CITY OF CAMPBELL
Community Development Department

STANDARD SUBDIVISIONS

PLANNING APPLICATION CHECKLIST

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

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 **Standard Subdivisions** only, either a Tentative Parcel Map (including for "Urban Lot Splits") or a Tentative Subdivision Map as the *primary* application type without any other associated development. Standard Subdivision projects may also include a Variance or Tree Removal Permit requests as a *secondary* application, which may be accommodated if submitted in association with the subdivision application. Proposals to concurrently subdivide and develop a property should be processed as either a General Development Project (see http://bit.ly/generalprojectschecklist) or Housing Development Project (see http://bit.ly/hdpchecklist).

APPLICATION TYPES	
PRIMARY APPLICATIONS	SECONDARY APPLICATIONS
■ **Tentative Parcel Map (4 or fewer lots)**	■ **CEQA Review / Initial Study**
■ **Tentative Parcel Map (Urban Lot Splits) ("SB-9")**	■ **Tree Removal Permit**
■ **Tentative Subdivision Map (5 + lots)**	■ **Variance (Non-Residential)**

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.

ENVIRONMENTAL (CEQA) REVIEW

An application for a Tentative Subdivision Map (with or without a secondary application) will require formal environmental review under the California Environmental Quality Act (CEQA). This may 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. An application for a Tentative Parcel Map is generally considered "exempt" under CEQA and not subject to formal environmental review.

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 an application is deemed "complete" it may be considered by the appropriate decision-making body. Conventional Tentative Subdivision Maps and Tentative Parcel Maps are discretionary applications considered by the Planning Commission and Community Development Director, respectively. Tentative Parcel Map applications for an "urban lot split" pursuant to SB-9/SB-450 are ministerially approved by the Community Development Director.

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 a Tentative Parcel Map ("TPM") or Tentative Subdivision Map ("TSM") application.

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	TPM	TSM
	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 existing net/gross lot size, proposed lot sizes, proposed lot widths, proposed lot depths, proposed finish grades (per lot), proposed lot frontage dimensions, and existing/proposed lot impervious/pervious coverages; ■ A note than the tentative map is for an "urban lot split" pursuant to Government Code 66411.7 (SB-9/SB-450), if applicable; ■ Reserved area for City date and approval stamps (two 2"x 3" boxes).	**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** ■ Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s); ■ Existing driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.); ■ Existing public improvements (curb, gutter, sidewalks, ramps, street trees, public fire hydrants, bus stops, concrete bus pads, etc.) dimensioned from street center-line; ■ Existing buildings, accessory structures, trellises, etc., showing dimensions of each building/structure, setbacks from property lines, and distances between buildings/structures; ■ Location and height all existing walls and fences, including retaining walls.	**Yes**	**Yes**

4.	**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, rights-of-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 (if applicable); ■ 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**	**Yes**
5.	**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; ■ Anticipated building pad areas; ■ 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.	**No**	**Yes**
6.	**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; ■ 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**: Assume that 25% of the rear yards will be impervious surface.	**No**	**Yes**
7.	**Utility Plan/Joint Trench Plan** ■ Anticipated 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.	**No**	**Yes**
8.	**Tree Survey** depicting *all* existing trees (irrespective of size or species), including the center of the trunk and extent of the canopy/drip-line, showing anticipated building pads 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**

9.	**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. 8 (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**
10.	**Emergency Access Plan** showing fire truck access routes into the subdivision (if applicable) and conforming fire driveway access (per lot) with required widths, turning radii, and loading capacity, in compliance with Santa Clara County Fire District Standards and Templates. **Note (1)**: Please contact the Santa Clara County Fire Department Fire Prevention Division at prevention@sccfd.org or (408) 341-4420 to confirm the specific standards that apply to the project. **Note (2)**: If your project includes an Alternative Means and Methods Request (AMMR), the approved AMMR must be included within the Emergency Access Plan sheet.	**Yes**	**Yes**
	Additional Items *(provide as separate documents)*		
11.	**Preliminary Title Report** prepared by a title company registered with the California Department of Insurance.	**Yes**	**Yes**
12.	**Provision C-3 Data form**, as provided by the Santa Clara Valley Urban Runoff Pollution Prevention Program.	**No**	**Yes**
13.	**Renter Occupied Housing Declaration** completed and signed by the property owner stipulating that any existing housing to be demolished has not been occupied by a tenant in the last three years pursuant to Government Code Section 66411.7 (a)(3)(D). **Note**: Only for tentative parcel maps for an "urban lot split" pursuant to Government Code 66411.7 (SB-9/SB-450).	**Yes**	**No**
14.	**Housing Crisis Act Compliance Form** completed and signed by the property owner identifying if any "protected units"[1] would be demolished as part of the project and documenting that the project would result in at least as many residential dwelling units as would be demolished.[2] **Note (1)**: See Government Code Section 66300(d)(2)(F)(vi) for the definition of "protected units". **Note (2)**: 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**	**Yes**
15.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.	**Yes**	**Yes**
16.	**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.	**No**	**Yes**

	■ Flood Zone Report (if within a flood hazard zone per the FEMA Flood Insurance Rate Map); ■ 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 should be written to directly respond to the applicable Initial Study Checklist questions provided in Appendix G of the CEQA Statute and Guidelines. **Note (2)**: The City reserves the right to require independent peer reviews of any technical report(s) at the applicant's expense.	**No**	**Yes**

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)
■ **Provision C.3 Data Form**	■ **C.3 Data Form** ■ *Example*: C.3 Data Form (2020-01-30)
■ **Renter Occupied Housing Declaration**	■
■ **Housing Crisis Act Compliance Form**	■ **HCA Form**
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**
■ **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)

REQUIRED FILE NAMING FORMAT		
	Required Material *(one PDF file for each item)*	**Required File Name Format** *(label each file exactly like this)*
CEQA Documents *(if applicable)*	■ **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)
	■ **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)

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.

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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*):

_____