or on the Planning Division’s Zoning and Land Use webpage through <http://www.cityofcampbell.com/166/Zoning-and-Land-Use>.

STEP 1. Determine Required Landscape Areas

See Planning Division staff for required landscape areas based on the property’s zoning district and/or current or previous planning entitlements.

STEP 2. Determine Submittal Requirements

For new construction projects:

- a. If the project landscape area is less than 500 square feet, compliance with Campbell Municipal Code (CMC) Chapter 21.26 is required but not the MWELo.
- b. If the project landscape area is between 500 square feet and 2,500 square feet, compliance with the prescriptive option (Appendix D) per Section 490.1(c) of the MWELo is required.
- c. If the project landscape area is over 2,500 square feet, a landscape documentation package prepared by an authorized and licensed professional in compliance with the full MWELo is required.

For remodel/addition/rehabilitation projects:

- d. If the project landscape area is 2,500 square feet or less, compliance with Campbell Municipal Code (CMC) Chapter 21.26 is required but not the MWELo.
- e. If the project landscape area is greater than 2,500 square feet, a landscape documentation package prepared by an authorized and licensed professional in compliance with the full MWELo is required.

STEP 3. Prepare your Building Permit Plans

Prepare Planting and Irrigation Plans demonstrating compliance with the applicable requirements. Submit Planting and Irrigation Plans and this completed form with your Building Permit Application.

PROPERTY INFORMATION

Project Site Address: _____

Square Footage of Project Landscape Area: _____

PROPERTY TYPE

- Commercial/Office/Industrial Multi-Family Residential Planned Development

PROJECT TYPE

- New Construction Addition/Remodel of Existing Structure Rehabilitation of Existing Site

LANDSCAPE REQUIREMENT

- Full MWELo Landscape Documentation Package MWELo Prescriptive Option (Appendix D) CMC Chapter 21.26 (No MWELo)



City of Campbell, 70 N. First Street, Campbell, CA 95008, (408) 866-2140

TREE DISCLOSURE STATEMENT

(Campbell Municipal Code Chapter ____)

Building ____ Demolition ____

Property Address _____ **Permit Application No.** _____

The Municipal Code protects specified trees located on private and public property. Applications for building permits that include exterior work and all demolition permit applications on private property must be accompanied by this disclosure statement. Please check the appropriate answers, sign and date the document.

1. Has this project been reviewed and approved by the Planning Department? If yes, indicate the development permit number and/or tree removal permit number below and sign the bottom of this form. If not, then proceed to Item No. 2.

Development Application No. _____ Tree Removal Permit No. _____

2. All properties (Except R-1): Are there any trees 38 inches or greater in circumference when measured 48-inches above natural grade on the property? Are any of the trees designated Heritage Trees?

Yes _____ No _____

Size, Type _____

If the answer is no (skip Item No. 3) and sign below. If yes, the location and species of all such trees must be disclosed on the site plans or, if no plans are required for this application then a site plan indicating existing trees must be provided. Fencing protection for the trees is required per Diagram #__ attached. A signed Tree Disclosure statement stating that the protection is in place must first be received before a permit can be issued.

3. Single Family Residential Properties Only (including PD's): Were any trees required to be retained as a Condition of Approval for your property or development? Are any of these trees proposed for removal?

Yes _____ No _____

If the answer is yes, for those trees ("Protected Trees") you must also disclose the size of the trunk diameter and drip line area on the site plans and discuss the application with the Planning Division.

I understand that knowingly or negligently providing false or misleading information in response to this disclosure requirement constitutes a violation of the Campbell Municipal Code Section ____, which can lead to criminal and/or civil legal action.

Signature _____ Print Name _____ Date _____

Property Owner or Authorized Agent

If you have any questions about this form or the information required, please contact the City's Planning Department for assistance at (408) 866-2140.

FOR OFFICE USE ONLY		
_____ Permit # _____	_____ Issued Date _____	_____ Planning Authorization _____
_____ Waiting for Verification that Tree Protection Plan is in Place		
_____ Waiting for Diagram of Tree Locations		