CITY OF CAMPBELL
Community Development Department

HOUSING DEVELOPMENT PROJECTS

PLANNING APPLICATION CHECKLIST

(Download at http://bit.ly/hdpchecklist) | Version Date: 4/15/2026

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 only for "**Housing Development Projects,**" as defined in Government Code § 65589.5 and Campbell Municipal Code (CMC) Sec. 21.72.020.H, subject to the provisions of the Housing Accountability Act (HAA), including the following *primary* application types. If your housing development project application includes an additional development permit request such as a Density Bonus or subdivision, the following *secondary* application types may also be accommodated if submitted in association with a primary application. Please contact the Planning Division to confirm that your proposal constitutes a housing development project and to discuss which application type(s) may be necessary for your project before submitting a development application.

APPLICATION TYPES	
PRIMARY APPLICATIONS	**SECONDARY APPLICATIONS**
■ **Administrative Housing Development Project Permit (1)** ■ **Minor Housing Development Project Permit (2)** ■ **Major Housing Development Project Permit (3)** ■ **Zoning Clearance (ministerial review) (4)** ■ **Community Benefit (CB) Overlay Rezoning**	■ **CEQA Review (MND/EIR/Addendum)** ■ **Density Bonus Request** ■ **Development Agreement** ■ **Tentative Parcel Map (4 or fewer lots)** ■ **Tentative Subdivision Map (5 + lots)** ■ **Tree Removal Permit** ■ **Variance** ■ **Adjustments in MFDDS**

Note (1): For projects consisting of four (4) or fewer new housing units or those proposing minor alterations to a previously approved Housing Development Project Permit, as specified in CMC Sec. 21.07.040.A.2.

Note (2): For projects consisting of five (5) or more new units, except for those subject to a "Major" permit.

Note (3): For properties identified on the Form-Based Zone Map as being subject to Chapter 8 (Specific to Large Sites) of the *Multi-Family Development and Design Standards* (MFDDS), and for those for properties located within an overlay/combining district.

Note (4): Applicable for projects eligible for ministerial review as required by the amended Starter Home Revitalization Act of 2021 (SB-684/SB-1123), the Affordable Housing and High Road Jobs Act of 2022 (AB-2011), the State Streamlined Ministerial Approval Process (SB-35/SB-423), the Affordable Housing on Faith and Higher Education Lands Act of 2023 (SB-4), the State Supportive Housing Law (AB-1801), or Housing Element Law (AB-2239).

Note (5): Please review CMC Sec. 21.14.040 CB (Community Benefit) overlay/combining zoning district.

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 Connect 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

Most development applications, including some ministerial Zoning Clearances, 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. Applications for an Administrative Housing Development Project Permit or a Zoning Clearance are considered by the Community Development Director without a public hearing. Applications for a Minor Housing Development Project Permit are considered by the Planning Commission, while Major Housing Development Project Permits are considered by the City Council upon recommendation of the Planning Commission

MULTI-FAMILY DEVELOPMENT AND DESIGN STANDARDS (MFDDS)

As required by the Housing Accountability Act, the City may only evaluate a housing development project against "objective, quantifiable, written development standards." Consistent with the law, the City adopted a form-based-code, entitled the *Multi-Family Development and Design Standards* (MFDDS), which governs the layout, physical form, and architectural design of all new housing development projects, and serves to effectuate the prescribed housing density ranges specified by the Campbell 2040 General Plan. Each property capable of supporting a housing development project, including commercial properties under AB-2011 or SB-6, is designated with a distinct form-based-zone (FBZ), as depicted on the Form-Based Zone Map. However, certain "large sites" identified on the Form-Based-Zone Map must prepare a "Walkable Neighborhood Plan" identifying a proposed roadway network and block configuration, and which may also result in new FBZ designation(s) being applied to the project site.

STARTER HOME PROJECTS

Starter home projects are housing developments of up to 10 housing units created in combination with a tentative map for 10 or fewer lots, subject to streamlined ministerial approval under SB-684/SB-1123. The City has adopted an ordinance to implement the law, which is summarized online on the Starter Home Projects webpage.

PRELIMINARY APPLICATIONS

Prospective applicants for "large site" projects are encouraged, but not required, to submit a preliminary application for review by the City Council in a study session. A preliminary application allows an early opportunity for technical staff review, Council feedback, including an examination of possible alternatives to a proposed Walkable Neighborhood Plan prior to submittal of a formal Housing Development Project Permit application. Non-"large site" housing development projects may also submit a voluntary preliminary application for study session review by the Planning Commission at the Community Development Director's discretion. Please note that voluntary pre-application study sessions are not considered a hearing for the purposes of Government Code § 65905. Please refer to the Preliminary Applications Checklist for more information on how to apply for a preliminary application.

ENVIRONMENTAL (CEQA) REVIEW

Most housing development projects will generally be determined to be "categorically" or "statutorily" (ministerial) exempt from formal review under the California Environmental Quality Act (CEQA). However, certain projects due to their scale (i.e., larger than 5 acres in area) and/or location (e.g., near riparian corridor, etc.) may require preparation of an environmental document (ND/MND/EIR/Addendum) or undergo a streamlined environmental review (e.g., § 15183 exemption). A project's CEQA determination is made at the City's sole discretion. If an environmental review is required, the applicant shall bear the full cost of consultant preparation, including a 20% City administrative fee.

PUBLIC STREET IMPROVEMENTS

All housing development projects will require construction and/or repair of public frontage improvements, such as curbs and gutters, driveways, sidewalks, street lights, street trees, street signs, and curb-ramps. Dedication of land to the City may also be necessary if the existing street right-of-way cannot accommodate the required improvements. Projects located along defined "image streets" are also subject to enhanced streetscape improvements per the Streetscape Standards. Similarly, projects along Winchester Boulevard and East Campbell Avenue are also subject to the public improvement requirements of the Winchester Boulevard Master Plan and East Campbell Avenue Master Plan, respectively. **Please contact the Land Development Engineering Division of the Public Works Department at (408) 866-2150 or publicworks@campbellca.gov to discuss the standards that may apply to your project before applying.**

REQUIRED APPLICATION MATERIALS

Unless specifically excluded, 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 the 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)*
	NOTE: All information required by this checklist must be provided in full and in a manner that is factually accurate, current as of the time of each application submittal or resubmittal, and internally consistent in order for the application to be "deemed complete" pursuant to Government Code Section 65943.
1.	**Coversheet** ■ Project site address, APN(s), project title, scope of work, sheet index, legend; ■ Reserved area for City date and approval stamps (two 2"x 3" boxes); ■ Project Data table, including: ▪ General Plan Land use district, Zoning District, and form-based-zone designation; ▪ The project site's net and gross lot sizes; ▪ Structure coverage, landscaping coverage, and paving coverage values (overall project aggerate values and percentages); ▪ The proposed number of housing unit(s), overall, by size (sq. ft.), and by bedroom count; ▪ Average unit size (i.e., sum of all residential unit living area ÷ number of total units); ▪ The project's residential density (total housing units ÷ gross lot area); ▪ Building square-footage values (for each floor for per building and in total); ▪ Building heights (maximum, floor-to-floor, plate/eave); ▪ Building setbacks (all sides and all floors), as measured to design site lines; ▪ The number and type of design sites, and the number of buildings per design site; ▪ The number of parking stalls (per unit and non-residential use, and in total). ▪ Note if the project is subject to the "ground floor non-residential requirements" (MFDDS § 3.110); ▪ Note if the project is a "large site," subject to "Walkable Neighborhood Plan" (MFDDS § 3.020).

#	REQUIRED APPLICATION MATERIALS
	■ An "adjacency map" showing the project site and all *abutting* properties that identifies the Form-Based Zone and General Plan land use designations for each abutting property. **Note**: The public Campbell GIS portal may be used to ascertain this information.
2.	**Walkable Neighborhood Plan** prepared in compliance with MFDDS § 8.020 identifying the proposed blocks, circulation network (alleys, thoroughfares, passageways, sidewalks), open space areas, new form-based zone designations, design sites, and buildings. **Note:** Only required for "large site" projects per MFDDS §3.020.
3.	**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.
4.	**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).
5.	**Development Site Plan** showing the entirety of all parcels subject to the application, as bounded by property lines, even if located outside of a design site(s). ■ Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s); ■ Design site boundaries, including dimensions, and measurements from the design site lines to property lines (if applicable); and where a project has more than one design site, each design site shall be clearly delineated; **Note**: Not required for "Starter Home Project" applications processed under SB-684/SB-1123. ■ Required 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, as directed by the Public Works Department; and if additional right-of-way is required, also depict the required area of land dedication; ■ Proposed and existing (to be retained) primary buildings (separately depicting the "main body" and "wings"), accessory structures, trellises, covered walkways, and all other structures, showing the dimensions of each building/structure; **Note**: For "Starter Home Project" applications processed under SB-684/SB-1123, do not depict any distinction between a "main body" and "wings". ■ Setbacks lines/dimensions from all design site lines (not property lines) to *each* building façade(s), private frontage element(s), and massing feature(s); **Note**: For "Starter Home Project" applications processed under SB-684/SB-1123, show setback lines from property lines. ■ Distances lines/dimensions from building walls between each building/structure; ■ Setback lines/dimensions from all design site lines (not property lines) to parking facilities; **Note**: For "Starter Home Project" applications processed under SB-684/SB-1123, show setback lines from property lines. ■ Depiction of the required "façade zone" (the area between the minimum and maximum setback lines), and the portion of the building(s) within the "façade zone"; **Note**: Not required for "Starter Home Project" applications processed under SB-684/SB-1123. ■ Linear extent of "ground floor non-residential requirement" (Tier 1 or Tier 2), along the public street frontage, as depicted by the Form-Based-Zone Map; ■ Distance lines/dimensions depicting the encroachment of frontages and architectural features into the minimum setbacks; ■ 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, private roadways, alleys, passageways, emergency vehicle "turn-arounds, walkways, and other hard surfaces, indicating all surfacing materials (asphalt, concrete, gravel, pavers, etc.); ■ Accessible ("ADA") path-of-travel to building(s) from the public sidewalk and from accessible parking stalls;

#	REQUIRED APPLICATION MATERIALS
	■ 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 for specific design, placement, and technical requirements. ■ Location, height and materials of all walls/fences, including retaining walls and landscape screens; ■ Location and dimensions of mechanical and utility equipment, including transformers, backflow prevention devices, meters, ground-mounted air conditioners, 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; ■ General location of stormwater management facilities, with reference to the Preliminary Post-Construction Stormwater Management Plan for further details .
6.	**Floor Plans** ■ Depiction and interior dimensions of all floors of all building(s), inclusive of all rooms, doors, windows, hallways, passageways, and corridors; for existing buildings to be retained, include depiction of any walls to be removed and/or modified; ■ Labeled use of each room (bedroom, kitchen, office, warehouse, etc.); **Note**: For projects with a tentative subdivision map indicating creation of five (5) or more fee parcels, at least 20% of the proposed housing units must either incorporate an ADU or be "ADU ready" per CMC Sec. 21.23.090. ■ Exterior dimensions of each building, including specifically the width, depth, and length of the main body and "wings" elements of each building; **Note**: For "Starter Home Project" applications processed under SB-684/SB-1123, do not depict any distinction between a "main body" and "wings". ■ Interior dimensions a necessary to demonstrate the depth and linear extent of ground-floor "ground-floor habitable space" or "ground floor non-residential space," as applicable. **Note**: Not required for "Starter Home Project" applications processed under SB-684/SB-1123. ■ All functional and mechanical components of each building, including water heaters, air conditioners, electric vehicle chargers, kitchen appliances, and fixtures (sinks, bathtubs, toilets, etc.); **Note**: The City's Municipal Code (Ordinance No. 2316) requires appliances, including cooking ranges, building heating systems, water heaters to be NOx (nitric oxide and nitrogen dioxide) emission free. ■ Anticipated division of ground-floor non-residential tenant spaces, indicting the depth and width dimensions of each anticipated tenant space, and indicating which spaces are programed to accommodate future restaurant use, as applicable; ■ Seating layout (depictions of chairs, benches, tables, etc.) for restaurants and assembly spaces.
7.	**Floor Area Diagram** that visually depicts ("box-out") the square footage of all proposed structure(s), including dimension notations and numeric calculations for both gross floor area ***and*** living area so that values may be verified. **Note**: "Livable Area" means the total square footage of the interior of all dwelling units within a residential development that a tenant can occupy and use, as measured from the interior face of the exterior walls, specifically including all living spaces, kitchens and bathrooms, and usable closet and storage spaces within a dwelling unit. Livable area does not include common areas such as hallways, elevators, stairwells, mailrooms, multi-use rooms, indoor pool rooms, mechanical rooms, lobbies, parking areas, and areas shared with a non-residential use in a mixed-use development. Please additionally note that livable area does include habitable "half-stories" that otherwise are not included in the maximum "average living area" for "Starter Home Projects" processed under SB-684/SB-1123.
8.	**Open Space Exhibit** depicting the dimensions and quantity of the required "private open space" or "common open space," as specified by the applicable building type or Form-Based-Zone. **Note**: Not required for "Starter Home Project" applications processed under SB-684/SB-1123.

#	REQUIRED APPLICATION MATERIALS
9.	**Building Cross Sections** taken from at least two (2) opposing sides indicating (1) existing grade height, (2) finished grade height, (3) finished floor height of each floor, (4) floor-to-floor height for each floor, (5) eave/parapet height for each floor, (6) and overall building wall, for each building, expressed in both relative values (feet and inches) and elevation benchmark (AMSL) consistent with the grading and drainage plan; and also specifically depicting mechanical and elevator shafts and structural beams transversely and longitudinally, across the building. **Note**: For "Starter Home Project" applications processed under SB-684/SB-1123, show setback lines from property lines.
10.	**Building Frontage Profile Section** providing a side section view of the front of each building indicating the minimum setback line, adjacent design site line or property line, distance from the minimum setback line to the design site line or property line, depth of the frontage feature, extent of the frontage feature's encroachment into the setback, height of the frontage feature measured from finished grade and the finished floor of the adjacent building entry, finished floor height of the frontage feature, and finished floor height of the adjacent building entry. **Note**: Not required for "Starter Home Project" applications processed under SB-684/SB-1123.
11.	**Exterior Elevations** ■ Unobscured grayscale or color hardline architectural depictions of all sides and all floors (including roof parapets) of all proposed structures, specifically illustrating vertical boundaries (base, middle, top), modules, massing elements, balconies, covered open space areas, and bays, as well as all architectural features, including railings, cornices, moldings, banding, brackets, etc. **Note**: For applications processed under SB-684/SB-1123, do not depict any vertical boundaries (base, middle, top), modules, massing elements, or bays. ■ Delineation between existing and proposed construction (for additions and alterations) through use of lines, shading, and/or notes; ■ Horizontal dimension values indicating the width, length, and depth for the (1) building ("main body", "wings"), (2) modules, (3) bays, (4) ground-floor tenant spaces, (5) townhome units, and (6) townhome "runs", as applicable; **Note**: For "Starter Home Project" applications processed under SB-684/SB-1123, do not depict any distinction between a "main body" and "wings". ■ Height values, including (1) existing grade height, (2) finished grade height, (3) finished floor height of each floor, (4) floor-to-floor height for each floor, (5) eave/parapet height for each floor, (6) and overall building wall, for each building, expressed in both relative values (feet and inches) and elevation benchmark (AMSL) consistent with the grading and drainage plan; ■ All exterior materials, 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 exterior colors, consistent with the color/material sheet, with notations indicating the percentage of each color used per façade, and illustrating how the colors articulate vertical boundaries (base, middle, top), horizonal features (modules, massing elements), windows and balconies; ■ All building-mounted equipment, including HVAC units, exterior duct work, lighting fixtures, fire panels, etc. ■ All "bird safe" features that have been incorporated into the building design, including, screens, louvers, grilles, shutters, or bird-safe window patterns; **Note**: Please see the American Bird Conservancy database for approved "bird safe" products.
12.	**Color Elevation** illustrating the "front" elevation in color (only if the exterior elevations are provided in grayscale).
13.	**Architectural Detail Sheets**, providing detail drawings of windows, openings, arch construction, timber joints, parapets, as necessary to demonstrate compliance with MFDDS § 7 (Architectural Standards). **Note**: Not required for "Starter Home Project" applications processed under SB-684/SB-1123.

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14.	**Window/Door Schedule** providing tag or reference number, location, type, material, size and dimensions, glazing type (for windows), manufacturer/model, quantity, hardware, finishes, operational details, special requirements, specified for both windows and doors. **Note**: Not required for "Starter Home Project" applications processed under SB-684/SB-1123.
15.	**Roof Plan** showing roof slope(s) and direction, including dormers, false roofs, and secondary roof forms, and anticipated location of rooftop mechanical equipment and required photovoltaic panels. **Note**: The California Building Code (CBC) requires installation of a photovoltaic system on all new residential and mixed-use structures.
16.	**Sightline Drawing** demonstrating that the building parapet or other architectural element(s) is as tall or taller than the highest point on any new mechanical equipment to be located on the roof of the building, so as to screen the equipment from public view.
17.	**Color/Material Sheet** providing illustrations of materials/paint colors, specifically indicating manufacture, color/product name, and color/product number that correspond to the notes on the elevation sheet(s).
18.	**3D Visualization Sheet** providing at least six (6) photorealistic illustrations of proposed building and the overall project site including anticipated materials, colors, textures, lighting, and shadows, to provide a life-like representation of the proposed project. **Note:** Only required for "large site" projects subject to a Major Housing Development Project Permit.
19.	**Isometric Massing Plan** providing a graphical depictions of each building at a 30° viewing angle, with dimensioned measurements (width, length, and depth) for each building's main body and individual façade segments (projecting and recessed planes), sufficient to depict the "massing type" (MFDDS § 5.170). **Note**: Not required for "Starter Home Project" applications processed under SB-684/SB-1123.
20.	**Tree Survey** depicting *all* existing trees (irrespective of size or species), including the center of the trunk and extent of the critical rootzone, overlaid on a site plan showing proposed buildings, utilities, and drive-aisles, and noting the proximity of each tree to these features; and an itemized table identifying each tree by number, species (common and scientific names) and size (diameter measured four feet above grade). **Note**: Only required if there are existing trees on the property.
21.	**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. 20 (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**: Only required if the project includes trees proposed for retention.
22.	**Landscaping and Irrigation Plans** prepared in compliance with the Model Water Efficient Landscape Ordinance and MFDDS § 4.030 (Landscaping and Lighting). ■ Location, size, and name of all plantings, including trees, shrubs, groundcover, etc.; ■ Location of above utility cabinets and similar equipment to be screened by landscape plantings; ■ 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.
23.	**Alternative Site Configuration Exhibit** providing alternative site plans of the project as necessary to demonstrate that removal of a protected tree(s) is necessary even after exhausting all alternative site configurations and adjustments permitted under MFDDS § 9 (Adjustment to Standards) in that the

#	REQUIRED APPLICATION MATERIALS
	development (e.g., buildings, driveways, stormwater area, or sewer/underground services) would still conflict with the critical root zone of the tree(s). **Note (1)**: Only required if the project includes an application for a Tree Removal Permit to remove one or more "protected" trees. **Note (2)**: Not required for "Starter Home Project" applications processed under SB-684/SB-1123.
24.	**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.
25.	**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**: For detached single-family residential subdivisions, assume that 25% of the rear yards will be impervious.
26.	**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, grease trap/grease interceptors, 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
27.	**Tentative Parcel/Subdivision Map** for projects proposing subdivision of land or a condominium. ■ 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; ■ Location of all municipal boundaries, 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, dimensions, and boundary lines of all lots and parcels; ■ The layout, names, and proposed width of streets, alleys, and easements; ■ The profile of each street with tentative grades; and ■ 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. **Note (1)**: Fee simple lots may only be created from design sites, except for townhome projects, where parcels may match the dimensions of the individual townhome units. Any project may be mapped as a condominium.

#	REQUIRED APPLICATION MATERIALS
	Note (2): A tentative map shall identify the number of final maps consistent with a phasing plan, if applicable, as per Item No. 36 (Phasing Plan). If no phasing is proposed, only one final map may be filed.
28.	**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. **Note**: Not required for "Starter Home Project" applications processed under SB-684/SB-1123.
29.	**Photometric Plan** in compliance with the Campbell Lighting Design Standards, including and luminaire/fixture schedule and associated 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), consistent with MFDDS § 4.030.3 and General Plan Policy CD-2.9.
30.	**Parking Plan** providing a numbered label for each parking stall and broken into shaded/colored zones identifying the associated use (i.e. apartment, townhome, guest, leasing office, staff, accessible, etc.). **Note**: Only required when a project proposes parking stalls that will be restricted, assigned, or shared between different uses.
31.	**Privacy Plan** depicting the orientation of windows into abutting side property lines in compliance with MFDDS § 7.070. **Note**: Not required for "Starter Home Project" applications processed under SB-684/SB-1123.
32.	**Emergency Access Plan** showing fire truck access routes (including widths, slopes, & turning radii), points of aerial access, EV turn-arounds, deferred submittal requirements (including fire sprinkler, alarm, standpipe, etc.), hose pull lengths (from hydrant to FD staging area & staging to furthest corner of building), fire flow information (from SJW less than 1 year old), location of existing and proposed fire hydrants, ground ladder access points & egress windows, 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 in compliance with Santa Clara County Fire District Standards. **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. **Note (3)**: For purposes of determining the highest roof surface**, applicants shall provide height measurements to each of the following points, with the governing height** being the greatest of the three: 1. Grade to the eave of a pitched roof; 2. Grade to the intersection of the roof and exterior wall; and 3. Grade to the top of parapet walls, where applicable. **This determination shall be made in accordance with CFC Appendix D as amended by SCCFD.
33.	**Trash Management Plan** depicting the location of all refuse enclosure(s), dimensions and volumes of all receptacles (refuse/organics/recycling), route and turning radius of West Valley Collection and Recycling collection trucks, and proposed serving schedule. **Note**: Please contact the Public Works Department Engineering Division to discuss minimum required receptacle sizing for your project at (408) 866-2150 or publicworks@campbellca.gov.
34.	**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. **Note**: As required by General Plan Action N-1.h, construction staging areas shall be placed in locations that will create the greatest distance between the construction-related noise sources and noise-sensitive receptors nearest the project site during all periods of construction.
35.	**Furniture and Site Amenity Plan** depicting the location and type of on-site furniture (e.g., benches, tables, chairs, etc.), trash cans, bicycle storage, bike racks, etc. as they may occur throughout the project site. **Note:** Only required if outdoor furniture or amenities are proposed.

#	REQUIRED APPLICATION MATERIALS
36.	**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, issuance of certificate of occupancy, etc.). **Note:** Only required if multiple phases are proposed.
37.	**Mail Delivery Plan** indicating the location(s) of proposed mailboxes or mail room(s), consistent with the requirements of the United States Postal Service. **Note:** Reference the USPS *Centralized Mail Delivery Residential Applications* and the *Centralized Mail Delivery Garden Apartment Applications* publications for additional information on mail delivery services.
38.	**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:** Only required when a project includes three (3) or more ownership units (as proposed by a tentative parcel or subdivision map) or four (4) or more rental units.
	Additional Items *(provide as separate 8 ½" x 11" documents)*
39.	**Project Description** explaining the application request, including the proposed use(s), hours of operation, the type and size of proposed buildings, project goals, anticipated construction schedule, and any voluntary environmental commitments, etc.
40.	**MFDDS Compliance Questionnaire** with complete responses to all fields, including identification of the specific sheet(s) that demonstrate compliance with each specific standard. **Note**: Not required for "Starter Home Project" applications processed under SB-684/SB-1123.
41.	**Acknowledgement Statement** (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.
42.	**Preliminary Title Report** prepared by a title company registered with the Department of Insurance. **Note:** The title report must be no older than 90 days from the date of application submittal.
43.	**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 § 66300(d)(2)(F)(vi) for the definition of "protected units". **Note (2)**: Pursuant to Government Code § 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.
44.	**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 five years pursuant to Government Code California Government Code § 66300.5(h).
45.	**Provision C-3 Data Form**, as provided by the Santa Clara Valley Urban Runoff Pollution Prevention Program, documenting new on-site and off-site impervious areas.
46.	**Affordable Housing Plan** in floorplan view that depicts the proposed location of each individual below-market-rate unit in the project, and an includes an associated summary table specifying the total number of proposed affordable housing units by category (inclusionary and/or Density Bonus "target"), type (ownership or rental), bedroom count (e.g., 1-bedroom, 2-bedroom, etc.), size (sq. ft.), and affordability level(s) (e.g., "very low," "low," or "moderate"). **Note**: Only for projects subject to the City's Inclusionary Housing Ordinance (CMC Chapter 21.24) or for projects exercising State Density Bonus law pursuant to Gov Code § 65915 et. al.
47.	**Housing Incentives Request**, on the City's standard form, identifying requested density bonuses, incentives, concessions, waivers, modifications of development standards (including specifying the City's usual development standard and the requested development standard), and/or reduced parking standards, as specified by CMC Sec. 21.20.040.

#	REQUIRED APPLICATION MATERIALS
	Note: Only for projects exercising State Density Bonus law pursuant to Government Code § 65915 et. al.
48.	**State Law Compliance Statement** documenting compliance with applicable site and project eligibility standards for projects seeking approval under State law, including, but not limited to the following: ■ **AB-2011** – Government Code Section 65912.100 et seq. (Affordable Housing and High Road Jobs Act of 2022); ■ **SB-6** – Government Code Section 65852.24 (Middle Class Housing Act of 2022); ■ **SB-35/SB-432** – Government Code Section 65913.4 (Streamlined Ministerial Approval Process); ■ **SB-4** – Government Code Section 65913.16 (Affordable Housing on Faith and Higher Education Lands Act of 2023); ■ **AB-1490** – Government Code Section 65913.12 (Affordable Housing Development Projects – Adaptive Reuse); ■ **AB-1801** – Government Code Section 65650 et seq. (State Supportive Housing Law); or ■ **AB-2239** – Government Code Section 65583 (Housing Element Law – Emergency Shelters and Transitional Housing). ■ **Note**: Not required for "Starter Home Project" applications processed under SB-684/SB-1123.
49.	**Accessibility Review Letter** prepared by a Certified Access Specialist (CASp) documenting the proposed project will comply with CBC Chapter 11A, including providing accessible paths, parking, and adaptable ground-floor units with features to support future accessibility upgrades. **Note**: Only required if a project includes an accessibility plan per Item No. 38 (Accessibility Plan).
50.	**Completed Online Application** submitted through the City's online portal, including all required fields, supporting project information, responses to application questions, and execution of all required acknowledgements, certifications, and declarations.
51.	**Applicant Response Letter** providing an itemized response to each plan-check comment (to be provided with the second and subsequent submittals).
	Technical Reports (*provide as separate 8 ½" x 11" documents)*
52.	**Technical Reports Deferral Request Letter**, if requesting to defer one or more technical reports. **Note**: Deferral of technical reports until after the initial application submission is permitted. However, please be aware that choosing to defer any required technical reports may result in your application being deemed "incomplete" under the California Permit Streamlining Act (Government Code §§ 65920-65964.5), leading to a delay in the processing of your application. If you decide to defer one or more technical reports, you must submit a letter stating this request and acknowledging the potential for delay.
53.	**Phase I Environmental Site Assessment (ESA) Report**, in accordance with ASTM Standard Practices. **Note**: Only required if a project site currently has or previously had an industrial use, is adjacent to parcels with current industrial uses, or is listed in the SWRCB GeoTracker database with an "open" case status.
54.	**Phase II Environmental Site Assessment (ESA) Report**, in accordance with ASTM Standard Practices. **Note**: Only required if the Phase I ESA identifies a "recognized environmental condition" (REC), excluding historical RECs (HREC) and controlled RECs (CREC), which have been remediated.
55.	**Flood Zone Report** identifying the extent of the mapped flood hazard zone, base flood elevation (BSE), any recorded Letters of Map Amendments (LOMA) or Letters of Map Revision (LOMR), and a listing of proposed flood protection measures, if applicable. **Note:** Only required if the project site is within a designated Special Flood Hazard Area, and a LOMA or LOMR for the property has *not* been issued.
56.	**Biological Resources Assessment** prepared by a qualified biologist in compliance with General Plan Action COS-7.c, that assesses the presence, significance, and potential impacts on biological resources

#	REQUIRED APPLICATION MATERIALS
	within or abutting the project, and providing recommendations for mitigating any adverse effects, as appropriate, including **Bird-Collision Reduction Plans** and **Pre-Construction Surveys** when warranted. **Note:** Only required if the project site abuts a waterway subject to the Guidelines and Standards for Land Use Near Streams (see Item No. 55, below) or a Santa Clara County Water District percolation pond, or when ten (10) or more trees with a trunk diameter of 12-inches or greater (DBH) are proposed for removal (as noted per Item No. 21).
57.	**Waterway Protection Report** documenting compliance with the regulatory standards of the regional Guidelines and Standards for Land Use Near Streams. **Note**: Only required for project sites that abut Los Gatos Creek, San Tomas Aquino Creek, or Smith Creek.
58.	**Air Quality/Greenhouse Gas Report**, prepared in accordance with the thresholds of significance provided by the BAAQMD Air Quality Guidelines, and incorporating a risk and hazard screening analysis (refer to the BAAQMD Risk and Hazard Analysis Process Flow Chart and Health Risk Screening and Modeling webpage for further information). **Note**: If the risk and hazard screening analysis indicates that project-level or cumulative thresholds are exceeded, a Health Risk Assessment (HRA) shall also be included.
59.	**Geotechnical Investigation Report** assessing the geotechnical conditions of the project site prepared by a licensed geotechnical engineer. **Note**: Only required if the project site is located ***within 50-feet*** of a geological hazard area as depicted in the "natural hazards" layer hosted in the City's public Campbell GIS portal.
60.	**Acoustic/Noise Study** prepared in compliance with the noise exposure standards specified by General Plan Table N-1 (Land Use Compatibility for Community Noise Environment) and Table N-2 (Stationary (Non-Transportation) Noise Source Standard).
61.	**Vibration Assessment** consistent with the FTA *Transit Noise and Vibration Impact Assessment Manual (2018)*. **Note**: Only required for project sites abutting the Union Pacific railroad right-of-way.
62.	**Utility "Will-Serve" Letters** from (1) West Valley Sanitation District, (2) San Jose Water Company, (3) Pacific Gas and Electric Company (PG&E), and (4) West Valley Collection and Recycling.

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') or 36" x 48" (ARCH 'E'). All other sizes 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)
■ **MFDDS Compliance Questionnaire**	■ **MFDDS Questionnaire (year-month-day)** *Example*: MFDDS Questionnaire (2020-01-30)
■ **Acknowledgement Statement**	■ **Acknowledgement Statement**
■ **Preliminary Title Report**	■ **Title Report**
■ **Housing Crisis Act Compliance Form**	■ **HCA Form**
■ **Provision C.3 Data Form**	■ **C.3 Data Form** *Example*: C.3 Data Form (2020-01-30)
■ **Affordable Housing Plan**	■ **Affordable Housing Plan (year-month-day)** *Example*: Affordable Housing Plan (2020-01-30)
■ **Housing Incentives Request**	■ **Housing Incentives Request** (year-month-day) ■ *Example*: Housing Incentives Request (2020-01-30)
■ **State Law Compliance Statement**	■ **State Law Compliance Statement**
■ **Accessibility Review Letter**	■ **Accessibility Review Letter**
■ **Applicant Response Letter**	■ **Response Letter (year-month-day)** *Example*: Response Letter (2020-01-30)
■ **Technical Reports Deferral Request Letter**	■ **Deferral Letter**
■ **Phase I Environmental Site Assessment Report**	■ **Phase I ESA**
■ **Phase II Environmental Site Assessment Report**	■ **Phase II ESA**
■ **Flood Zone Report**	■ **Flood Zone Report**
■ **Biological Resources Assessment**	■ **Biological Report**
■ **Waterway Protection Report**	■ **Waterway Protection Report**
■ **Air Quality/Greenhouse Gas Report**	■ **Air Quality Report**
■ **Geotechnical Investigation Report**	■ **Geotechnical Report**
■ **Geotechnical Investigation Report**	■ **Geotechnical Report**
■ **Acoustic Study**	■ **Acoustic Study**
■ **Vibration Assessment**	■ **Vibration Assessment**
■ **PG&E, WVSD, SJWC, and WVC&R Will Serve Letters**	■ **Will Serve Letters (All)**

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.