CITY OF CAMPBELL
Community Development Department

SINGLE-FAMILY RESIDENTIAL APPLICATIONS

PLANNING APPLICATION CHECKLIST

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

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 **Single-Family Residential Applications**, limited to (1) alterations to historic properties listed on the City's Historic Resource Inventory (HRI), (2) Variance requests seeking deviations from development standards due to unusual physical conditions or site constraints unique to a property, and (3) alterations or additions to existing single-family dwellings on properties *not* located within the R-1 (Single-Family Residential) Zoning District. A proposal to construct multiple single-family residences should be processed as a Housing Development Project (see http://bit.ly/hdpchecklist). A Single-Family Residential project may also include a Tree Removal Permit as a *secondary* application requests, which may be accommodated if submitted in association with a primary application.

APPLICATION TYPES	
PRIMARY APPLICATIONS	**SECONDARY APPLICATIONS**
■ **Historic Resource Alteration Permit** ■ **Historic Zoning Exception** ■ **Site and Architectural Review Permit** ■ **Variance**	■ **Tree Removal Permit**
Note: Proposals for alterations or additions to existing single-family dwellings and construction of new single-family dwellings on properties located within the R-1 (Single-Family Residential) Zoning District no longer require prior approval of a land use permit from the Planning Division. Please submit directly to the Building Division for a building permit (see https://bit.ly/newresappguide).	

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 at least two rounds of review to be found "complete."

Once an application is deemed "complete" it may be considered by the appropriate decision-making body. Applications for an Historic Resource Alteration Permit or Historic Zoning Exception are considered by the Historic Preservation Board, with the latter decided upon by the City Council in a public hearing. Applications for a Site and Architectural Review Permit or a Variance are considered by the Planning Commission in a public hearing.

DETERMINATION OF A NEW HOUSE

The City of Campbell's adopted Building Code provides specific thresholds for when a single-family residential "addition and remodel" project shall instead be classified as construction a "new dwelling using portions of the original structure", subject to all zoning standards applicable to construction of a new house. To ensure your development application is correctly processed, the City had implemented a preliminary screening process. If your single-family residential addition and remodel project exceeds 50% of the existing home's gross floor area (inclusive of living areas and garages), you are required to submit a "New House Determination" request to the Building Division **prior to submitting a development application** through the MGO system. If upon submittal of a "New House Determination" request, your addition and remodel project is classified as a "new dwelling using portions of the original structure" you must submit application materials for construction of new house as itemized below. Please contact the Building Division at (408) 866-2130 for more information on obtaining a determination.

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., "Addition" or "New House").

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	ADDITION	NEW HOUSE
	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), 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 (please also refer to the Fire Sprinkler FAQ for more information on when fire sprinklers are required).	**Yes**	**Yes**

#	REQUIRED APPLICATION MATERIALS	ADDITION	NEW HOUSE
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 'Site Plan' as noted below, depicting current conditions and existing structures and features to be removed (if applicable).	**Yes**	**Yes**
4.	**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; ■ Proposed and/or existing public improvements (curb, gutter, sidewalks, ramps, street trees, public fire hydrants, bus stops, etc.) dimensioned from street center-line; ■ Existing/proposed landscaping areas, including shrubs, ground cover, and trees including size (DBH) and drip-line. **Note**: For single-family residential additions only. New single-family homes require submittal of formal Landscaping and Irrigation Plans (see Item No. 13). ■ Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.); ■ Location, height and materials of all walls and fences, including retaining walls; ■ 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 of air conditioner (AC) unit(s) and trash/recycling receptacle storage area;	**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, etc.); ■ 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).	**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.	**No**	**Yes**
8.	**Exterior Elevations** ■ Unobscured grayscale or color hardline architectural depictions of all sides and all floors (including roof parapets) of all proposed structures; ■ Existing and finished grade (in AMSL benchmarks);	**Yes**	**Yes**

#	REQUIRED APPLICATION MATERIALS	ADDITION	NEW HOUSE
	■ Delineation between existing and proposed construction (for additions and alterations) through use of lines, shading, and/or notes; ■ 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).	**No**	**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).	**No**	**Yes**
11.	**Roof Plan** showing roof slope(s) and direction, and anticipated location of rooftop vents, skylights, and photovoltaic panels. **Note**: The 2019 California Building Code (CBC) requires installation of a photovoltaic system on all new homes (including "new dwellings using portions of the original structure"). To determine the minimum system size please use this calculator.	**Yes**	**Yes**
12.	**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).	**No**	**Yes**
13.	**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**
14.	**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. 14 (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.	**Yes**, if any Cedar, Redwood, Oak, or Ash trees are present.	
15.	**Grading and Drainage Plans** ■ *Actual* (not assumed) topographical elevations (AMSL benchmarks) of building pad, existing grade, and finished grade; **Note**: "New dwelling using portions of the original structure" may use the existing foundation as the baseline elevation level, rather than an AMSL benchmark. ■ Surveyed property line dimensions and lot size;	**No**	**Yes**

#	REQUIRED APPLICATION MATERIALS	ADDITION	NEW HOUSE
	■ 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.	**No**	**Yes**
16.	**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.	**No**	**Yes**
17.	**Privacy Plan** depicting a sightline drawing of second-story windows into abutting side and rear property lines.	**Yes**, for 2-story homes	
	Additional Items *(provide as separate documents)*		
18.	**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.	**No**	**Yes**[1]
19.	**Preliminary Title Report** prepared by a title company registered with the California Department of Insurance.	**Yes**	**Yes**
20.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.	**Yes**	**Yes**

PROJECT PLAN PREPARATION REQUIREMENTS

Project Plans submitted for a development application must adhere to the following requirements:

- 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) (if applicable);
- Specify the date of preparation; document version (deltas); noted and graphical scale; and north arrow;
- 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.

PROJECT PLAN PREPARATION REQUIREMENTS Continued

Note: Project plans do not need to be prepared by a licensed architect or engineer, however, the California Business & Professions Code does require such licensed design professionals to prepare constructions drawings submitted for a building permit. Please review the California Architects Board's *Consumer's Guide to Hiring an Architect* for further information. Similarly, please also review the California Architects Board's *Consumer's Guide to Hiring a Landscape Architect* when determining whether to hire a licensed landscape architect to prepare landscaping and irrigation plans.

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)
■ **Housing Crisis Act (SB330/SB 8) Compliance Form**	■ **HCA Compliance Form**
■ **Preliminary Title Report**	■ **Title Report**
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**

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*):

_____