CITY OF CAMPBELL
Community Development Department

LAND USE CHANGE APPLICATIONS

PLANNING APPLICATION CHECKLIST

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

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. 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 **Land Use Change Applications** only, for the following *primary* application types, for the purpose of establishing a new land use with no or only minimal exterior building or site improvements (e.g., storefront change-out, parking lot re-striping, etc.). A land use change proposal encompassing construction of a new structure or an addition to an existing structure should be processed as a General Development Project. A Land Use Change Application may also include a Parking Modification Permit as a *secondary* application requests if submitted in association with a primary application. Please note that establishment of a "permitted use" in a does not require submittal of a Land Use Change Application and may generally be approved through issuance of a building license.

APPLICATION TYPES	
PRIMARY APPLICATIONS	**SECONDARY APPLICATIONS**
■ **Conditional Use Permit (1)** ■ **Conditional Use Permit Modification** ■ **Administrative Conditional Use Permit (2)** ■ **Conditional Use Authorization (Pruneyard Only) (3)**	■ **Parking Modification Permit**
Note (1): Required for any "conditional use" in any commercial, industrial, or residential zoning district, as specified by CMC Sec. 21.10.030, Table 2-5 (Land Use Table - Commercial, Office, and Industrial Zoning Districts). **Note (2)**: Required for the establishment of new "professional office" use in the Research & Development (RD) and Light-Industrial (LI) Zoning Districts. **Note (3)**: Required for any "conditional use" within the Pruneyard pursuant to the Master Use Permit.	

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 customer portal. 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 webpage. 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 an application is deemed "complete" it may be considered by the appropriate decision-making body. Applications for a Conditional Use Permit (or Modification) are considered by the Planning Commission in a public hearing. However, applications for an Administrative Planned Development Permit or Conditional Use Authorization (Pruneyard only) are considered by the Community Development Director without a public hearing.

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. 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
	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, floor area ratio (FAR), building lot coverage, landscaping coverage, paving coverage, building square-footage (for each floor and in total), and number of parking stalls; ■ 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. ■ Reserved area for City date and approval stamps (two 2″x 3″ boxes);
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.
3.	**Site Plan** ■ Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s); ■ Recorded easements with the purpose for each easement noted (i.e., PUE), and notation if existing easements are to be vacated; ■ Existing public improvements (curb, gutter, sidewalks, ramps, street trees, public fire hydrants, bus stops, etc.) dimensioned from street center-line; ■ Driveways, walkways, decks, and other hard surfaces, indicating all materials (asphalt, concrete, gravel, pavers, etc.); ■ Accessible ("ADA") path-of-travel to building(s) from the public sidewalk and from accessible parking stalls; ■ Existing primary buildings, accessory structures, trellises, etc. showing dimensions of each building/structure, setbacks from property lines, and distances between buildings/structures; ■ Outline or other identification of the tenant space subject to the Land Use Change Application that clearly shows its location on the property; ■ Location, height and materials of all walls and fences, including retaining walls;

#	REQUIRED APPLICATION MATERIALS
	■ Location of air conditioner (AC) unit(s) and trash/recycling receptacle storage area; ■ Existing/proposed landscaping areas, including shrubs, ground cover, and trees including size (DBH) and drip-line. **Note**: For applications located within a major shopping center (e.g., Campbell Plaza, Hamilton Plaza, San Tomas Plaza, Kirkwood Plaza, or The Pruneyard), the detail required for a 'Site Plan' may be limited to 200-feet around the subject tenant space. However, in this circumstance, a 'Schematic Site Plan' of the entire shopping center must still be provided (see Item No. 4, below).
4.	**Schematic Site Plan** ■ Property lines, and property line dimensions; ■ Public street(s), public sidewalk, parking stalls, driveways, and walkways; ■ Existing buildings, and trash/recycling receptacle storage area; ■ Outline or other identification of the tenant space subject to the Land Use Change Application that clearly shows its location on the property. **Note**: Only required if the 'Simple Site Plan' (see Item No. 4, above) is limited to the area immediately around the subject tenant space.
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 (kitchen, office, warehouse, 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.), and mechanical equipment (air conditioners, electric vehicle chargers, etc.); ■ Seating layout (depictions of chairs, benches, bleachers, tables, etc.) for restaurants and assembly spaces.
6.	**Furniture and Site Amenity Plan** depicting the location and type of any proposed on-site furniture (e.g., benches, tables, chairs, etc.), trash cans, bicycle storage, bike racks, etc. **Note**: Only required if outdoor furniture or amenities are proposed
7.	**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, accessible electric vehicle parking, and accessible units (residential and/or mixed-use projects). It is encouraged that the accessibility plan be reviewed by a Certified Access Specialist (CASp) prior to submittal.
	Additional Items *(provide as separate documents)*
8.	**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.
9.	**Preliminary Title Report** prepared by a title company registered with the California Department of Insurance.
10.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.

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;

PROJECT PLAN PREPARATION REQUIREMENTS Continued

- Be natively generated by a CAD application program, rather than printed and scanned. Scanned hand-drawn plans will also not be accepted.

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 all 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**
■ **Preliminary Title Report**	■ **Title Report**

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 Planning Division application fee schedule may be viewed at this link. 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*):

_____