



Discretionary Project Submittal Requirements

City of American Canyon Community Development Department

4381 Broadway, Suite 201, American Canyon, CA 94503

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Information Required for Filing a Complete Entitlement Application

Some specialized applications may require additional information that is not listed below. Please check with a Planning Division representative who can assist you in determining the information needed for your particular application. Incomplete applications will not be scheduled for staff or Planning Commission review. A link to the Zoning Ordinance (Municipal Code, Title 19) is online at:

http://www.cityofamericancanyon.org/Departments/Community_Development/Zoning_Ordinance.html.

- A project narrative**, fully describing the proposal, including proposed uses and improvements. Include the type of business or other use proposed, size and intensity of use (building square footage occupied by different uses, total number of full- and part-time employees and shifts if any, number of anticipated clients/users by average and peak, days and hours of operation, type and number of residential units with numbers of bedrooms.) Describe what the project has to offer and how the project meets or exceeds City goals, objectives, and requirements.
- Submit 6 hard copies and one electronic pdf copy** of all exhibits listed below on full-sized 24" x 36" sheets, stapled in sets, and folded to a maximum size of 9" x 12", **and 6 copies** of all exhibits listed below on half-sized sheets. We may request additional copies prior to a hearing date.

[All commercial and industrial projects, and residential projects with more than 2 units must be drawn by a professional architect or engineer. Small residential projects may be drawn by the applicant or draftsman, depending on the nature of the project.]

- Dimensioned Site Plan(s)**, drawn to scale, depicting:
 - north arrow and scale (engineering scale preferred)
 - vicinity map (show site in relation to local and major cross streets)
 - revision dates
 - the boundaries of the site (including all property lines), lot dimensions, size (acres and square feet), easements (dimensioned, and type called out), rights-of-way, and setbacks from all property lines
 - the location, names and dimensions of adjacent streets, and existing conditions on and adjacent to the site (all structures, improvements, creeks and/or other significant features within 100 feet of property boundaries).
 - existing on-site features (buildings, paving, utilities, etc.), and all existing trees over 6" in trunk diameter at 24" above existing grade and other significant vegetation/landscaping. Indicate structures and/or features proposed to be removed, using separate demolition sheet if necessary to unclutter the site plan.
 - proposed improvements with dimensions, including but not limited to buildings and other structures (outside dimensions of all buildings, including walls, roof overhangs, and other features such as decks and outside staircases), finish topography with grades and elevations (unless on separate grading sheet), streets, paving, driveways, walkways, fences, trash enclosures, etc. Identify one and two or more story buildings. Indicate all surface materials.
 - locations, dimensions and numbers of existing and proposed onsite parking spaces, backup/turnaround areas, internal vehicular circulation, commercial and industrial vehicle loading and storage, and project access.
 - proposed locations of exterior lighting fixtures, by type
 - location(s) of existing, proposed or future signs (indicate whether part of application or separate)
 - existing and proposed (differentiate) exterior mechanical equipment and utility boxes, refuse & recycling areas, outdoor storage areas, screening, decks, fences and walls, and bicycle racks.
 - calculations of building density, lot coverage, breakdown of residential, commercial, and/or industrial space, floor area ratios (FAR) for Commercial and Industrial, public and private open space, total square footage of onsite paving with break down by type of area: vehicle circulation and parking areas, concrete walkways and patios, storage yards, other), total impermeable surfaces onsite (including roofs, all hardscape).

- calculations of required and proposed parking (use Zoning Ordinance parking ratios for breakdown by uses identified on Floor Plan). Break down proposed parking by type (compact, standard, accessible, covered or surface).
 - See accompanying Engineering checklist for Site Development Applications, item #9 (Site Plan) for additional items.
- Building elevations** for all sides of each building depicting:
- scale (architectural scale preferred) and direction (please also indicate elevation facing street or highway)
 - the design of all structures, including dimensions of all design and detail elements (e.g. fascia boards, window trim, cornices, roof parapets, gutters and drain pipes, etc.)
 - the finish material and color of all exterior surfaces, including roofs
 - exterior mechanical equipment and ductwork, and screening elements for same
 - roof pitch
 - maximum building height and heights of important building elements
 - details of all windows and doors
 - Additional sheet(s) depicting elevation(s) of proposed project and site from all streets surrounding the project, including adjoining structures and existing conditions within 100 feet of subject property.
- Truck turning movements plan.** Show fire truck movements and truck turning movements for largest expected delivery or industrial truck. Provide accurate movements, showing a centerline track, the outside track of truck overhangs, labeling all radii. Provide a margin of error of 2 feet for “real-world” driving. Show that the site plan can accommodate all necessary vehicular movements.
- Dimensioned Floor Plan(s)** depicting all rooms, doors, windows, etc. and indicating where uses differ (e.g. office vs. industrial/warehouse, vs. retail) and the associated square footages of each use. Provide total square footage of each structure (individual square footages must add up to total).
- Dimensioned roof plans** showing direction of slope, roof pitch(es) and location of mechanical equipment, ducts and vents
- A minimum of two dimensioned cross sections** of each building on the site, with at least one across each building axis. Show all rooftop equipment and screening for such equipment.
- A minimum of one dimensioned cross section** of the site, including significant features within 100 feet of the site (hills, creeks, basins, streets/highway), and including elevations for each significant area.
- Preliminary Landscaping Plan(s)**, depicting:
- north arrow and scale (architectural scale preferred)
 - locations and dimensions of all areas to be landscaped,
 - existing significant vegetation (trees, large shrubs, native vegetation), indicating whether saved or removed.
 - proposed landscape materials and features, including plant materials, mulch, rocks/boulders, trellises/screens, patios, walks, fountains, etc. Provide table with list of plants, plant quantities & proposed sizes for shrubs and trees. Plants should be drought tolerant, from *Plants and Landscapes for Summer Dry Climates* book from East Bay Municipal Utility District.
 - stormwater filtering planters, “bio/vegetated swales”, “bio-infiltration areas”, detention ponds, and other related “Low Impact Development (LID)” landscape features for Post-Construction Stormwater Management, as required by the City’s Water Quality Permit.
 - location of all utilities, utility boxes, mechanical equipment, backflow preventers, exterior lighting, etc.
 - dimensioned elevations and details of all fences, gates, walls and screens, trash enclosures, bollards, bike racks, sculptures, site furniture, etc., including finish materials and colors.
 - Indicate type of irrigation for site and individual areas (eg. drip, spray, microspray, etc.) and show locations of equipment such as valve boxes, controllers, meter, point of connection, backflow preventer, etc. to scale. [Note: ET controllers are required.]
 - Provide a table with total square footage of site, total square footage and percent of landscaped areas, square footage and percent of site in landscaping adjacent to/surrounding parking and circulation areas. Calculate square footage and percent of landscaped area in turf, if used.
 - The Preliminary Landscaping Plan must demonstrate that it will meet the requirements of the City’s Water Conservation Landscape ordinance (ACMC Chapter 19.22). Provide water budget information (MAWA and ETWU) and worksheet calculations as necessary to meet the model ordinance requirements. Use an ETo value of 45.8 (Napa County, Carneros area). Separately, provide landscape water use calculations for average daily and annual demands, and peak demand.

- See accompanying Engineering checklist for Site Development Applications, item #12 (Preliminary Landscaping Plan) for additional items.
- Preliminary Grading/Drainage Plan** meeting Engineering Division requirements (see Engineering Checklist for Site Development Applications, item #10), depicting all proposed site work (including existing and finish contours at one-foot intervals, limits of all earthwork, cut and fill amounts), all existing and proposed above and underground drainage, drainage easements, and providing onsite vegetated swales, filtering planters, detention ponds, and other water quality features for Low-Impact Development (LID) and meeting the City's National Pollution Discharge Elimination System (NPDES) permitting requirements for Post-Construction Stormwater Management.
- Preliminary Utility Plan** meeting Engineering Division requirements (see Engineering Checklist for Site Development Applications, item #11), depicting all existing and proposed above ground and underground utilities and easements. This plan can be combined with the grading & drainage plan if the site is small and flat, the project is not complex, and the plan is not overly cluttered.
- A Photometric Plan** showing location and types of all exterior lights, and lighting levels onsite and across all property boundaries. Provide a table with legend indicating symbols for different lights, description, numbers of each type, heights, wattages, lumens/footcandles.
- A pdf computer file** (reduced in size) of each of the above required exhibits
- A completed Environmental Information Form**
- Exterior lighting design details**, including heights of all fixtures and pole lights, and manufacturer's specifications for all fixtures (2 copies).
- Colors and materials board** (9"x12") depicting all exterior finish materials and colors, with actual paint chips and paint brand names. Computerized color printouts of colors are not acceptable. Provide materials samples, and photographs of materials used on other sites.
- Visual Simulation(s) and/or Color Rendering(s)** of project, in context
- Site photographs** depicting representative views of the site and its context
- Sign plans and elevations** (if part of application) depicting all proposed signs, including locations, dimensions, area calculations, height of signs, height of lettering, materials, colors, and illumination. Please see separate handout(s) for Sign Permits.
- Arborist report** (2 copies, when necessary) for all existing onsite or affected native trees, and non-native trees with trunk sizes of 6" or greater at 24" from grade. Show/locate all trees on a site plan, and evaluate health and structure of trees, and recommend preservation and/or mitigation.
- Geotechnical/Soils Report** (3 copies, plus pdf), meeting Engineering Division requirements (see Engineering Checklist for Site Development Applications, items #5 and 14)
- Hydrology report/Hydraulic Study** (2 copies, plus pdf) containing all drainage calculations as required by the Engineering Division. (See Engineering Checklist for Site Development Applications, item #4)
- Phase I Environmental Assessment** (2 copies)
- Traffic Report** (3 copies, plus pdf), meeting Engineering Division requirements and the City's Traffic Impact Study (TIS) Guidelines requirements. (See Engineering Checklist for Site Development Applications, item #3)
- A completed Will Serve Questionnaire with Water Demand Calculations**, providing existing and/or anticipated water demand calculations. (See Engineering Checklist for Site Development Applications, item #6)
- Other technical reports necessary to process a CEQA Initial Study** (eg. Biology and wetlands, Visual Assessment, Cultural Resources, Noise Study, etc.)
- Other Engineering Checklist requirements** not already listed above (see Engineering Checklist for Site Development Applications), including Sewer Generation Calculations, Water Conservation Plan, Storm Water Management Plan, and reference documents.
- Mailing list** of all property owners within a 300 foot-radius of the subject property prepared and certified by a title company, the applicant, and property owner.
- ___ sets of **mailing labels** affixed to Size 10, **stamped envelopes**, plus an additional 15 unaddressed, stamped envelopes
- Preliminary title report** (2 copies) not more than 3 months old, and Reference Documents

Application fees

Other: _____

Use the following chart as a guide to determine the information necessary to be submitted along with your Entitlement Application. "Other" refers to cross-sections, roof plans, floor plans, and all technical reports and information that may be required for an application to be considered complete. Please contact the Community Development Department for additional information or to schedule a Pre-Application Meeting.

Application Type	Project Narrative	Site Plan	Elevations	Tentative Map	Landscape Plan	Grading/Drainage Plan	Utility Plan	Colors & Materials	Other
Conditional Use Permit	•	•	Possible		Possible	Possible	Possible	Possible	Possible
Design Permit	•	•	•		•	•	•	•	•
Minor/Major Modification	•	•	Poss.		Poss.	Poss.	Poss.	Poss.	Poss.
Minor Variation	•	•	Poss.		Poss.	Poss.	Poss.	Poss.	Poss.
Variance	•	•	Poss.		Poss.	Poss.	Poss.	Poss.	Poss.
Tentative Parcel Map	•	•		•		•	•		•
Tentative Subdivision Map	•	•		•	Poss.	•	•		•
Temporary Use Permit	•	•	Poss.						
General Plan Amendment	•	•	Poss.						
Zoning Ord/Map Amendment	•	•	Poss.						
Sign Permit/Program	•	•	•		Poss.			•	
Conditional Fence Permit	•	•	•					•	
Temporary Mobile Structure Permit	•	•	•					•	

Fee and Initial Deposit Amounts:

- Conditional Use Permit \$3000 Dep _____
- Minor Use Permit \$1841 Fee _____
- Design Permit: P/C \$3000 Dep _____
- Director \$1200 Dep _____
- Minor Modification \$ 500 Dep _____
- Major Modification \$1200 Dep _____
- Minor Variation \$ 800 Dep _____
- Variance \$1000 Dep _____
- Tentative Parcel Map \$1225 Dep _____
- Tentative Subdivision Map \$3000 Dep _____
- General Plan Amendment \$4000 Dep _____
- Specific Plan Amendment \$3000 Dep _____
- Zoning Ordinance/Zoning Map Amendment \$4000 Dep _____
- Pre-Zoning/Rezoning \$2000 Dep _____
- Sign Permit/Program: P/C \$1000 / 2000 Dep _____
- Director \$ 184 Fee _____
- Temporary Use Permit \$ 614 Fee _____
- Temporary Mobile Structure Permit \$ 92 Fee _____
- Conditional Fence Permit \$ 301 Fee _____
- Other _____ See Fee Schedule _____
- Environmental Review Fees* Cat. Exempt. \$ 173 Fee _____
- Initial Study \$2500 Dep _____
- CEQA document Full Cost of producing document _____

TOTAL APPLICATION SUBMITTAL FEES DUE: _____

The Fee Deposit Amounts listed above are initial deposits against which the City will charge time, materials and overhead. The City Council of the City of American Canyon has determined that the costs associated with processing private development applications should not be borne by the community. All direct and indirect costs associated with processing privately-initiated projects shall be paid by the applicant. It is recognized that the City of American Canyon may use contract planners and outside consultants to process and review major development proposals and/or to prepare required special studies, including environmental documents. The cost of these consultants, as well as city staff time and overhead, shall be the responsibility of the applicant. City staff typically involved include Community Development and Public Works Departments. The City will maintain records of the time and funds spent on processing the application, and provide statements on request. No work will be performed without adequate funds on deposit, and no project will be taken to hearing or obtain a building permit without payment of all charges due.

*Environmental Review Fees/Deposits will be charged at the time that a CEQA Determination is made (approximately 30 days after application submittal). The applicant shall pay the full costs of producing the necessary CEQA document for the proposed project, whether performed by staff or by consultants. Fees/deposits do not include other agency's fees, such as required California Fish & Wildlife fees or County Clerk fees.