



City of Pittsburg

Community Development Department – Planning Division

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CITY OF PITTSBURG PLANNING APPLICATION

SUBMITTAL CHECKLIST

Applicants are encouraged to use this checklist as a guide for drawing plans. If particular items do not seem applicable to your project, please call the Planning Department at (925) 252-4920 to discuss them with a planner. Your application shall include **2** hard copies and **1** digital copy of plans. The size of plans should be discussed with the Planning Department prior to making copies.

A. Site plan showing:

1. Vicinity map showing general location of property, and its relation to local streets, parks and other community facilities.
2. Property boundaries and all dimensions.
3. North arrow and bar scale (“Engineer” scale shall be used).
4. Existing topography and proposed grading (for property less than ten (10) acres, a contour interval no greater than five feet (5') and a horizontal map scale of one inch (1") equals fifty feet (50') or larger, shall be used; for property larger than ten (10) acres, a contour interval no greater than ten feet (10') and a horizontal map scale of one inch (1") equals one hundred feet (100') or larger, shall be used).
5. All existing and proposed structures, the height of each structure and number of dwelling units in each structure (if applicable).
6. All existing signs.
7. Location and approximate height of all adjacent structures within fifty (50') of the property lines on abutting properties.
8. Location, dimensions and quantity of existing and proposed off-street parking spaces.
9. Existing and proposed vehicular and pedestrian ways and trails with grades, widths and types of improvements, including special paving types when applicable.
10. Proposed vehicular and pedestrian access between site and public streets.
11. Locations, names and widths of abutting streets, and existing and proposed frontage improvements.
12. Location and width of any existing road medians, sidewalks and utilities.

13. Location, width and type of all easements on the property.
14. All existing power poles, sign poles, street trees, and other obstructions/structures along street frontages.
15. Existing and proposed recreational facilities.
16. Existing and proposed storm drainage facilities.
17. Location, type, size, and drip line of existing trees on the site. Note whether each tree is proposed to be removed or remain.
18. Locations and heights of existing and proposed retaining walls.
19. Roof overhangs.
20. Distances between buildings and from building walls to property lines.
21. ADA accessible facilities.
22. Existing and proposed surfaces and type of materials used.
23. A site visibility triangle/drawing for any new driveway proposed to enter a public street.
24. Aisle and driveway widths.
25. ADA accessibility for all driveways, walkways and handicap stalls.
26. Location of all existing and proposed street lighting, fire hydrants and fencing.
27. Location and dimensions of proposed trash and recycling collection facilities.
28. The location of any natural or man-made existing and proposed drainage features onsite.
29. Adequate turning radii for anticipated truck circulation.
30. Location of proposed underground and above-ground utility boxes.

B. Project Data Summary Table on the site plan showing:

1. Lot area.
2. Square footage of all buildings.
3. Percent of lot coverage for structures (footprint area/lot area for each individual lot).
4. Floor Area Ratio (industrial and commercial projects).
5. Percent of landscape coverage (landscaped area/lot area).

6. Number of proposed and required (by use) parking spaces.

C. Architectural drawings showing:

1. Floor plans at one-eighth inch (1/8") or one-quarter inch (1/4") equals one foot (1') zero inches (0").
2. All four elevations of all structures, including trash enclosures, and fences and walls. Show dimensions of buildings, and height of parapets, if applicable, and height of all walls, fences and other structures. Identify all materials proposed.
3. Enlarged details of special architectural features, such as cornices, wall caps, window treatments, etc.
4. Roof plan and elevation showing how all roof top mechanical equipment will be screened.
5. Conceptual landscaping plan, including plant types (ground cover, shrub, tree, etc), names and sizes (refer to PMC sections 18.84.300-370 "Landscape Ordinance"). Also provide a table including plants symbols, plant names, size of planting, and other notes such as, evergreen or deciduous, vine, flowering, screen shrub, accent shrub, etc.
6. A color and material palette with samples of actual exterior materials, finishes, and colors.

D. NPDES (National Pollutant Discharge Elimination System) permit (stormwater) requirements:

1. **Projects creating 10,000 sq. ft or more of impervious surface** are subject to Provision C.3 of the City's joint municipal NPDES permit. Projects subject to Provision C.3 will require submittal of a conceptual Stormwater Control Plan (SCP) as described in the "Stormwater C.3 Guidebook" available at www.cccleanwater.org/construction/nd.php. It is strongly recommended you make an appointment with staff to discuss this matter before proceeding further.
2. **Projects creating less than 10,000 sq. ft. of impervious surface** are not subject to Provision C.3, but are still required to implement postconstruction Best Management Practices (BMP's) to the Maximum Extent Practicable (MEP). Although a SCP is not required, it is still highly encouraged that site plans use BMPs whenever feasible. The "Stormwater C.3 Guidebook" referenced above is a useful tool for BMP ideas.

E. Additional information which may be requested by the Planning Staff or Planning Commission including but not limited to the following:

1. Color rendering of project/site plan.
2. Recent photographs of sight line profiles in sufficiently large scale, taken from commonly used vantage points in the city with the outline of the proposed structure, in proper scale and perspective, superimposed on it.