



# SITE PLAN REVIEW SUBMITTAL REQUIREMENTS

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**CITY OF SAN LEANDRO**  
Community Development Department

**HOURS: MON / TUE / THUR 8 AM-4 PM, WED 8 AM-3 PM, FRI BY APPOINTMENT**

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What materials do I need to submit for a Site Plan Review?

**General Information**  
Site Plan Review is a permit approval that is granted by the Zoning Enforcement Official (ZEO), Board of Zoning Adjustments (BZA), or the Planning Commission. This review process assures that new development, as well as older nonconforming sites, comply with applicable site development standards when uses or structures are expanded or intensified.

Site Plan Review may or may not require a public hearing, depending on the use, intensity, location, and complexity of the proposed development.

**Application Process**  
The process takes about 1 to 4 months from date of application submittal, and may be concurrent with building permit processing.

Approval is not guaranteed and you may be required to modify your proposal.

APPLICATION MATERIALS CHECKLIST	
<input type="checkbox"/>	1. <b>Complete the appropriate Planning Application Form (including all signatures).</b> <a href="http://www.sanleandro.org/planningforms">www.sanleandro.org/planningforms</a>
<input type="checkbox"/>	2. <b>Bring a check/credit card to pay the required Permit Fee(s).</b> <a href="http://www.sanleandro.org/planningfees">www.sanleandro.org/planningfees</a>
<input type="checkbox"/>	3. <b>Project Scope and Summary.</b> Describe the proposed project. <ul style="list-style-type: none"> <li><input type="checkbox"/> Include total existing square footage (floor area and garage separately); total proposed additional square footage; existing and proposed open space square footage; landscaping square footage, lot coverage calculations; floor area ratio (FAR); average roof height(s); parking calculations; and existing and proposed storage space. Note that an interior space &gt;15' in height is counted as double floor area.</li> <li><input type="checkbox"/> (Where applicable) Provide color photographs of the project site.</li> </ul>
<input type="checkbox"/>	4. <b>Bring 6 sets of plans and a Digital Copy on a Flash Drive or CD</b> <b>4 full-size (24"x36") + 1 (11"x17") + 1 (8.5"x11"), with a scale and north arrow</b> <div style="background-color: black; color: white; text-align: center; padding: 5px; margin: 5px 0;"><b>PLANS MUST BE ACCURATE, TO SCALE, LABELED, AND DIMENSIONED</b></div> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Existing and Proposed Site Plan.</b> Show, label, and dimension the property lines, sidewalks, curbs, all structures with a roof, the outline of buildings and window placement on adjacent lots, landscaping and trees, parking, walls/fences, trash enclosure, and contours (where relevant).</li> <li><input type="checkbox"/> <b>Existing and Proposed Floor Plans.</b> Show, label, and dimension all rooms and spaces (incl. closets), walls, doors, window sizes, mechanical equipment, and screening for outdoor storage.</li> <li><input type="checkbox"/> <b>Existing and Proposed Elevations.</b> Show, label, and dimension all details for window type, trim, eaves, roof materials, exterior materials, fencing, trash enclosures, mechanical equipment, and screening.</li> <li><input type="checkbox"/> <b>Streetscape.</b> Elevation drawing of proposed project and two adjacent neighbors. (May be waived by staff for single-story additions in the rear of an existing home).</li> <li><input type="checkbox"/> <b>Cross-Section.</b> For 2-story applications / hillside lots</li> <li><input type="checkbox"/> <b>Daylight Plan.</b> For additions and new homes. If addition extends to both sides of the home, two exhibits required.</li> <li><input type="checkbox"/> <b>Parking Space(s).</b> For new single-family dwelling or additions with &gt;4 bedrooms or over 4,000 sq. ft. of livable area.</li> </ul>
<input type="checkbox"/>	5. <b>Engineering Division - Impervious Surface Form.</b> For development projects on lots ≥10,000 sf. Show all existing and proposed impervious surface square footage.
<input type="checkbox"/>	6. <b>Building Division - Complete Substantial Improvement Initial Screening Worksheet.</b> FLOOD ZONE _____. If >40% improvement, a detailed market analysis is required. Any improvement cost >50% of the existing estimated net value requires an elevation certificate and may be subject to special standards of construction.

Zoning Code and map available online here: [www.sanleandro.org/zoning](http://www.sanleandro.org/zoning)