CITY OF CAMPBELL
Community Development Department

MINOR APPLICATIONS AND REQUESTS

PLANNING APPLICATION CHECKLIST

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

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 the following **Minor Applications and Requests**. If you are unsure of which application to select, please contact the Planning Division for further information.

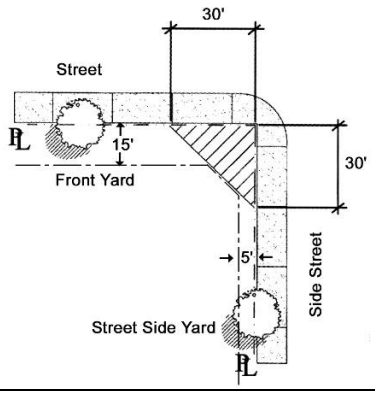
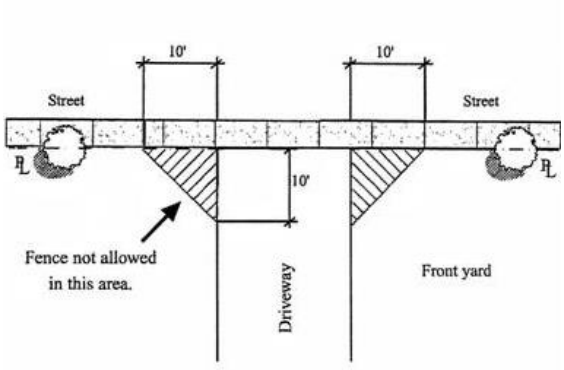
APPLICATION TYPES	
APPLICATIONS	**DESCRIPTION**
■ **Fence Exception**	■ A request to allow a fence greater than 6-feet in height and/or closer to the street than otherwise allowed.
■ **Collection Container Permit**	■ A request to install a collection container (donation bin).
■ **Extension of Approval**	■ A request to extend the expiration deadline of an approved planning application.
■ **Heritage Tree Designation**	■ A request to designate a tree located on private property as a City-recognized "Heritage Tree".
■ **Historic Designation/Rescission**	■ A request to add (or remove) a private property to the City of Campbell Historic Resource Inventory (HRI).
■ **Outdoor Seating Clearance** (Pruneyard Only)	■ A request to add outdoor seating to an existing restaurant within the Pruneyard Shopping Center.
■ **Outdoor Seating Permit** (Downtown Only)	■ A request to add outdoor seating within the public right-of-way for a restaurant located in Downtown Campbell.
■ **Outdoor Seating Zoning Clearance** (All Other Properties)	■ A request to add outdoor seating (≤ 12 seats) to an existing restaurant located on private property, *without* a Conditional Use Permit.
■ **Parking Modification Permit** (Stand-Alone)	■ A request to reduce the parking requirement for a proposed use separate from a development application.
■ **Reasonable Accommodation**	■ A request to modify or waive a development standard due to a recognized physical and/or mental disability.
■ **Special Event Closure Approval** (Pruneyard Only)	■ A request to close down the Main Plaza or parking area within the Pruneyard Shopping Center.
■ **Temporary Use Permit**	■ A request to operate a limited-term temporary use on a non-residential property.
■ **Zoning Verification Letter**	■ A request for a City zoning verification letter.

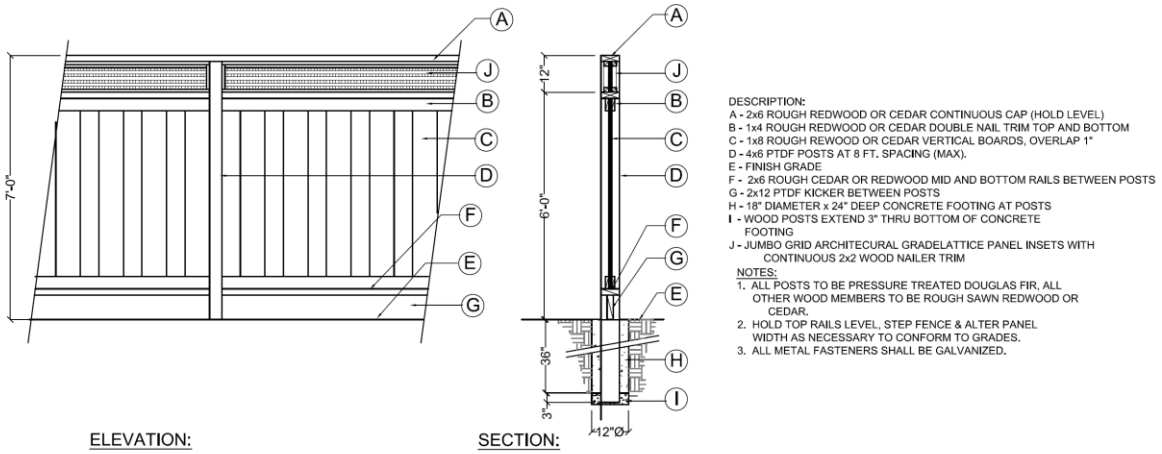
DIGITAL SUBMISSION REQUIRED

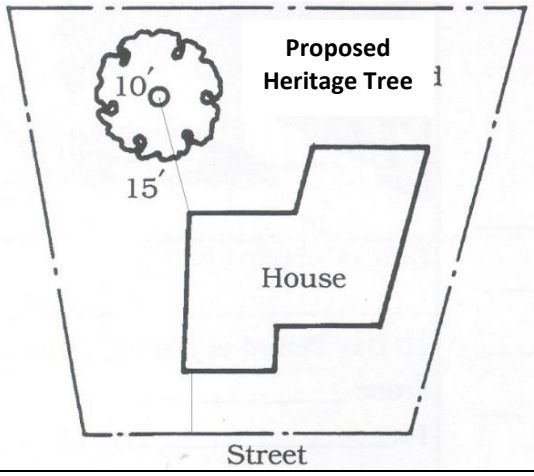
The City of Campbell utilizes an online permit system called MyGovernmentOnline ("MGO"). All applications for a development permit **must be electronically submitted** through the MGO customer portal. Before you submit an application for the first time, you must create a user account. For more information, 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.

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
	Fence Exception
1.	**Site Plan** ■ Property lines and property line dimensions; ■ Existing buildings, public street(s), public sidewalk, parking stalls, driveways, and walkways; ■ Location of proposed fence; ■ Line-of-sight vision triangle measurement(s) for driveway(s) and intersection corner(s) when the fence is located within 30-feet of an intersection corner or 10-feet of a driveway, as shown below:  
2.	**Fence Detail** ■ Depiction of a "typical" section of the proposed fence with height measurements; ■ Profile view of the fence with construction detail and material notes. *For example*:

#	REQUIRED APPLICATION MATERIALS
	
3.	**Written Request** explaining why a Fence Exception is being requested and how the proposed request satisfies the required findings specified by CMC Section 21.18.060: ■ It would not impair pedestrian or vehicular safety; ■ It would result in a more desirable site layout; ■ It would not be detrimental to the health, safety, peace, morals, comfort or general welfare of persons residing or working in the neighborhood of the change; and ■ It would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.
4.	**Site Photographs** 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.
5.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.
	Collection Container Permit
1.	**Project Plans** *(provide a single file)* **Site Plan** ■ Location and dimensions of all parcel boundaries; ■ Location of all buildings; ■ Proposed collection container location; ■ Distance between the proposed collection container and parcel lines buildings; ■ Location and dimension of existing parking spaces, maneuvering aisles, pavement and striping/marking.
	Elevations showing the appearance, materials, and dimensions of the collection container, including the information required in this section to be placed on the collection container and notice sign.
	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.
	Vicinity Map ■ Proposed location of the collection containers; ■ Distance between the site and all existing collection containers owned or controlled by the applicant within five-hundred feet of the proposed location for the collection containers.
2.	**Maintenance Plan** describing provisions for graffiti removal, a pick-up schedule, and litter and trash removal on and around the collection container.
3.	**Written Request** describing the proposed installation of collection containers, including:

#	REQUIRED APPLICATION MATERIALS
	■ The name, address, email, website (if available) and telephone number of the operator of the collection container and property owner on which the collection container is to be located, including 24-hour contact information; ■ A description and/or diagram of the proposed locking mechanism of the collection container; ■ Information regarding the time, place, and manner of the collection container's operation, placement, and maintenance that is reasonably necessary to evaluate the proposal's consistency with the requirements of the City of Campbell.
4.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.
	Extension of Approval
1.	**Written Request** providing the basis for the extension. In accordance with CMC Section 21.56.030.C.2 the request must provide substantial evidence that the applicant has made a good faith effort to fulfill all the requirements of the permit approval.
2.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.
	Heritage Tree Designation
1.	**Written Request** providing a description of the proposed heritage tree, detailing the tree's special aesthetic, cultural, or historic value of community interest.
2.	**Site Plan** illustrating the location of the proposed heritage tree and existing structures. *For Example* 
3.	**Site Photographs** providing four (4) labeled photographs of the proposed heritage tree.
4.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.
	Historic Designation/Rescission
1.	**Written Request** providing an affirmative authorization to the City to initiate potential designation (or rescission) of the subject property as a Structure of Merit, or Landmark, onto the Campbell Historic Resource Inventory (HRI), consistent with the criteria specified by CMC Section 21.33.060.
2.	**Site Photographs** providing eight (8) labeled photographs of the project site taken from multiple vantage points, with a key/legend identifying the location where each photograph was taken. The photographs should specifically highlight historic characteristics of the subject property.
3.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.

#	REQUIRED APPLICATION MATERIALS
Outdoor Seating Clearance, Outdoor Seating Permit, and Outdoor Seating Zoning Clearance	
1.	**Site Plan** ■ Property lines and property line dimensions; ■ Adjacent streets, sidewalk/walkway, parking stalls, and driveways; ■ Location and dimensions of the outdoor seating area, which must specifically identify the proposed "premise area" for a business with an approved liquor license; ■ Location of the business tenant space/building relative to the outdoor seating; ■ Proposed location and placement of all outdoor furniture, including tables, chairs, umbrellas, heaters, trash cans, and planters.
2.	**Furniture Specification Sheet** providing illustrations of all proposed tables, chairs, umbrellas, heaters, and planters. *For example* 
3.	**Site Photographs** providing four (4) labeled photographs of the proposed outdoor seating taken from multiple vantage points, with a key/legend identifying the location where each photograph was taken.
4.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.
Parking Modification Permit (Stand-Alone Request)	
1.	**Written Request** explaining the rational for the requested parking reduction and providing pertinent documentation necessary to establish evidence in support of the findings required by CMC Section 21.28.050.G.
2.	**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.); ■ 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 Parking Modification Permit request that clearly shows its location on the property.

#	REQUIRED APPLICATION MATERIALS	
3.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.	
	Reasonable Accommodation	
1.	**Written Request** explaining the extent and scope of the proposed accommodation, including: ■ Current use of the property; ■ The Zoning Code provision, regulation or policy from which accommodation is being requested; ■ The basis for the claim that the individual is considered disabled under the Fair Housing Act and why the accommodation is necessary to make the specific housing available to the individual.	
2.	**Project Plans** *(provide a single file)*	**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, 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);
		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.
		Site Plan ■ Property lines and property line dimensions; ■ 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; ■ Location, height and materials of all walls and fences, including retaining walls; ■ Existing buildings, accessory structures, trellises, etc. showing dimensions of each building/structure, setbacks from property lines, and distances between buildings/structures.
		Exterior Elevations ■ Unobscured grayscale or color hardline architectural depictions of all sides and all floors (including roof parapets) of the structure(s); ■ Exterior materials and associated colors for roof eaves, wall cladding, doors, and windows; ■ Building height and dimension measurements.
3.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.	
	Special Event Closure	
1.	**Written Request** explaining the extent and scope of the proposed special event closure, including: ■ Purpose of the event; ■ Date of the event; ■ Event timeline (i.e., setup time, event duration, clean-up period, etc.); ■ Anticipated attendance; ■ Whether live entertainment and/or alcohol service is proposed.	
2.	**Special Event Closure Plan** providing a site plan layout of the of the Main Plaza (or other area within the shopping center): ■ Location of barriers; ■ Location of tents and canopies; ■ Fire Department access areas; ■ Special event seating areas; ■ Location of performance area/stage (if applicable).	
3.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.	

#	REQUIRED APPLICATION MATERIALS	
Temporary Use Permit		
1.	**Written Request** explaining the extent and scope of the proposed temporary use, including: ■ Purpose of the event; ■ Date and time of the event; ■ Event timeline (i.e., setup time, event duration, clean-up period, etc.); ■ Anticipated attendance; ■ Whether live entertainment and/or alcohol service is proposed.	
2.	**Project Plans** *(provide a single file)*	**Coversheet** providing the project site address, APN, zoning district, event name, and vicinity map;
		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.
		Site Plan ■ Property lines and property line dimensions; ■ Driveways, walkways, sidewalks, parking stalls (including ADA parking) and fire lanes; ■ Existing buildings, accessory structures, trellises, etc.; ■ Location of barriers, booths, tents, canopies, restrooms, and any other temporary facilities; ■ Special event seating areas; ■ Location of staging/storage areas; ■ Location of performance area/stage (if applicable).
3.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.	
Zoning Letter		
1.	**Written Request** explaining the desired information to be contained within the Zoning Letter.	
Note: A "basic" Zoning Letter will provide the property's Zoning District, General Plan Land Use Designation, active Code Enforcement cases (if applicable), and applicable development standards. Any other requests, including those that require research to identify prior land use approvals, will be subject to an additional fee.		

PLAN PREPARATION REQUIREMENTS

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;

PLAN PREPARATION REQUIREMENTS Continued

- Be produced in a uniform size (all sheets) of either 11" x 17" (Tabloid) or 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 into a single set of Project Plans (where applicable); and
- Be natively generated by a CAD application program, rather than printed and scanned. Scanned hand-drawn plans will only be accepted for Fence Exceptions and Heritage Tree Designations.

APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application Materials must be submitted **electronically** in Adobe PDF (unlocked) format (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table, below**. 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 **are combined into a single PDF file** (where applicable). 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)*
Fence Exception	
■ **Site Plan**	■ **Site Plan (year-month-day)** *Example*: Site Plan (2020-01-30)
■ **Fence Detail**	■ **Fence Detail**
■ **Written Request**	■ **Written Request (year-month-day)** *Example*: Written Request (2020-01-30)
■ **Site Photographs**	■ **Site Photographs**
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**
Collection Container Permit	
■ **Project Plans** (inclusive of the Site Plan, Elevations, Site Photography Sheet, and Vicinity Map)	■ **Project Plans (year-month-day)** *Example*: Project Plans (2020-01-30)
■ **Maintenance Plan**	■ **Maintenance Plan (year-month-day** *Example*: Maintenance Plan (2020-01-30)
■ **Written Request**	■ **Written Request (year-month-day)** *Example*: Written Request (2020-01-30)
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**
Extension of Approval	
■ **Written Request**	■ **Written Request (year-month-day)** *Example*: Written Request (2020-01-30)
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**
Heritage Tree Designation	
■ **Written Request**	■ **Written Request (year-month-day)** *Example*: Written Request (2020-01-30)
■ **Site Plan**	■ **Site Plan (year-month-day)** *Example*: Site Plan (2020-01-30)
■ **Site Photographs**	■ **Site Photographs**
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**
Historic Designation/Rescission	
■ **Written Request**	■ **Written Request (year-month-day)** *Example*: Written Request (2020-01-30)
■ **Site Photographs**	■ **Site Photographs**
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**
Outdoor Seating Clearance, Outdoor Seating Permit, and Outdoor Seating Zoning Clearance	
■ **Site Plan**	■ **Site Plan (year-month-day)** *Example*: Site Plan (2020-01-30)
■ **Furniture Specification Sheet**	■ **Furniture Sheet (year-month-day)** *Example*: Furniture Sheet (2020-01-30)
■ **Site Photographs**	■ **Site Photographs**
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**

REQUIRED FILE NAMING FORMAT	
Required Material *(one PDF file for each item)*	**Required File Name Format** *(label each file exactly like this)*
Parking Modification Permit	
■ **Written Request**	■ **Written Request (year-month-day)** *Example*: Written Request (2020-01-30)
■ **Site Plan**	■ **Site Plan**
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**
Reasonable Accommodation	
■ **Written Request**	■ **Written Request (year-month-day)** *Example*: Written Request (2020-01-30)
■ **Project Plans** (inclusive of the Cover Sheet, Site Photography Sheet, Site Plan, and Exterior Elevations)	■ **Project Plans (year-month-day)** *Example*: Project Plans (2020-01-30)
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**
Special Event Closure	
■ **Written Request**	■ **Written Request (year-month-day)** *Example*: Written Request (2020-01-30)
■ **Special Event Closure Plan**	■ **Closure Plan (year-month-day)** *Example*: Closure Plan (2020-01-30)
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**
Temporary Use Permit	
■ **Written Request**	■ **Written Request (year-month-day)** *Example*: Written Request (2020-01-30)
■ **Project Plans** (inclusive of the Cover Sheet, Site Photography Sheet, Site Plan)	■ **Project Plans (year-month-day)** *Example*: Project Plans (2020-01-30)
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**
Zoning Letter	
■ **Written Request**	■ **Written Request (year-month-day)** *Example*: Written Request (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 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.

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*):

_____