



**CITY OF MODESTO**  
Community and Economic Development Department/Planning Division  
1010 Tenth Street, Suite 3300, P.O. Box 642  
Modesto, CA 95353  
(209) 577-5267 (209) 491-5798 FAX

## **Zoning Application Submittal Requirements**

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

### **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 (10) sets of plans reduced to 8½" X 11".
  - f. Other plans may be required depending on the complexity of the project.
- 6. All applicable filing fees (see adopted fee schedule).

### **Submit prior to Planning Commission or BZA hearing (if required):**

- 1. 12 full-size sets of site plans and building elevations, folded to 8 ½" x 11".
- 2. One (1) set provided in electronic format on CD or DVD, AutoCAD or .jpg formats.

**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.

### **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. 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 recyclables.
- 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. Names and width of adjacent streets from centerline to edge of property line.
- 15. Existing and proposed street and alley lines, property lines, property dimensions and easements with pertinent dimensions.
- 16. Location and nature of existing and proposed street improvements, including curb and gutter, and sidewalk.
- 17. 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.
- 18. For colored display plans, at least the following should be distinguished in color: buildings, landscaped areas, vehicular areas (parking and driveways).

- 19. Where new signs are proposed, all free-standing signs shall be shown on the site plan, all wall signs shown on the building elevations, and sign sizes and heights identified.
- 20. Layout of existing and proposed parking areas and driveways with pertinent dimensions.
- 21. If any portion of the site is within the 100-year flood zone or any floodway, depict flood zone/floodway boundaries on plan.

**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.

**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.
  - b. Building elevations shall depict all sides of building and indicate colors and materials proposed.
  - c. Demonstrate the manner in which roof-mounted equipment is to be screened.

**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:

- Water demand calculations may be required for major projects. Water demand calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.
- Wastewater capacity calculations may be required for major projects. Design calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.
- For major projects, 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).
- Traffic Study
- Site Access Study
- Noise Study
- Biological Assessment

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

**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.

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.

*In accordance with the requirements of Title II of the Americans with Disabilities Act ("ADA") of 1990, the Fair Employment & Housing Act ("FEHA"), the Rehabilitation Act of 1973 (as amended), Government Code section 11135 and other applicable codes, the City of Modesto ("City") will not discriminate against individuals on the basis of disability in the City's services, programs, or activities. For more information, please visit the City of Modesto website: <https://www.modestogov.com/865/Americans-with-Disabilities-Act-ADA>*