



**CITY OF CAMPBELL**  
Community Development Department

**HOUSING DEVELOPMENT PROJECTS**  
**PLANNING APPLICATION CHECKLIST**

(Download at <http://bit.ly/hdpchecklist>)

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](mailto: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 § 65589.5 of the California Government Code 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
<ul style="list-style-type: none"> <li>■ Administrative Housing Development Project Permit (1)</li> <li>■ Minor Housing Development Project Permit (2)</li> <li>■ Major Housing Development Project Permit (3)</li> <li>■ Zoning Clearance (ministerial review) (4)</li> <li>■ Community Benefit (CB) Overlay Rezoning (5)</li> </ul>	<ul style="list-style-type: none"> <li>■ CEQA Review (MND/EIR/Addendum)</li> <li>■ Density Bonus Request</li> <li>■ Development Agreement</li> <li>■ Tentative Parcel Map (4 or fewer lots)</li> <li>■ Tentative Subdivision Map (5 + lots)</li> <li>■ Tree Removal Permit</li> <li>■ Variance</li> <li>■ Adjustments in MFDDS</li> </ul>
<p><b>Note (1):</b> For projects consisting of four (4) or fewer new residential units or those proposing minor alterations to a previously approved Housing Development Project Permit of any type, as specified in CMC Sec. 21.07.040.A.2)</p> <p><b>Note (2):</b> For projects consisting of five (5) or more new residential units, except for those subject to a "Major" permit.</p> <p><b>Note (3):</b> For properties identified on the Form-Based Zone Map as being subject to Chapter 8 (Specific to Large Sites) of the <i>Multi-Family Development and Design Standards</i> (MFDDS), and for those for properties located within an overlay/combining district.</p> <p><b>Note (4):</b> Applicable for projects eligible for ministerial review as specified in the State Supportive Housing Law, the State Low Barrier Navigation Centers Law, and/or the State Streamlined Ministerial Approval Process.</p> <p><b>Note (5):</b> Please review CMC Sec. 21.14.040 CB (Community Benefit) overlay/combining zoning district.</p>	

## 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](mailto: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, including 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.

## PRE-SUBMITTAL MEETINGS

Prospective applicants are encouraged to schedule a meeting with a planner to discuss MFDDS. Such meetings are entirely advisory in nature and should not be construed as constituting a formal plan review. You may request a virtual or in-person meeting using the [Planning Division's Microsoft Bookings counter service](#).

## PRELIMINARY APPLICATIONS

In addition to pre-submittal meetings, prospective applicants for "large site" projects are also 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. 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 deemed “categorically 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 overhead 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](mailto: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
	<b>Project Plan Sheets</b> ( <i>provide as a single document</i> )
1.	<p><b>Coversheet</b></p> <ul style="list-style-type: none"> <li>■ Project site address, APN(s), project title, scope of work, sheet index, legend;</li> <li>■ Reserved area for City date and approval stamps (two 2" x 3" boxes);</li> <li>■ Project Data table, including: <ul style="list-style-type: none"> <li>▪ General Plan Land use district, Zoning District, and form-based-zone designation;</li> <li>▪ The project site's net and gross lot sizes;</li> <li>▪ Structure coverage, landscaping coverage, and paving coverage values (overall project aggregate values and percentages);</li> <li>▪ The proposed number of housing unit(s), overall, by size (sq. ft.), and by bedroom count;</li> <li>▪ Average unit size (i.e., sum of all residential unit living area ÷ number of total units);</li> <li>▪ The project's residential density (total housing units ÷ gross lot area);</li> <li>▪ Building square-footage values (for each floor for per building and in total);</li> <li>▪ Building heights (maximum, floor-to-floor, plate/eave);</li> <li>▪ Building setbacks (all sides and all floors), as measured to design site lines;</li> <li>▪ The number and type of design sites, and the number of buildings per design site;</li> <li>▪ The number of parking stalls (per unit and non-residential use, and in total).</li> <li>▪ Note if the project is subject to the "ground floor non-residential requirements" (MFDDS § 3.110);</li> <li>▪ Note if the project is a "large site," subject to "Walkable Neighborhood Plan" (MFDDS § 3.020).</li> </ul> </li> <li>■ An "adjacency map" showing the project site and all <i>abutting</i> properties that identifies the Form-Based Zone and General Plan land use designations for each abutting property.</li> </ul> <p><b>Note:</b> The <a href="#">public Campbell GIS portal</a> may be used to ascertain this information.</p>

#	REQUIRED APPLICATION MATERIALS
2.	<p><b>Walkable Neighborhood Plan</b> 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.</p> <p><b>Note:</b> Only required for "large site" projects per MFDDS §3.020.</p>
3.	<p><b>Site Photography Sheet</b> 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.</p>
4.	<p><b>Existing/Demolition Plan</b> 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).</p>
5.	<p><b>Development Site Plan</b> showing the entirety of all parcels subject to the application, as bounded by property lines, even if located outside of a design site(s).</p> <ul style="list-style-type: none"> <li>■ Property lines, property line dimensions, and distance from centerline of adjacent street(s) to property line(s);</li> <li>■ 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;</li> <li>■ 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;</li> <li>■ 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;</li> <li>■ Setbacks lines/dimensions from all design site lines (not property lines) to <i>each</i> building façade(s), private frontage element(s), and massing feature(s);</li> <li>■ Distances lines/dimensions from building walls between each building/structure;</li> <li>■ Setback lines/dimensions from all design site lines (not property lines) to parking facilities;</li> <li>■ 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";</li> <li>■ 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;</li> <li>■ Distance lines/dimensions depicting the encroachment of frontages and architectural features into the minimum setbacks;</li> <li>■ Recorded and/or proposed easements with the purpose for each easement noted (i.e., PUE) and notation if existing easements are to be vacated;</li> <li>■ Driveways, private roadways, alleys, passageways, emergency vehicle "turn-arounds, walkways, and other hard surfaces, indicating all surfacing materials (asphalt, concrete, gravel, pavers, etc.);</li> <li>■ Accessible ("ADA") path-of-travel to building(s) from the public sidewalk and from accessible parking stalls;</li> <li>■ Vehicle parking stalls with typical stall dimensions including accessible and van-accessible stalls (with loading areas), electric vehicle parking stalls, "clean-air" (<a href="#">CalGreen</a>) vehicle parking stalls, motorcycle stalls; dimensioned drive aisles, wheel stops and vehicle "overhangs", and bicycle racks;</li> <li>■ Proposed and existing trash (refuse/recycling) enclosure(s);</li> </ul> <p><b>Note:</b> Please review the City's <a href="#">Trash Enclosure Handout</a> for specific design, placement, and technical requirements.</p> <ul style="list-style-type: none"> <li>■ Location, height and materials of all walls/fences, including retaining walls and landscape screens;</li> <li>■ Location and dimensions of mechanical and utility equipment, including transformers, backflow prevention devices, meters, ground-mounted air conditioners, fire hydrants, and lighting standards;</li> <li>■ General location of landscaped areas, including tree wells, islands, planters, with a reference to the Landscaping and Irrigation Plans for further details;</li> <li>■ General location of stormwater management facilities, with a reference to the Preliminary Post-Construction Stormwater Management Plan for further details .</li> </ul>

#	REQUIRED APPLICATION MATERIALS
6.	<p><b>Open Space Exhibit</b> 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.</p>
7.	<p><b>Floor Plans</b></p> <ul style="list-style-type: none"> <li>■ 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;</li> <li>■ Labeled use of each room (bedroom, kitchen, office, warehouse, etc.);  <b>Note:</b> For projects with five (5) or more "house" building types/design sites that are proposed to be subdivided, 20% of the units must either incorporate an ADU or be "ADU ready" per <a href="#">CMC Sec. 21.23.090</a>.</li> <li>■ Exterior dimensions of each building, including specifically the width, depth, and length of the main body and "wings" elements of each building;</li> <li>■ 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.</li> <li>■ All functional and mechanical components of each building, including water heaters, air conditioners, electric vehicle chargers, kitchen appliances, and fixtures (sinks, bathtubs, toilets, etc.);  <b>Note:</b> The City's locally adopted Building Code only allows electrical heating systems and water heaters (i.e., no natural gas) for residential projects.</li> <li>■ Anticipated division of ground-floor non-residential tenant spaces, indicating the depth and width dimensions of each anticipated tenant space, and indicating which spaces are programed to accommodate future restaurant use, as applicable;</li> <li>■ Seating layout (depictions of chairs, benches, bleachers, tables, etc.) for restaurants and assembly spaces.</li> </ul>
8.	<p><b>Floor Area Diagram</b> that visually depicts ("box-out") the square-footage of the proposed structure(s), including dimension notations and numeric calculations so that floor area values may be verified.</p>
9.	<p><b>Building Cross Sections</b> 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.</p>
10.	<p><b>Building Frontage Profile Section</b> 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.</p>
11.	<p><b>Exterior Elevations</b></p> <ul style="list-style-type: none"> <li>■ 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.</li> <li>■ Delineation between existing and proposed construction (for additions and alterations) through use of lines, shading, and/or notes;</li> <li>■ 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;</li> <li>■ 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;</li> </ul>

#	REQUIRED APPLICATION MATERIALS
	<ul style="list-style-type: none"> <li>■ 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;</li> <li>■ 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), horizontal features (modules, massing elements), windows and balconies;</li> <li>■ All "bird safe" features that have been incorporated into the building design, including, screens, louvers, grilles, shutters, or bird-safe window patterns;</li> <li>■ All building-mounted equipment, including HVAC units, exterior duct work, lighting fixtures, fire panels, etc.</li> </ul>
12.	<b>Color Elevation</b> illustrating the "front" elevation in color (only if the exterior elevations are provided in grayscale).
13.	<b>Architectural Detail Sheets</b> , providing detail drawings of windows, openings, arch construction, timber joints, parapets, as necessary to demonstrate compliance with MFDDS Chapter 7 (Architectural Standards).
14.	<b>Window/Door Schedule</b> 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.
15.	<p><b>Roof Plan</b> 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.</p> <p><b>Note:</b> The California Building Code (CBC) requires installation of a photovoltaic system on all new residential and mixed-use structures.</p>
16.	<b>Sightline Drawing</b> 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.	<b>Color/Material Sheet</b> 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.	<b>Streetscape Drawing</b> illustrating in color, to scale, the proposed buildings and adjacent buildings on properties on either side as viewed from the public street.
19.	<p><b>3D Visualization Sheet</b> 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.</p> <p><b>Note:</b> Only required for "large site" projects subject to a Major Housing Development Project Permit.</p>
20.	<b>Isometric Massing Plan</b> 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).
21.	<b>Tree Survey</b> depicting <i>all</i> 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).
22.	<b>Tree Removal and Protection Plan</b> incorporating the tree depiction information (i.e., trunk location and canopy/drip-line) and the itemized table, as specified by Item No. 15 (Tree Survey), but also identifying trees proposed to be removed and/or preserved. Protection measure must be consistent with the <a href="#">Campbell Standards for Tree Protection During Construction</a> .
23.	<p><b>Landscaping and Irrigation Plans</b> prepared in compliance with the <a href="#">Model Water Efficient Landscape Ordinance</a> and MFDDS § 4.030 (Landscaping and Lighting).</p> <ul style="list-style-type: none"> <li>■ Location, size, and name of all plantings, including trees, shrubs, groundcover, etc.;</li> <li>■ Location of above utility cabinets and similar equipment to be screened by landscape plantings;</li> </ul>

#	REQUIRED APPLICATION MATERIALS
	<ul style="list-style-type: none"> <li>■ Location, size (DBH), and drip-line/canopy of existing trees to remain or removed;</li> <li>■ All impervious surfaces, including driveways, walkways, patios, etc.</li> <li>■ Irrigation details, including lines, meters, backflows, etc.;</li> <li>■ Documented square-footage of all landscaped areas;</li> <li>■ Plant palette (photographic depictions of all proposed plantings).</li> </ul> <p><b>Note:</b> Landscaping within stormwater treatment facilities shall comply with <a href="#">Appendix D</a> of the <a href="#">Santa Clara Valley Urban Pollution Prevention Program C.3 Stormwater Handbook</a>. Additionally, landscaping in proximity to a riparian corridor shall comply with the standards specified by the <a href="#">Guidelines and Standards for Land Use Near Streams</a>.</p>
24.	<p><b>Alternative Site Configuration Exhibit</b> 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 Chapter 9 (Adjustment to Standards) in that the development (e.g., buildings, driveways, stormwater area, or sewer/underground services) would still conflict with the critical root zone of the tree(s).</p> <p><b>Note:</b> Only required if the project includes an application for a Tree Removal Permit to remove one or more "protected" trees.</p>
25.	<p><b>Grading and Drainage Plans</b></p> <ul style="list-style-type: none"> <li>■ <i>Actual</i> (not assumed) topographical elevations (<a href="#">AMSL benchmarks</a>) of building pad, existing grade, and finished grade;</li> <li>■ Surveyed property line dimensions and lot size;</li> <li>■ Direction, path of drainage channels or facilities and all necessary trenching for utilities, and any overland release paths;</li> <li>■ Documented square-footages of new impervious/pervious areas;</li> <li>■ Stated maximum depth and volumes of cut and fill;</li> <li>■ Cross-sections at property lines;</li> <li>■ Retaining (masonry) walls showing height and materials.</li> </ul>
26.	<p><b>Preliminary Post-Construction Stormwater Management Plan</b> prepared in compliance with the <a href="#">City's Stormwater Treatment requirements</a></p> <ul style="list-style-type: none"> <li>■ Location and size of new and replaced impervious surface;</li> <li>■ Directional surface flow of stormwater runoff;</li> <li>■ Location of proposed on-site storm drain lines;</li> <li>■ Type and location of proposed site design measures, source control measures, and stormwater treatment measures;</li> <li>■ Type and location of proposed hydromodification management measures (if applicable);</li> <li>■ Calculations supporting the sizing of the stormwater treatment facilities.</li> </ul> <p><b>Note:</b> For "house" building type subdivisions, assume that 25% of the rear yards will be impervious.</p>
27.	<p><b>Utility Plan/Joint Trench Plan</b></p> <ul style="list-style-type: none"> <li>■ 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;</li> <li>■ Alignment of a proposed joint trench for subsurface utilities;</li> <li>■ A plan and profile of proposed sanitary and storm water sewers and other utilities, with grades and sizes indicate</li> </ul>
28.	<p><b>Tentative Parcel/Subdivision Map</b> for projects proposing subdivision of land or a condominium.</p> <ul style="list-style-type: none"> <li>■ 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;</li> <li>■ 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;</li> <li>■ The cross sections of proposed streets showing roadway widths and sidewalk location and width;</li> <li>■ Location of all municipal boundaries, corporation lines, water courses, and other physical features;</li> </ul>

#	REQUIRED APPLICATION MATERIALS
	<ul style="list-style-type: none"> <li>■ The layout, numeric or alphabetic designation, dimensions, and square footage of all proposed lots, with the boundary lines accurate in scale;</li> <li>■ The layout, dimensions, and boundary lines of design sites;</li> <li>■ The layout, names, and proposed width of streets, alleys, and easements;</li> <li>■ The profile of each street with tentative grades;</li> <li>■ 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.</li> </ul> <p><b>Note:</b> 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.</p>
29.	<b>Circulation Plan</b> 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.
30.	<b>Photometric Plan</b> in compliance with the <a href="#">Campbell Lighting Design Standards</a> , 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.
31.	<b>Privacy Plan</b> depicting the orientation of windows into abutting side property lines in compliance with MFDDS § 7.070.
32.	<b>Parking Plan</b> indicating 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.).
33.	<p><b>Emergency Access Plan</b> showing fire truck access routes, points of aerial access, EVA turn-arounds, fire sprinkler and alarm requirements, hose pull lengths, location of existing and proposed fire hydrant(s), 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 <a href="#">Santa Clara County Fire District Standards and Templates</a>.</p> <p><b>Note:</b> Please contact the Santa Clara County Fire Department Fire Prevention Division at <a href="mailto:prevention@sccfd.org">prevention@sccfd.org</a> or (408) 341-4420 to confirm the specific standards that apply to the project.</p>
34.	<b>Trash Management Plan</b> depicting the location of all refuse enclosure(s) and showing the route and turning radius of <a href="#">West Valley Collection and Recycling</a> collection trucks.
35.	<b>Construction/Staging Plan</b> depicting a proposed truck route map showing types of construction equipment to be used, routing of construction vehicles, staging areas, construction fencing, and <i>on-site</i> construction worker parking.
36.	<p><b>Furniture and Site Amenity Plan</b> 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.</p> <p><b>Note:</b> Only required if outdoor furniture or amenities are proposed.</p>
37.	<p><b>Phasing Plan</b> 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.).</p> <p><b>Note:</b> Only required if multiple phases are proposed.</p>
38.	<b>Mail Delivery Plan</b> indicating the location(s) of proposed mailboxes or mail room(s), which has been reviewed by the local United States Postal Service Postmaster.
39.	<b>Accessibility Plan</b> 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).
<b>Additional Items</b> ( <i>provide as separate 8 ½" x 11" documents</i> )	
40.	<b>Project Description</b> explaining the application request, including the proposed use(s), hours of operation, the type and size of proposed buildings, project goals, anticipated construction schedule, etc.



#	REQUIRED APPLICATION MATERIALS
41.	<a href="#">MFDDS Compliance Questionnaire</a> with complete responses to all fields, including identification of the specific sheet(s) that demonstrate compliance with each specific standard. <b>Note:</b> Not required for Administrative Housing Development Project Permits that propose minor alterations to a previously approved project, as specified in CMC Sec. 21.07.040.A.2).
42.	<a href="#">Acknowledgement Statement</a> (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.
43.	<b>Preliminary Title Report</b> prepared by a title company registered with the <a href="#">Department of Insurance</a> . <b>Note:</b> The title report must be no older than 120 days from the date of application submittal.
44.	<a href="#">Housing Crisis Act Compliance Form</a> completed and signed by the property owner identifying if any "protected units" <sup>1</sup> 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. <sup>2</sup> <b>Note (1):</b> See Government Code Section 66300(d)(2)(F)(vi) for the definition of "protected units". <b>Note (2):</b> Pursuant to Government Code Section 66300(d)(1) the City shall not approve a housing development project that will require the demolition of one or more residential dwelling units unless the project will create at least as many residential dwelling units as will be demolished.
45.	<a href="#">Provision C-3 Data Form</a> , as provided by the Santa Clara Valley Urban Runoff Pollution Prevention Program, documenting new on-site and off-site impervious areas.
46.	<b>Affordable Housing Plan</b> depicting in floorplan view the proposed location of each individual below-market-rate unit in the project, and 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). For Density Bonus projects, also include a detailed description ("Housing Incentives Request") of requested density bonuses, incentives, concessions, waivers, modifications of development standards, or reduced parking standards, as specified by CMC Sec. 21.20.040. <b>Note:</b> Only for projects with ten (10) or more units subject to the City's Inclusionary Housing Ordinance (CMC Chapter 21.24) or for projects exercising State Density Bonus law.
47.	<b>Fire Flow Letter</b> from San Jose Water Company (SJWC) identifying the water flow/discharge (GPM) and pressure (PSI) available to service the project site. You may request a letter through the <a href="#">SJWC Engineering Department website</a> .
48.	<b>Accessibility Review Letter</b> prepared by a <a href="#">Certified Access Specialist (CASp)</a> documenting the proposed project will comply with CBC Chapter 11B.
49.	<b>Phase I Environmental Site Assessment (ESA) Report</b> , in accordance with <a href="#">ASTM Standard Practices</a> .
50.	<b>Phase II Environmental Site Assessment (ESA) Report</b> , in accordance with <a href="#">ASTM Standard Practices</a> . <b>Note:</b> Only required if the Phase I ESA identifies a "recognized environmental condition (REC)".
51.	<b>Flood Zone Report</b> identifying the extent of the mapped flood hazard zone, base flood elevation (BSE), any recorded Letter of Map Amendments (LOMA), and a listing of proposed flood protection measures. <b>Note:</b> Only required if the project site is within a designated <a href="#">Special Flood Hazard Area</a> .
52.	<b>Biological Resources Assessment</b> prepared by a qualified biologist, assesses the presence, significance, and potential impacts on biological resources within the project, and providing recommendations for mitigating any adverse effects, as appropriate. <b>Note:</b> Only required if the project site is located within or adjacent to an area that might contain sensitive biological resources.
53.	<b>Waterway Protection Report</b> documenting compliance with the regulatory standards of the regional <a href="#">Guidelines and Standards for Land Use Near Streams</a> . <b>Note:</b> Only required for project sites that include the top of bank of a creek or stream.
54.	<b>Air Quality/Greenhouse Gas Report</b> , prepared consistent with the thresholds of significance provided by the <a href="#">BAAQMD Air Quality Guidelines</a> , including a Risk and Hazard Screening Analysis.

#	REQUIRED APPLICATION MATERIALS
55.	<b>Acoustic/Noise Study</b> prepared in compliance with <a href="#">CMC § 21.16.70.E (Residential Noise Standards)</a> .
56.	<b>Geotechnical Investigation Report</b> assessing the geotechnical conditions of the project site prepared by a licensed engineer. <b>Note:</b> Only required if the project site is located <i>within 50-feet</i> of a geological hazard area as identified by the <a href="#">California Geological Survey</a> or if the project includes a basement level or subterranean garage.
57.	<b>Utility “Will-Serve” Letters</b> from (1) West Valley Sanitation District, (2) San Jose Water Company, (3) Pacific Gas and Electric Company (PG&E), and West Valley Collection and Recycling.
58.	<a href="#">Senate Bill (SB) 35 – (Affordable Housing Streamlined Approval Process) Eligibility Checklist</a> <b>Note:</b> Only for projects claiming eligibility for review under Government Code § 65913.4
59.	<a href="#">Assembly Bill (AB) 2011 – (Affordable Housing and High Road Jobs Act of 2022) Eligibility Checklist</a> <b>Note:</b> Only for projects claiming eligibility for review under Government Code § 65912.100-140.
60.	<a href="#">Senate Bill (SB) 6 – (Middle Class Housing Act of 2022) Eligibility Checklist</a> <b>Note:</b> Only for projects claiming eligibility for review under Government Code § 65852.24
61.	<b>Applicant Response Letter</b> providing an itemized response to each plan-check comment (to be provided with the second and subsequent submittals).

## 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., 1/4" = 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 <i>(one PDF file for each item)</i>	Required File Name Format <i>(label each file exactly like this)</i>
■ <b>Project Plans</b> (inclusive of architectural, civil, and landscaping sheets)	■ <b>Project Plans (year-month-day)</b> <i>Example: Project Plans (2020-01-30)</i>
■ <b>Project Description</b>	■ <b>Project Description (year-month-day)</b> <i>Example: Project Description (2020-01-30)</i>
■ <b>MFDDS Compliance Questionnaire</b>	■ <b>MFDDS Questionnaire (year-month-day)</b> <i>Example: MFDDS Questionnaire (2020-01-30)</i>

<b>REQUIRED FILE NAMING FORMAT</b>	
<b>Required Material</b> <i>(one PDF file for each item)</i>	<b>Required File Name Format</b> <i>(label each file exactly like this)</i>
■ 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 <i>Example: C.3 Data Form (2020-01-30)</i>
■ Affordable Housing Plan	■ Affordable Housing Plan (year-month-day) <i>Example: Affordable Housing Plan (2020-01-30)</i>
■ Fire Flow Letter	■ Fire Flow Letter
■ Accessibility Review Letter	■ Accessibility Review 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
■ Geotechnical Investigation Report	■ Geotechnical Report
■ Biological Resources Assessment	■ Biological Report
■ Waterway Protection Report	■ Waterway Protection Report
■ Acoustic Study	■ Acoustic Study
■ Air Quality/Greenhouse Gas Report	■ Air Quality Report
■ Geotechnical Investigation Report	■ Geotechnical Report
■ PG&E Will Serve Letter ■ WVSD Will Serve Letter ■ SJW Will Serve Letter ■ WVCR Will Serve Letter	■ Will Serve Letters (All)
■ Senate Bill (SB) 35 Eligibility Checklist	■ SB 35 Checklist
■ Assembly Bill (AB) 2011 Eligibility Checklist	■ AB 2011 Checklist
■ Senate Bill (SB) 6 Eligibility Checklist	■ SB 6 Checklist
■ Applicant Response Letter	■ Response Letter (year-month-day) <i>Example: Phase I ESA (2020-01-30)</i>

## 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 transactions 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.