



STANDARD PLAN DETAILS/GENERAL REQUIREMENTS

For your application to be processed in a timely manner, it is important that as much necessary information as possible be included in the application package, and that all documents, photographs, and plans conform to City requirements as set forth below. Insufficient information may result in your application being deemed incomplete, resulting in a delay of the overall processing time of the application.

DOCUMENTS:

- One standard sized and one reduced hard-copy of each set of plans, folded to approximately letter-sized. All plans must be folded to approximately letter-size (8.5 x11). Rolled plans will not be accepted.
- All plans submitted shall be standard or half-sheet standard size and must be drawn to scale
- All reports, studies, text, and other supporting documents shall be black and white and sized to no larger than 8½ by 11 inches, unless otherwise specified in these requirements
- One digital copy of all the plans and documents on a standard USB flash drive.

PHOTOGRAPHS/VISUAL CONTEXT PHOTO MONTAGE:

- Digital photographs of the site and surrounding context. One photograph from each elevation and of the adjacent property to the sides, front and rear shall be included in the submittal. All photographs must be taken perpendicular to the building. Each photograph shall also be in color and each file shall be labeled with the project address and a description of the view. Photographs that are blurry, shadowed, or otherwise not usable for the requested purpose may be rejected and the application deemed incomplete.
- A visual context photo montage is required. The montage is intended to demonstrate how the proposed project fits within the surrounding neighborhood context. Supporting text/narrative explanation may be provided to further explain how the project responds to its surroundings, however, it is not required. The montage shall include the following:
 - Project Site Context: Color photographs of the existing project site taken from various vantage points from the street and from within the project site showing the existing structure(s), tree(s), and other existing site improvements. Provide full elevation photographs of all site structures including detailed images of affected architectural features proposed for alteration.
 - Neighborhood Context: Color photographs of existing buildings on both sides of the street on which the project is proposed, between two cross streets. Photographs should identify the address of the property depicted and should be taken perpendicular to the building. If the project is on a corner lot, photographs should include both streets.
 - Photographic Key: A map indicating from where and at what angle the photographs were taken. All photographs provided should be labeled to correspond to the locations on the photographic key map.

PLAN COVER SHEET:

- All plans must include a cover sheet with the following information:
 - Name and contact info of preparer
 - Date originally prepared and date(s) of any revisions;
 - Name and contact information for the applicant name;

- Project address and APN
- A written scope of work describing in detail the proposed project.
- A project data table that includes all the following:
 - lot size,
 - Existing/proposed number of stories for each building
 - existing and proposed square-footage of all structures,
 - separate calculations for garage and accessory structure(s),
 - and any square-footage to be demolished.
 - Number of parking and loading spaces
 - Paved area percentages
 - Existing zoning and General Plan land use designation
 - Calculations for applicable standards such as lot coverage and Floor-Area Ratio (FAR).
 - Total number of dwelling units.
 - Square-footage and number of bedrooms in each unit.
 - Square-footage and percent of common open space area.
- Vicinity map with a ½ mile radius showing the closest cross streets and the project site highlighted
- Each following sheet in the plan set shall include a north arrow and scale
- **FOR MULTIFAMILY RESIDENTIAL PROJECTS ADD THE FOLLOWING TABULATIONS:**
 - Identify private open space provided for each unit
 - Amount of tenant and guest parking required and provided
 - A description of how the project complies with the Inclusionary Housing requirements
 - If utilizing Density Bonus provisions or any other State or local laws regarding affordably housing or streamlined development, include a narrative specifying the exact request.

FOR PROJECTS INVOLVING DEMOLITION OF EXISTING BUILDINGS OR STRUCTURES, ADD THE FOLLOWING TABULATIONS ON THE COVER SHEET:

- Include a demolition plan and data table specifying the exterior linear walls to be demolished. The data table shall include the adjusted gross square-footage and use of each building or structure to be demolished.
- If buildings to be demolished are residential, also indicate the number of single-family units and/or multi-family units to be removed and include a data table indicating the last five years of rental rates for each unit.

SITE PLAN:

- Accurate and complete lot boundaries and dimensions.
- A survey of the existing conditions on the site and the footprint of adjacent buildings
- Footprint of all existing and proposed structures on the property, including structural walls and any eaves/overhangs. Provide dimensions including all structures and all front, side, and rear yard setbacks. Existing structures and portions of structures must be labeled or otherwise differentiated from proposed structures.
- If existing buildings are to be demolished, two site plans must be submitted: one showing all existing structures and indicating where demolition will occur, and one showing existing structures or portions thereof that will remain (if any) and the proposed new structures.
- The location and name of all existing public streets and alleys adjacent to the site.

- The location of all existing and proposed streetlights and trees. The trees shall show existing trees with accurate canopies and overlap, if any, between proposed building footprints and canopy/root system of existing street trees or large mature trees on the site (and on adjoining properties, which may overlap onto the project site).
- The width and location of all existing and proposed easements, whether public or private.
- Outline of all parking facilities including paved areas/driveways leading to parking areas.

PROPOSED BUILDING AND SITE SECTIONS

- Cross and longitudinal sections shall be provided. For new construction, they shall be referenced to callouts provided on the proposed floor plans.
- Building walls (including freestanding walls)
- Floor-to-floor dimensions
- Cuts and fills, as required

FLOOR PLANS:

- All floor plans must include the following:
 - Full interior floor plan of all structures with each room labeled and dimensioned.
- Dimension(s) to property line(s) that abut or are adjacent to the structure(s).

ELEVATIONS:

- Provide full elevations (in color and in black and white) of all structures on the property shown from all sides, with each side labeled by direction.
- For additions and remodels, existing and proposed elevations shall be provided, and arranged so that the existing and proposed elevation for each cardinal direction are on the same page.
- Provide one street elevation that accurately depicts the street facing façade of the buildings adjacent to the front elevation of the subject project.
- All dimensions shall be labeled including but not limited to setbacks, height to top plate from average grade, and height to top of roof from average grade.
- Show total height of structure on each elevation view, as measured from the property elevation to the roof and to the highest point on structure. Include intermediate heights for top of garage deck and ceiling height(s) of rooms that may be occupied.
- Patterns and/or labels indicating all roof and exterior wall materials, colors, and textures.
- Label each elevation using local orientations or street names.
 - Setback dimension(s) for walls or any other structure elements that abut or are adjacent to property line(s).
 - Dimension(s) for encroachments or any other structure elements (e.g., eaves, roof elements) that overhang any property line(s).
 - Indicate the conceptual location of future signage

COLOR AND MATERIALS BOARD

- A digital color and materials board shall be provided, and shall specify the color, material, manufacturer, and enlarged details/product specifications for all exterior materials.

WINDOW AND DOOR SCHEDULE

- Provide a window and door schedule utilizing a corresponding numbering system on the floor plans. The schedule shall indicate the existing and proposed framing materials, glazing details, operation type and dimensions of the windows and doors affected by the project.

Roof Plans

- Existing and proposed roof plans showing:

- Ridges and valleys of the existing roof
- Direction and pitch of roof slopes
- Roof materials
- Location and dimensions of eaves or parapets, including any exposed rafters, beams, brackets fasciae, gutters and other features of the roof
- Location of all proposed rooftop equipment or appurtenant structures.

LANDSCAPE PLANS:

- A separate landscape plan shall be provided and shall include the following:
 - A data table indicating the total site area, landscaped area, irrigation area
 - A landscape schedule/plant palette that identifies the species, common name, plant size, quantities and symbol for all landscaping,
 - Notations for types of hardscape (e.g., pavers, permeable concrete, etc.).
 - Section details for all proposed fences, walls, planters and tree wells
 - Notations for irrigation
 - Clearly distinguish areas that will be landscaped and those that will be hardscaped.
 - Hardscape details including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.
 - Exterior site lighting including type of fixture and manufacturer specifications
 - The conceptual location of electrical vault, gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, etc
 - Existing trees proposed to remain (trees with a 4-inch diameter or greater shall be identified by species and diameter-at-breast height.)
 - A Tree Protection Plan if existing public or private protected trees are proposed to be retained during construction.

PARKING AND CIRCULATION PLAN:

- Calculations for all applicable parking requirements (standard, ADA-accessible, bicycle, etc.) based on the standards for different land uses contained in BMC Section 10-1-1408.
- If garage parking is proposed, use same scale as floor plans. If open/at-grade parking, use same scale as site plan.
- Show all required and proposed parking, including garages and covered/uncovered stalls.
- Number each parking space; show striping, wheel stops, and directional arrows.
- Clearly identify whether parking spaces are standard or compact, tandem, or ADA-accessible; and for residential projects, which spaces are guest spaces.
- Show the dimensions of all circulation features including internal streets, driveways, turn-around areas, access areas, and loading or service areas.
- Provide a profile of ramps to underground parking which delineate all slopes, grade transitions, clearances, and dimensions,
- Provide elevations of the street, gutter, sidewalk, and curb.
- If only open surface parking is proposed, the above information may be included on the Site Plan, instead of a separate parking and circulation plan.

ART IN PUBLIC PLACES:

- All development projects are subject to the Art in Public Places Ordinance (BMC Section 10-1-1114), which requires the provision of public art as part of the project, or an in-lieu payment to the Art in Public Places fund. Identify the location of any proposed public art on the project site. For further information, please contact the Park, Recreation, and Community Services Department at (818) 238-5300.