

# Administrative Site Plan Review Submittal Checklist for New Mixed-Use & Multi-Family Developments



Updated 6/30/23

## **Application**

Completed and signed (either wet signatures or **verifiable** e-signatures such as DocuSign or Acrobat Sign) [application](#) form, please attach signed letter(s) of authorization from the property owner (if appropriate).

## **Application Fee(s)**

Refer to the [fee schedule](#) for current costs. Please make checks payable to "City of San Leandro." If paying by credit card, please contact a Planner for arrangement - 2.5% fee will be added to all credit card transactions.

## **Project Plans**

See pages 3 to 6 for detailed information. Both digital and printed formats will be required.

## **Project Narrative**

Provide a detailed project description. Please list out and describe the required amenities, types of open space, daily operations (e.g., mail, security, maintenance, etc.)

## **Refuse Narrative**

Provide a detailed project description of how the project will handle trash, recycling, and organic.

## **Preliminary Title Report(s)**

This document shall be prepared within the past 12 months, and include a legal description, easements, etc.

## **Building and Site Photos**

Provide clear and colored current photos (i.e., no Streetview captures) of building and site as well as photos of the adjacent sites at the ground-level (no aerial photos unless requested by staff). Note the locations where the photos were taken from on a separate site plan.

## **Objective Standards Checklist**

Complete the Objective Standards Checklist thoroughly, filling out all columns, to specify how the project complies with each of the applicable standards and reference the sheet(s) in the plan set or exhibit(s) that demonstrate compliance.

## **Stormwater Worksheet/Impervious Surface Form(s)**

Complete the Stormwater Worksheet and implement the technical guidance into the design of the project. For development projects on lots  $\geq 5,000$  sf the plan set must provide existing and proposed impervious surface square footage and comply with stormwater treatment requirements. The plan set should address and propose solutions for the treatment of on-site stormwater.

## **Utility Services (PG&E, EBMUD and Oro Loma or San Leandro Sanitary District\*)**

Provide "will-serve" letters from the utilities. Confirming that the site will be adequately served by the existing infrastructure or whether infrastructure improvements are planned. Please note that waterflow test results, water demand calculations, and wastewater capacity calculations may be required.

*\*The San Leandro Sanitary District is able to provide estimates of sewer capacity fees upon request.*

## Planning Division

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[www.SanLeandro.org/Planning](http://www.SanLeandro.org/Planning)

**Project Data Table**

Provide a project data table demonstrating that the project meets applicable development regulations.

**Inclusionary Housing Plan**

All housing projects are required to provide inclusionary housing consistent with the requirements of Chapter 6.04, Inclusionary Housing. Provide an Inclusionary Housing Plan that details which housing unit(s) will be designated to meet the requirement. of Chapter 6.04, Inclusionary Housing. The Plan shall include a floor plan, which identifies the proposed inclusionary units, the number of bedrooms in each unit and their size, the income level(s) proposed, construction timeline, etc.

**State Density Bonus Request**

If the project is a state density bonus law project, please provide a statement including:

1. Project data (address, APN, project number, etc.)
2. A clear narrative regarding the applicability of the California Density Bonus Law.
3. A breakdown of all the proposed units, by income level.
4. A list of concessions/waivers being requested.
  - a. List the requirement based on the Zoning Code (e.g., "15-foot side setback").
  - b. List the concession/waiver that will be applied instead (e.g., "10-foot side setback").
5. Include the relevant State density bonus parking standards in development compliance table.

**Technical Documents (may be required)**

- o Phase I & II Environmental Site Assessment
- o Arborist Report and Tree Protection Plan
- o Soils/Geotechnical Reports.

If additional studies, pursuant to CEQA, are required, then the City's CEQA consultant shall prepare a scope of work for the project.

**Materials and Colors Board**

Specify materials and provide cut sheet information for hardscape items such as lighting, cladding, pavers, etc.

**PDFs/Electronic Documents**

- o Provide a USB flash drive with PDF copies of all submittal materials.
- o The PDF project plan should be collated and compressed (20MB max), and set to print to scale, with the correct scales embedded.

**Printed Documents**

- o Provide printed documents of ALL submittal materials on standard 8.5"x11" paper.
- o Printed plan sets - One (1) full-sized set in 24"x36" and four (4) reduced sets in 11"x17."

## PROJECT PLANS

The project plan sets shall, at minimum, include all applicable items noted below. Additional drawings at other scales may be needed based on the project's scope.

### □ **All Sheets**

- Provide a title block that includes:
  - Address and Assessor Parcel Number(s)
  - Name, email, and phone number of the person preparing the plan.
  - Date prepared or revised.
  - Project Name
- Use standard unique sheet numbers.
- Use titles for each sheet accurately describing the content on the sheet.
- Provide a list of the dates of revisions.
- Include a north arrow and a standard scale for each drawing. Designate a project north direction for all drawings, where it helps to resolve reference issues.
- On drawings of existing conditions, include demo notes.
- On drawing of proposed conditions, depict the final condition of the site (no demo notes).

### □ **Cover Sheet**

- Name and contact info for all parties involved: Property Owner, Developer, Designer, Architect, Engineer, landscape professional.
- Year built (if applicable).
- Scope of work.
- Floodplain, Fire Hazard, and Earthquake zone information.
- Sheet Index listing all plan set sheets, their content and sheet number.
- 1-mile vicinity map showing major roads/freeways and surrounding uses/zoning.
- Project Data Table for the proposed project.

- Provide a square footage table for each building (or building type), listing separately livable floor areas, garages, carports, decks, balconies, basements, attics, etc.
- For mixed use projects, list the occupancy groups for each commercial unit, and occupant load of each separate occupancy space.
- Parking table (number of parking spaces for automobile, bicycle, EV ready, EV Capable, accessible, etc.)

### □ **Site Plans**

- Provide Existing and Proposed site plans as separate drawings, using the same scale, and shown side-by-side (if possible).
- Clearly show and differentiate property lines, setbacks (measured from the property line) and easements.
- Show the locations and dimensions of all existing and proposed buildings.
- Show wall/fences, required off-street parking spaces, and vehicle backup areas. Please note the driveway widths, aisle widths, and vertical clearance.
- Depict and dimension all street improvements, including but not limited to sidewalks, curbs, driveways, utility poles, fire hydrants, bus stops, landscaping etc.
- Location of drainage ways and any stormwater infrastructure (drains, grates, etc.)
- Note the location of all existing trees, their size (circumference at 4' above grade) and species (scientific and common name) and indicate if any trees are to be removed.
- Location of non-vegetative landscape improvements, such as paving, fences, retaining walls, and planters.

- Depict all overhead items such as canopies, roof eaves, balconies, etc., in a unique dashed line.
- Identify the location of all amenities listed in the project description and dimension all open space areas, tenant activity areas, and outdoor shared facilities, etc.
- For projects with non-residential uses, depict, dimension, and label all required and proposed loading zones/areas/spaces.
- Depict all service areas, loading areas, fire lanes.

### □ **Roof Plans**

- Show direction of roof slope (indicated by downslope arrows) and roof pitch.
- Depict and dimension all proposed roof elements, including parapets, hips/valleys, mechanical equipment, etc.
- Dimension all parapet returns or offsets and state the height or depth of parapets.

### □ **Floor Plans**

- Provide proposed floor plans using 1/4"=1' or 1/8"=1' scale min. (on 24"x 36" plan set).
- Show location of all proposed windows and doors.
- Clearly identify and dimension out the parking space(s) in garages. Number all parking spaces with a standard numbering system.
- Show the location of mailboxes, storage, common areas within buildings.
- Apply room labels based on their use.
- Depict all overhead items such as canopies, roof eaves, balconies, etc., in a unique dashed line. Dimension their projection, depth, and area to show compliance with the objective design standards.
- Dimension all door and window openings on the ground floor to demonstrate that required opening percentage is being met.
- Dimension distances between windows.

- Depict the separation between units in a unique dashed line to show compliance with objective design standards (particularly for townhome and rowhome projects).
- Depict and label all items on the roof of a floor below with its use (e.g., "roof below", "canopy below", etc.)

### □ **Elevations**

- Provide proposed elevation drawings using 1/4"=1' to 1/8"=1' scale min. (on 24"x 36" plan set).
- Light fixtures, railings, address placeholders, etc.
- Dimension the distances between entrances, wall offsets, roof line offsets, and any elements designed to meet objective design standards.
- Dimension full height of buildings, as measured from grade, and the heights between plates to demonstrate compliance with objective design standards.
- Label the cardinal direction of building elevation (i.e., north, south, etc.), and the building orientation (front, side, rear, etc.)
- Show the location of proposed vents, gutters, downspouts, air conditioning equipment, antennas, utility meters, transformers, utility boxes, etc.
- Provide screening for mechanical equipment.
- For projects with non-residential uses (mixed use projects), show all storefronts and proposed signage, including individual tenant signs and directory signage to comprise a conceptual sign program.

### □ **Details**

- Include windows details to show the depth of the opening.
- Screening details for mechanical equipment.
- Fascia trim, doors, trim, sills, railing and fencing, parapet details, etc.

- Provide at least two cross sections drawings (additional cross sections may be required depending on the scope of the proposal).

<https://www.stopwaste.org/at-work/built-environment/landscapes/water-efficient-landscape-ordinance/>

#### □ **Conceptual Lighting Plan**

- Identify proposed lighting details for the project, including but not limited to light fixtures, path lighting, address lighting, entry lighting, parking lighting, landscaping light features, signage, etc.

#### □ **Daylight Plane**

- If triggered by [Section 2.08.308.A, Minimum Building Setbacks](#), then provide a daylight exhibit demonstrating compliance.

#### □ **Colored Elevations/Renderings**

- Identify all exterior materials, colors, and textures, and provide one *separate* set of colored elevations/renderings.
- Elevation drawing of proposed project and the two adjacent neighbors in a streetscape drawing may be combined with the colored elevations.
- Perspective renderings/simulations are encouraged.

#### □ **Landscape Plans/WELO**

- Provide a conceptual landscape plan that includes landscaping (including groundcover, shrubs, and trees - 24-inch box or larger), hardscaping (e.g., sidewalks, driveways, fences, pools, ponds, water features, and retaining walls.), and irrigation plans.
- The landscape plan must show the treatment of all unpaved areas not occupied by structures on the property. Show the location, size, quantity, and the scientific and common names of plants of each tree, shrub, ground cover.
- Provide an area calculation for the landscaping, broken down by living and non-living.
- Landscaping plan must be consistent with the State's Water Efficient Landscaping Ordinance, see link for more information:

#### □ **Fire Exhibit**

- Identify all egress windows.
- Show the location of hydrants within 100 feet of the site (flow data may be required).
- Show the Fire access turning radii.
- Demonstrate required fire access (including arial apparatus access, if applicable) is compliant by providing dimensioned fire access exhibits.
- Note if fire sprinklers and fire alarms will be installed.

#### □ **Grading & Drainage and Utility Plan**

- Show the location and size of existing and proposed infrastructure, including sewer, water and storm drain lines in adjacent streets.
- Alignment of all backbone wastewater facilities (i.e., pipes ten inches and larger, lift stations, connections to adjacent facilities, etc.).
- Alignment of all backbone storm drain facilities (i.e., pipes ten inches and larger, lift stations, detention basins, outfall facilities, basin service roads, connection to adjacent facilities, flood hazard areas, etc.), as applicable.
- Plan shall align all backbone water facilities (i.e., pipes eight inches and larger, wells, wellhead treatment facilities, tanks, booster pump stations, ASR wells, connections to adjacent facilities, etc.)

#### □ **Tract or Parcel Map**

- Must be prepared by a licensed professional.
- All existing buildings on the subject property. Indicate if these buildings are to remain or be removed with the subdivision.
- Any certificate statements, affidavits, and acknowledgments must be legibly stamped or printed upon the map.

- Show the location and dimensions of all existing and proposed public rights-of-ways, including adjacent streets, alleys, and railroad rights-of-way. Also, all existing and proposed public facilities (i.e., utilities, sidewalk landscaping, and signs)
- All dimensions, both linear and angular, for locating the property's boundaries, lots, streets, rights-of-way, and easements within the subdivision, and building setback line adjacent to the proposed and existing streets within the subdivision shall be shown. Linear dimensions shall be expressed in feet and decimals of a foot, followed by the angle expressed in degrees, minutes, and seconds.
- Show any existing well(s) location on the subject property and whether they are to be capped or abandoned following Alameda County Water District (ACWD) standards.
- Identify and dimension all existing and proposed public or private easements for utility, drainage, sewer, parking, access, and other purposes if the properties are held in common ownership.
- Locate all proposed public areas, such as school sites and park sites, within the proposed subdivision and on lands immediately adjacent to it.
- Locate all potentially dangerous areas within and adjacent to the proposed subdivision, such as areas subject to flooding or geologic hazards.
- Show cross-sections for all existing and proposed public or private streets, including curb gutter, sidewalks, sound walls, median island, park strip, and travel ways, each fully dimensioned.
- The shape, dimensions, and square footage of each proposed lot shall be delineated. Lots shall be numbered, beginning with one (1) and continue consecutively.
- Legal descriptions of the existing parcel(s) and the proposed parcel(s).
- Indicate the radius of each right-of-way line for streets in the proposed subdivision.
- Common lots identified.