



## **Zoning Application Submittal Requirements**

(for Use Permit, Plot Plan, P-D Zone and similar applications)

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### **GENERAL REQUIREMENTS:**

- 1. The Uniform Development Application must be typed or printed and filled in completely.
  - a. If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his or her behalf and both shall sign this application.
- 2. Financial Interest Disclosure Form.
- 3. Environmental Information Form if required, as determined by the Planning Division per the California Environmental Quality Act.
- 4. Evidence of property ownership, e.g. deed, title insurance policy.
- 5. Plans:
  - a. Thirty (30) sets of site plans (see Site Plan Requirements).
  - b. Two (2) sets of floor plans and building elevations (see Elevation Requirements).
  - c. Size: sheets not less than 18" X 24", nor greater than 32" X 42" in size.
  - d. All plans shall be folded to a size of approximately 8½" X 11".
  - e. Six (6) sets of plans reduced to 8½" X 11" and ten (10) sets reduced to 11" X 17".
  - f. One (1) set of plans colored to illustrate the design and development concept of the proposed project shall also be submitted.
  - g. One (1) set provided in electronic format on CD or DVD, AutoCAD or .jpg formats.
  - h. Other plans may be required depending on the complexity of the project.
- 6. Photographs of the project site and surrounding properties where needed to illustrate existing and proposed development.
- 7. All applicable filing fees (see adopted fee schedule).

### **UTILITIES REQUIREMENTS:**

The following requirements apply to major projects\*, defined as a project with 50 or more dwelling units or the equivalent (see p. 2). If you are not sure if this applies to your project, please consult with the Public Works Department-Current Facilities Planning, 209-571-5801. Please see Public Works-Current Facilities Planning for assistance with the following Water, Wastewater, and Storm Drainage requirements.

#### **Water:**

- 1. Water demand calculations for all major projects are required. Water demand calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.
- 2. For major projects, identify and demonstrate the adequacy of the anticipated water supply for the project.

#### **Wastewater:**

- 1. Wastewater capacity calculations for all major projects are required. Design calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.

### **Storm Drainage/Treatment:**

- 1. Identify and demonstrate the capacity of the downstream facilities expected to accommodate storm drainage flows from the proposed project area, where proposing to utilize downstream facilities for storm drainage (hydrology and hydraulic reports).
- 2. Storm drainage capacity calculations for all major projects are required (including temporary and permanent facilities). Design calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.
- 3. Soils Report – 1 copy.

### **TRAFFIC REQUIREMENTS:**

- 1. A Traffic Study is required, per City Council policy for projects producing 100 or more peak-hour trips.
- 2. Narrative: Identify financing sources for traffic improvements implementation.
- 3. Submittal plan shall include bicycle facilities as required by the Non-Motorized Transportation Plan where applicable.

### **ADDITIONAL SUBMITTAL REQUIREMENTS:**

Additional information, such as any of the following items, may be required based on further review of the development application. The contents of these items are described in other handouts, State regulations, or the City's Ordinances:

- Noise Study
- Biological Assessment
- Parking Study
- Drainage Report
- Arborist Report (trees)
- Sight line diagrams/analysis (multi-story construction adjacent to residences)

\* Major projects for utility purposes are defined as follows:

1. 50 or more dwelling units
2. A proposed shopping center or business establishment employing more than 50 persons or having more than 20,000 square feet
3. A proposed commercial office building employing more than 50 persons or having more than 10,000 square feet of floor space
4. A proposed hotel or motel having more than 50 rooms
5. A proposed industrial, manufacturing, or processing plant or industrial park planned to house more than 50 persons, occupying more than 3 acres of land or having more than 30,000 square feet of floor area
6. A mixed-use project that includes one or more of the projects specified above
7. A project that would demand an amount of water equivalent to or greater than the amount of water required or wastewater generated by a 50 dwelling unit project.

**FOR YOUR INFORMATION:** Staff may deem additional submittal information necessary to adequately analyze the project, complete environmental review for the project, or make recommendations to the Planning Commission, Board of Zoning Adjustment or City Council. Completion of the application does not presume approval nor staff support of the application. Such approval is discretionary with the Director, Board of Zoning Adjustment, Planning Commission, and/or City Council. The Board of Zoning Adjustment, Planning Commission, or City Council may deny, modify, or conditionally approve the application.

All entitlement decisions of the Planning Commission or Board of Zoning Adjustment are final unless appealed within fifteen (15) days of the date on which the decision is made. The appeal shall be in writing and filed with the City Clerk. The appeal must set forth the specific reasons for the appeal. All applicable fees must accompany appeals. Building permits, certificates of occupancy, or licenses will not be issued until the appeal period has elapsed. If the entitlement decision is appealed, building permits, certificates of occupancy, or licenses will not be issued until the final decision has been made on the appeal or the appeal is withdrawn.

Please note that for applications involving both discretionary approvals (such as rezonings and specific plan amendments) and quasi-judicial approvals (such as tentative subdivision or parcel maps), the quasi-judicial application cannot be deemed complete or scheduled for a public hearing until the discretionary application has been approved by the City Council and becomes effective (for actions requiring adoption of an ordinance, such as a rezoning, the action becomes effective 30 days after the second reading of the ordinance).

## **SITE PLAN REQUIREMENTS**

The site plan need not contain final construction details, but should accurately show the location of existing and proposed on-site and off-site improvements and their relationship to streets and alley lines, property lines, and adjacent development where pertinent. The site plan should be legible and its information organized so that it is readily understandable. Additional information may be necessary under the circumstances of a particular application. In general, however, the site plan is to be prepared in accordance with the following requirements:

Plans shall be drawn to a scale sufficient to show the following details:

- 1. A legend including at least the following information:
  - a. Assessors parcel number
  - b. Address (if known)
  - c. Gross and net size of property
  - d. Number of units (residential), square footage of buildings, (non-residential)
  - e. Number of parking spaces (existing and proposed) and parking calculations showing comparison between parking required by Code and that provided
  - f. Building and paved area coverage area and percent
  - g. Landscaping area and percent
  - h. Seats in the facility (where applicable)
- 2. Scale, north point, and date.
- 3. Key or vicinity map.
- 4. If the proposed project is part of a larger complex (such as a shopping center), plans shall be submitted showing the layout of buildings, driveways and parking areas for the entire complex, showing how the proposal relates to the complex as a whole.
- 5. Sufficient description/labeling to establish the nature of proposed development.
- 6. Identification of all multi-story construction (height and number of stories).
- 7. Location of existing and proposed structures and improvements in relation to street, alley, or property lines.
- 8. Label all important dimensions, including lot dimensions, setbacks, driveway widths and throat depth, parking space dimensions, etc. Label property lines.
- 9. For projects involving redesign of existing development, the site plan(s) must clearly show both the existing and proposed development.
- 10. Location and nature of proposed landscaping, and if landscaping is proposed to be used for storm drain treatment. Distinguish landscaped areas by shading or color.
  - a. Identify plazas, sidewalks, and other hardscape elements
  - b. Identify and depict any common amenities such as common areas, public open spaces, or recreation areas
- 11. Size and location of trash enclosures, including provision for recycleables.
- 12. Location and detail of proposed walls, fences, or screening, including height and materials.
- 13. Land uses and locations of adjacent buildings on surrounding properties.
- 14. City limit lines in the general vicinity of the project.

- 15. For colored display plans, at least the following should be distinguished in color: buildings, landscaped areas, vehicular areas (parking and driveways).
- 16. Where new signs are proposed, all free-standing signs shall be shown on the site plan, all wall signs shown on the building elevations, sign sizes and heights identified, and provide photographs of existing signs on the subject property.
- 17. Location of all areas adjacent to inundation or storm water overflow and the location, width and direction of flow of all watercourses. If any portion of the site is within the 500-year flood zone or any floodway, depict flood zone/floodway boundaries on plan.
- 18. Depict all above ground utilities (utility boxes, backflow preventers, etc.) and the way in which they are to be screened.

**Traffic requirements:**

- 1. Locations of all existing and proposed driveways on the project site and the location of all driveways on adjacent properties and properties on the opposite side of all streets.
- 2. Layout of existing and proposed parking areas and driveways with pertinent dimensions.
- 3. Streets information:
  - a. Names, existing widths and centerlines of all adjoining and contiguous streets,
  - b. width of adjacent streets from centerline to edge of property line
  - c. distance of property to nearby street intersections (if property is located mid-block).
- 4. Identify traffic improvements needed as a result of the proposed project.
- 5. Existing and proposed street and alley lines, property lines, property dimensions and easements with pertinent dimensions. Indicate any grade differential between adjacent properties, alleys, or streets.
- 6. Location and nature of existing and proposed street improvements, including curb and gutter, and sidewalk, and bicycle improvements in accordance with the Non-Motorized Transportation Plan.
- 7. Existing traffic signals, traffic signs, and pavement markings adjacent to and 250' on either side of the proposed development.

**Utility requirements:**

- 1. Location and size of existing and proposed infrastructure, including sewer, water and storm drain lines in adjacent streets.
- 2. Alignment of all backbone water facilities (i.e. pipes eight inches and larger, wells, wellhead treatment facilities, tanks, booster pump stations, ASR wells, connections to adjacent facilities, etc.).
- 3. Alignment of all backbone wastewater facilities (i.e. pipes ten inches and larger, lift stations, connections to adjacent facilities, etc.).
- 4. Alignment of all backbone storm drain facilities (i.e. pipes ten inches and larger, lift stations, detention basins, outfall facilities, basin service roads, connection to adjacent facilities, flood hazard areas, etc.), as applicable.
- 5. Submittal plans should address the on-site stormwater treatment and how it is proposed to be handled.
- 6. Sufficient elevations or contours to determine the general slope of the land and the high and low point thereof where storm drain facilities are proposed. Elevation data for proposed and existing street improvements sufficient to establish vertical alignment.

**Fire requirements:**

- 1. Fire access turning radii
- 2. Depict emergency site access consistent with City of Modesto Standard Specifications
- 3. Provide dimensions sufficient to determine that all buildings have emergency access consistent with Standard Specifications

**ELEVATION REQUIREMENTS**

- 1. Building elevations shall conform to the following requirements:
  - a. Dimension height of all structures from the highest adjacent curb to the top of slab and to the roof peak on all elevations.
  - b. Building elevations shall depict all sides of building and indicate colors and materials proposed.
  - c. Dimension section drawings to show grade differential and structures/building heights.
  - d. Demonstrate the manner in which roof-mounted equipment is to be screened.

**Submittal Requirements for Revised Plans** (after City has accepted the application and deemed it complete)

Submittals of revised plans shall include the following:

- 1. All changes shall be designated by deltas or clouds on the revised plans.
- 2. Notes describing all changes made to the plan, keyed to the deltas or clouds.
- 3. The date that the revisions were made.

Failure to include the above requirements on revised plan will be grounds for rejecting revised plans.

Applicants are encouraged to consult the Zoning Regulations or with the Planning staff to determine the required yard areas, off-street parking, building separation or other requirements relative to a particular zone or use.

If an application is approved subject to revision of the original site plan, a new site plan containing such revisions may be required and must be reviewed and approved by the Community and Economic Development Director prior to issuance of a building permit. Precise landscaping, irrigation, or lighting plans may also be required as conditions of approval. Although it is not required that site plans be professionally prepared, it is usually more expedient for the applicant to utilize the services of an architect, engineer, or building designer in preparing the plans.