CITY OF CAMPBELL
Community Development Department

GENERAL DEVELOPMENT PROJECTS

PLANNING APPLICATION CHECKLIST

(Download at http://bit.ly/generalprojectschecklist)

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, or visit us at City Hall.

APPLICATION TYPES

This Checklist is to be used for **General Development Projects** only, for the following *primary* application types, inclusive of residential, commercial, and industrial projects located within a conventional zoning district (not Planned Development). General Development Projects may also include one or more *secondary* application requests, such as a subdivision or tree removal, which may be accommodated if submitted in association with a primary application.

APPLICATION TYPES	
PRIMARY APPLICATIONS	**SECONDARY APPLICATIONS**
■ **Architectural Modification (Pruneyard Only)** ■ **Conditional Use Permit w/Site and Architectural Review** ■ **Conditional Use Permit w/Site and Architectural Review (Modification)** ■ **General Plan Amendment** ■ **Site and Architectural Review Permit** ■ **Site and Architectural Review Permit (Modification)** ■ **Variance (Non-Residential)** ■ **Zoning Map Amendment**	■ **CEQA Review / Initial Study** ■ **Density Bonus Request** ■ **Development Agreement** ■ **Historic Resource Alteration Permit** ■ **Parking Modification Permit** ■ **Tentative Parcel Map (4 or fewer parcels)** ■ **Tentative Subdivision Map (5 + parcels)** ■ **Tree Removal Permit** ■ **Variance (Non-Residential)** ■ **Zoning Exception (Historic Only)** ■ **Zoning Map Amendment**

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. 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.

PLANNING REVIEW PROCESS

All development applications submitted to the Planning Division undergo a technical review for "completeness" by the City's Development Review Committee (DRC), pursuant to the California Permit Streamlining Act. Within 30 calendar days of an application being "received" (meaning all required materials have been submitted and all fees have been paid) the City will issue a written notice through the MGO system specifying if the application is "complete" or "incomplete" requiring revisions and/or submittal of additional materials. Generally, most applications will take two or more rounds of review to be found "complete."

Once a development application is deemed "complete" it may be considered by the appropriate decision-making body. Most applications for expansion of an existing structure or construction of a new structure are first reviewed by the Site and Architectural Review Committee (SARC) before being considered by the Planning Commission in a public hearing. However, development applications for, or including, a request for a Zoning Map and/or General Plan Land Use Map amendment are considered by the City Council upon recommendation of the Planning Commission.

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

Many General 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	COMMERCIAL/ INDUSTRIAL
Project Plan Sheets *(provide as a single document)*			
1.	**Coversheet** ■ Project site address, APN, zoning district, project title, scope of work, sheet index, legend, and vicinity map; ■ 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; ■ Reserved area for City date and approval stamps (two 2"x 3" boxes); ■ Documentation of applicable fire prevention and suppression features (i.e., fire sprinklers, fire alarms, etc.) as specified by the Santa Clara County Fire District Standards and Templates.	**Yes**	**Yes**
2.	**Site Photography Sheet** 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.	**Yes**	**Yes**
3.	**Existing/Demolition Plan** 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).	**Yes**	**Yes**
4.	**Development Site Plan** ■ Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s); ■ Recorded and/or proposed easements with the purpose for each easement noted (i.e., PUE) and notation if existing easements are to be vacated; ■ Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.); ■ 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; ■ Accessible ("ADA") path-of-travel to building(s) from the public sidewalk and from accessible parking stalls; ■ Vehicle parking stalls with typical stall dimensions including accessible and van-accessible stalls (with loading areas), electric vehicle parking stalls, "clean-air" (CalGreen) vehicle parking stalls, motorcycle stalls; dimensioned drive aisles, wheel stops and vehicle "overhangs", and bicycle racks; ■ Proposed and existing trash (refuse/recycling) enclosure(s); **Note**: Please review the City's Trash Enclosure Handout (see https://bit.ly/trashenclosuresreq) for an explanation of when a new trash enclosure is required and/or when an existing trash enclosure must be upgraded to meet current standards, as well as for specific design, placement, and technical requirements. ■ 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; ■ Location, height and materials of all walls and fences, including retaining walls;	**Yes**	**Yes**

#	REQUIRED APPLICATION MATERIALS	RESIDENTIAL	COMMERCIAL/ INDUSTRIAL
	■ Location and dimensions of mechanical and utility equipment, including, transformers, backflow prevention devices, meters, ground-mounted air conditioner (AC) units, private fire hydrants, and lighting standards; ■ General location of landscaped areas, including tree wells, islands, planters, with a reference to the Landscaping and Irrigation Plans for further details.	**Yes**	**Yes**
5.	**Floor Plans** ■ All floors of all building(s), including depiction of any walls to be removed and/or modified (existing buildings); ■ Labeled use of each room (bedroom, kitchen, office, warehouse, etc.); **Note**: For single-family residential projects with 5+ units, 20% of the proposed units must either incorporate an ADU or be "ADU ready" per CMC Sec. 21.23.090. ■ Dimensions of all exterior walls, doors, windows and rooms; ■ All functional components of the building, including kitchen appliances, fixtures (sinks, bath tubs, toilets, etc.); ■ All mechanical equipment (water heaters, air conditioners, electric vehicle chargers, etc.). **Note**: The City's locally adopted Building Code only allows electrical heating systems and water heaters (i.e., no natural gas) for residential projects. ■ Seating layout (depictions of chairs, benches, bleachers, tables, etc.) for restaurants and assembly spaces.	**Yes**	**Yes**
6.	**Floor Area Diagram** 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.	**Yes**	**Yes**
7.	**Building Cross Sections** taken from at least two opposing sides indicating grade and height details required for the elevation drawings, and floor plate and roof plate heights.	**Yes**	**Yes**
8.	**Exterior Elevations** ■ Unobscured grayscale or color hardline architectural depictions of all sides and all floors (including roof parapets) of all proposed structures; ■ Delineation between existing and proposed construction (for additions and alterations) through use of lines, shading, and/or notes; ■ Existing and finished grade (in AMSL benchmarks); ■ Maximum structure height, "wall heights," and finish floor height of each floor (as measured from finish grade) in both relative values (feet and inches) and elevation benchmark (AMSL); ■ 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; ■ All building-mounted equipment, including HVAC units, exterior duct work, lighting fixtures, fire panels, etc.	**Yes**	**Yes**
9.	**Color Elevation** illustrating the "front" elevation in color (only if the exterior elevations are provided in grayscale).	**Yes**	**Yes**
10.	**Color/Material Sheet** 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**

#	REQUIRED APPLICATION MATERIALS	RESIDENTIAL	COMMERCIAL/ INDUSTRIAL
11.	**Streetscape Drawing** 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.	**Isometric Renderings** of the proposed project taken from at least four different perspectives.	**Yes**, for project sites of 1-acre and larger	
13.	**Roof Plan** showing roof slope(s) and direction, and anticipated location of rooftop mechanical equipment (including required photovoltaic panels).	**Yes**	**Yes**
14.	**Landscaping and Irrigation Plans** prepared in compliance with the Model Water Efficient Landscape Ordinance ■ Location, size, and name of all plantings, including trees, shrubs, groundcover, etc.; ■ Location, size (DBH), and drip-line/canopy of existing trees to remain or removed; ■ All impervious surfaces, including driveways, walkways, patios, etc. ■ Irrigation details, including lines, meters, backflows, etc.; ■ Documented square-footage of all landscaped areas; ■ Plant palette (photographic depictions of all proposed plantings). **Note**: Landscaping within stormwater treatment facilities shall comply with Appendix D of the Santa Clara Valley Urban Pollution Prevention Program C.3 Stormwater Handbook. Additionally, landscaping in proximity to a riparian corridor shall comply with the standards specified by the Guidelines and Standards for Land Use Near Streams.	**Yes**	**Yes**
15.	**Tree Survey** depicting *all* 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.	**Tree Removal and Protection Plan** 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 Campbell Standards for Tree Protection During Construction. **Note**: *Do not* provide an arborist report with this plan.	**Yes**	**Yes**
17.	**Grading and Drainage Plans** ■ *Actual* (not assumed) topographical elevations (AMSL benchmarks) of building pad, existing grade, and finished grade; ■ Surveyed property line dimensions and lot size; ■ Direction, path of drainage channels or facilities and all necessary trenching for utilities, and any overland release paths; ■ Documented square-footages of new impervious/pervious areas; ■ Stated maximum depth and volumes of cut and fill; ■ Cross-sections at property lines; ■ Retaining (masonry) walls showing height and materials.	**Yes**	**Yes**
18.	**Preliminary Post-Construction Stormwater Management Plan** prepared in compliance with the City's Stormwater Treatment requirements ■ Location and size of new and replaced impervious surface; ■ Directional surface flow of stormwater runoff; ■ Location of proposed on-site storm drain lines;	**Yes**	**Yes**

#	REQUIRED APPLICATION MATERIALS	RESIDENTIAL	COMMERCIAL/ INDUSTRIAL
	■ Type and location of proposed site design measures, source control measures, and stormwater treatment measures; ■ Type and location of proposed hydromodification management measures (if applicable); ■ Calculations supporting the sizing of the stormwater treatment facilities. **Note**: For single-family residential subdivisions, assume that 25% of the rear yards will be impervious surface.	**Yes**	**Yes**
19.	**Utility Plan/Joint Trench Plan** ■ 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; ■ Alignment of a proposed joint trench for subsurface utilities; ■ A plan and profile of proposed sanitary and storm water sewers and other utilities, with grades and sizes indicate.	**Yes**	**Yes**
20.	**Tentative Parcel/Subdivision Map** ■ 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; ■ 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; ■ The cross sections of proposed streets showing roadway widths and sidewalk location and width; ■ Location of all political subdivision lines, corporation lines, water courses, and other physical features; ■ The layout, numeric or alphabetic designation, dimensions, and square footage of all proposed lots, with the boundary lines accurate in scale; ■ The layout, names, and proposed width of streets, alleys, and easements; ■ The profile of each street with tentative grades; ■ 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.	**Yes**, for subdivision and condominium projects	
21.	**Circulation Plan** 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.	**Yes**	**Yes**
22.	**Photometric Plan** in compliance with the Campbell Lighting Design Standards, 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).	**Yes**	**Yes**
23.	**Privacy Plan** depicting a sight-line drawing of second-story windows into abutting side and rear property lines.	**Yes**, if the project site borders residential uses	
24.	**Parking Plan** 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.	**Emergency Access Plan** showing fire truck access routes and points of aerial access in compliance with Santa Clara County Fire District Standards and	**Yes**	**Yes**

#	REQUIRED APPLICATION MATERIALS	RESIDENTIAL	COMMERCIAL/ INDUSTRIAL
	Templates , 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.		
26.	**Trash Management Plan** 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 West Valley Collection and Recycling.	**Yes**	**Yes**
27.	**Construction/Staging Plan** depicting a proposed truck route map showing types of construction equipment to be used, routing of construction vehicles, staging areas, construction fencing, and *on-site* construction worker parking.	**Yes**	**Yes**
28.	**Furniture and Site Amenity Plan** 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.	**Phasing Plan** 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, certificate of occupancy, etc.).	**Yes**, if multiple phases are proposed	
30.	**Open Space Exhibit** showing "usable open space" locations and area calculations (see CMC Sec. 21.72.020.O for a definition of this term).	**Yes**	**No**
31.	**Mail Delivery Plan** 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.	**Below Market Rate (BMR) Housing Plan** 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). **Note**: Only for residential projects proposing a Density Bonus and/or subject to the City's Inclusionary Housing Ordinance (projects with 10+ units).	**Yes**, if applicable	**No**
33.	**Accessibility Plan** 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). **Note**: It is encouraged that the accessibility plan be reviewed by a Certified Access Specialist (CASp) prior to submittal.	**Yes**	**Yes**
	Additional Items *(provide as separate documents)*		
34.	**Project Description** 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**
35.	**Preliminary Title Report** prepared by a title company registered with the California Department of Insurance. **Note:** The title report must be no older than 120 days from the date of application submittal.	**Yes**	**Yes**
36.	**Provision C-3 Data form**, as provided by the Santa Clara Valley Urban Runoff Pollution Prevention Program.	**Yes**	**Yes**

#	REQUIRED APPLICATION MATERIALS	RESIDENTIAL	COMMERCIAL/ INDUSTRIAL
37.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.	**Yes**	**Yes**
38.	**Housing Crisis Act (SB330/SB 8) Compliance Form** completed and signed by the property owner identifying if any "protected units"[1] would be demolished as part of a "housing development project,"[2] and indicating if the project would result in at least as many residential dwelling units as would be demolished.[3] **Note (1)**: See Government Code Section 66300(d)(2)(F)(vi) for the definition of "protected units". **Note (2)**: See Government Code Section 65589.5(h)(2), for the definition of a "housing development project." **Note (3)**: Pursuant to Government Code Section 66300(d)(1) the City shall not approve a housing development project that will require the demolition of one or more residential dwelling units unless the project will create at least as many residential dwelling units as will be demolished.	**Yes**	**No**
39.	**CEQA Technical Reports and Supporting Documents** as necessary to conduct the necessary environmental review: ■ Phase I Environmental Site Assessment (ESA) Report, in accordance with ASTM Standard Practices; ■ Phase II Environmental Site Assessment (ESA) Report, in accordance with ASTM Standard Practices (only if any "recognized environmental conditions" exist); ■ Air Quality/Greenhouse Gas Report (consistent with the thresholds of significance provided by the BAAQMD CEQA Guidelines). **Note**: For residential and mixed-use projects this report must also include a Risk and Hazard Screening Analysis. ■ Flood Zone Report (if within a flood hazard zone per the FEMA Flood Insurance Rate Map); ■ Geotechnical Investigation Report prepared by a licensed geotechnical engineer registered with the California Board for Professional Engineers, Land Surveyors, and Geologist; ■ Noise Study (to evaluate against the City Noise Standards); ■ Arborist Report/Tree Survey prepared by an ISA Certified Arborist; ■ Biological Resources Assessment prepared by a qualified biologist; ■ Utility "will-serve" letters from (1) West Valley Sanitation District, (2) San Jose Water Company, and (3) PG&E. **Note (1)**: Technical reports **must** be written to directly respond to the applicable Initial Study Checklist questions provided in Appendix G of the CEQA Statute and Guidelines. **Note (2)**: Do not submit a traffic impact analysis (TIA). If required, a TIA will be procured by the City at the applicant's expense. **Note (3)**: The City reserves the right to require independent peer reviews of any technical report(s) at the applicant's expense.	**Yes**, unless a staff planner has specifically informed you that the project is exempt from CEQA.	
40.	**Senate Bill (SB) 35 Eligibility Checklist** for projects claiming eligibility for streamlined ministerial review under Government Code § 65913.4.	**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., ¼" = 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 in Adobe PDF (unlocked) format (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table on the following page**. 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 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.

REQUIRED FILE NAMING FORMAT		
Required Material *(one PDF file for each item)*		**Required File Name Format** *(label each file exactly like this)*
■ **Project Plans** (inclusive of architectural, civil, and landscaping sheets)		■ **Project Plans (year-month-day)** *Example*: Project Plans (2020-01-30)
■ **Project Description**		■ **Project Description (year-month-day)** *Example*: Project Description (2020-01-30)
■ **Acknowledgement Statement**		■ **Acknowledgement Statement**
■ **Housing Crisis Act (SB330/SB 8) Compliance Form**		■ **HCA Compliance Form**
■ **Preliminary Title Report**		■ **Title Report**
■ **Provision C.3 Data Form**		■ **C.3 Data Form** *Example*: C.3 Data Form (2020-01-30)
CEQA Documents *(if applicable)*	■ **Phase I Environmental Site Assessment Report**	■ **Phase I ESA (year-month-day)** *Example*: Phase I ESA (2020-01-30)
	■ **Phase II Environmental Site Assessment Report**	■ **Phase II ESA (year-month-day)** *Example*: Phase II ESA (2020-01-30)
	■ **Air Quality/Greenhouse Gas Report**	■ **Air Quality Report (year-month-day)** *Example*: Phase I ESA (2020-01-30)
	■ **Flood Zone Report**	■ **Flood Zone Report (year-month-day)** *Example*: Flood Zone Report (2020-01-30)
	■ **Geotechnical Investigation Report**	■ **Geotechnical Report (year-month-day)** *Example*: Geotechnical Report (2020-01-30)
	■ **Noise Study**	■ **Noise Study (year-month-day)** *Example*: Noise Study (2020-01-30)
	■ **Arborist Report**	■ **Arborist Report (year-month-day)** *Example*: Arborist Report (2020-01-30)

REQUIRED FILE NAMING FORMAT		
Required Material *(one PDF file for each item)*		**Required File Name Format** *(label each file exactly like this)*
	■ **Biological Resources Assessment**	■ **Biological Report (year-month-day)** *Example*: Biological Report (2020-01-30)
	■ **PG&E Will Serve Letter** ■ **WVSD Will Serve Letter** ■ **SJW Will Serve Letter**	■ **Will Serve Letters (year-month-day)** *Example*: Will Serve Letters (2020-01-30)
■ **Senate Bill (SB) 35 Eligibility Checklist** *(if applicable)*		■ **SB 35 Checklist**

APPLICATION FEES

Payment of application fees is required for your application to be deemed "received" under the California Permit Streamlining Act (Government Code § 65943 et seq.). Accordingly, review of an application will not begin until payment of all fees has been made and posted to your account. Failure to pay in a timely manner may result in your application being removed from the application queue (rejected), requiring a new application to be submitted. The application fee schedule is available at http://bit.ly/feesplanning. Please note that the City charges a 3.36% processing fee for all credit card transitions and a 1% processing fee for all ACH (electronic check) transactions. 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 Government 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) On behalf and with the permission of the design professional(s) and engineer(s) associated with the project, the City of Campbell is granted release to copy and reproduce electronically and/or physically, in whole or in part, drawings and all other submitted materials (including site plans, architectural and design plans and drawings, and massing diagrams) and the undersigned parties waive any limitations provided in Government Code § 65103.5, 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), and specifically agree to allow the City to provide such documents to the public in response to any CPRA request.

(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 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;

(7) An application for a development permit is not deemed submitted for the purposes of the Permit Streamlining Act until all required materials have been received and all fees have been paid;

(8) For the purposes of the Telecommunications Act 47 U.S.C. §332(c)(7), Government Code § 65964.1, the Permit Streamlining Act, and any applicable Federal Communications Commission orders or regulations, an application for a development permit is not deemed submitted, and therefore any applicable shot clocks will not be deemed triggered, until all required materials have been received and all fees have been paid;

(9) 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

(10) 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*):

_____