



LAND USE APPLICATION SUBMITTAL REQUIREMENTS

Some submittal requirements may be waived depending on the type of project. All submittal information shall be provided before the application is accepted as complete.

If a new building or exterior modifications are proposed a Design Review permit or other permit is also required, materials supporting those applications must also be submitted in conjunction with those applications.

REQUIRED FOR ALL PLANS

- **Size:** *If a physical copy is requested:* 24" x 36" trimmed, and folded to 9" X 12" maximum size.
- **Scale:** Acceptable site plan scales are 1"=10', 1"=20', 1"=30' or 1"=40' and architectural plan scales are 1/4"=1' or 1/8"=1'. Other scales must be approved by staff before filing.
- **Other:** Include north arrow, date prepared, the scale and a bar scale, and legend identifying symbols and abbreviations.
- **Preparer:** Name, address, phone number and email of person preparing the plan(s).

What to Submit

- 1 **Planning Application Form** - Completed online at <https://yountvilleca.portal.opengov.com/>
- 2 **Fee/Initial Deposit** - Except for identified uses, Town Fee Schedule charges staff time and materials. Check payable to Town of Yountville.
- 3 **Written Project Description** – explaining the reasons for and details of each review requested. If a new business activity is proposed, describe its purpose, proposed hours of operation, number of full-time employees, number of part-time employees, type of business (i.e., type of office space, type of product, type of manufacturing or processing), all interior or exterior building modifications, existing number of parking spaces, etc. If a construction project is proposed, describe the project, including the maximum building height, total number of floors, gross floor area of each floor, floor area by type of use (i.e. office space, retail area, warehouse space, showroom area, etc.), number of parking spaces to be provided, access to property, and maximum building occupant load.
- 4 **Floor plan** – submittal (**1 full size copy**) - A floor plan for all existing and proposed structures or alterations, clearly labeled and prepared to scale, indicating the use of each room, exterior doors and windows.
- 5 **Site photographs** to show where the use is proposed and its surroundings. Label where photos were taken from and the view they are showing.
- 6 **Development Summary Table** (See Attached) - listing site size; existing and proposed building square feet and number of units, existing and proposed parking spaces; building coverage.
- 7 **Commercial Projects Only** – Proposed onsite notification signage schematic

All forms and handouts are available on www.townofvountville.com

- 8 **Grading and Drainage Plan**– A grading and drainage plan prepared by a licensed engineer including a topographic survey, existing and proposed grades, existing and proposed drainage patterns, existing and proposed pervious and impervious surface areas, and a table indicating all earthwork quantities.
- 9 **SITE PLAN DRAWINGS**– Submittal (**2 full size copy, 3 reduced set** of all plan sheets 11" X 17" **and 1 electronic set**) - fully dimensioned and accurately drawn. Use as many sheets as necessary. Information may be combined as long as the plans are easy to read. Site plan shall include the following basic information: (See Attachment 2 for more information).
 - a. **Vicinity map** – Show site in relationship to local and major cross streets, named; include a north arrow.
 - b. **Site and adjacent properties** - Location of all existing structures identified by type and indicating which are proposed to be removed and which will remain. Include the project site *and* adjacent property at least 50 feet beyond site, adjacent building footprints and approximate height, and streets (labeled) leading to the site.
 - c. **Boundaries** – All property lines, easements (size and type called out), right-of-ways, trails, and the like.
 - d. **Trees** – All trees over 12" DBH. Provide their common name, size, condition, drip line and location onsite. Any trees proposed to be removed shall be identified along with the reasons why they are proposed for removal. In addition, show trees in the adjacent public right-of-way within 30 feet of the area proposed for development, and on adjacent properties with drip lines over the project site. An arborist report and photographs may be required.
 - e. **Buildings** – Location, outside dimensions and use of all existing and proposed buildings and structures (with building numbers or other identification) including building features such as elevated decks and outside staircases. Indicate any structures proposed to be removed.
 - f. **Natural features and constraints** - Site features including creeks and adjacent riparian vegetation, wetlands, major rock outcroppings, landslides, flood zones, earthquake faults and related setbacks.
 - g. **Other site development** – All decks; fences and walls including retaining walls; monument signs; bicycle racks; refuse disposal and outdoor storage areas with proposed screening, etc. The project will need to include detail design and materials.
 - h. **Parking, Traffic Safety, Access and Circulation Plan** – Location/dimensions of existing and proposed: on-site parking/ on street parking spaces and backup/turnaround areas; internal vehicular circulation; pedestrian and bicycle ways including pedestrian entry points to buildings and any bicycle paths/trails in the General Plan; commercial vehicle loading and storage areas; project access (driveways or private streets) to the public street system; any transit stops or facilities. The plan must demonstrate CALFire vehicle access; the appropriate AASHTO fire apparatus turning template shall be plotted on the plan.

This plan shall cover an area large enough to show the entire project site, the closest intersections in all directions that would provide access to the project, and a minimum of 100 feet beyond any proposed off-site roadway improvements (ideally on the most current Town aerial map). The plan should also include: the conceptual alignment for any future General Plan street connection adjacent to the project; all Town-planned and project-proposed public street improvements, including all necessary conforms, to ensure safe access to the project site without negatively impacting public street traffic operations and safety; and nearest public street parking and transit stop(s).
- 10 **Building elevations** – Submittal (**2 full size copies, 3 reduced set** of all plan sheets 11" X 17" **and 1 electronic set**) - All elevations of the proposed buildings and structures (including roof mechanical equipment screening, fascia, window and door trim) with materials, colors, and dimensions specified, prepared to scale. Height is measured from grade to top of roof.
- 11 If new ground mounted mechanical equipment is needed for the proposed use (i.e. transformers & backflow prevention devices) a plan showing equipment screening shall be required.
- 12 **Preliminary Title Report** and Title Insurance Company Certified List of Adjoining Property Owners/**Property Notification Package** within 300 feet of property.
- 13 If site contains or is adjacent to a **creek or other watercourse**, the applicant shall establish the streambank stabilization setback and riparian setbacks per 17.64 & 17.68 on the site plan. The setbacks will also be shown on cross sections of the water course. The site plan will need to show the location of all building setback line for each stream or river on the site.
- 14 Other data or information necessary to complete processing of the application and environmental documents.

ATTACHMENT 1 - DEVELOPMENT SUMMARY TABLE

1. Site size

Acres / square footage of the lot(s) in the project site _____ / _____

2. Nonresidential building square footage totals by type

	Retail/service	General Office	Medical/Dental	Industrial/warehouse	Other (specify)
Existing square feet (sq. ft.)					
- Sq. ft. to be demolished					
+ New sq. ft.					
= Total proposed					

3. Parking

Existing parking spaces _____ Proposed additional parking spaces _____

4. Nonresidential Floor Area Ratio

Calculate the gross building square footage divided by the site square footage _____

5. Residential Units by Type and Number

	Single Family Detached	Single Family attached	Duplex/ triplex	Apartments	Accessory second units	Other Type (specify)
Number of existing units						
-Units to be demolished/lost						
+ New units						
=Total proposed						

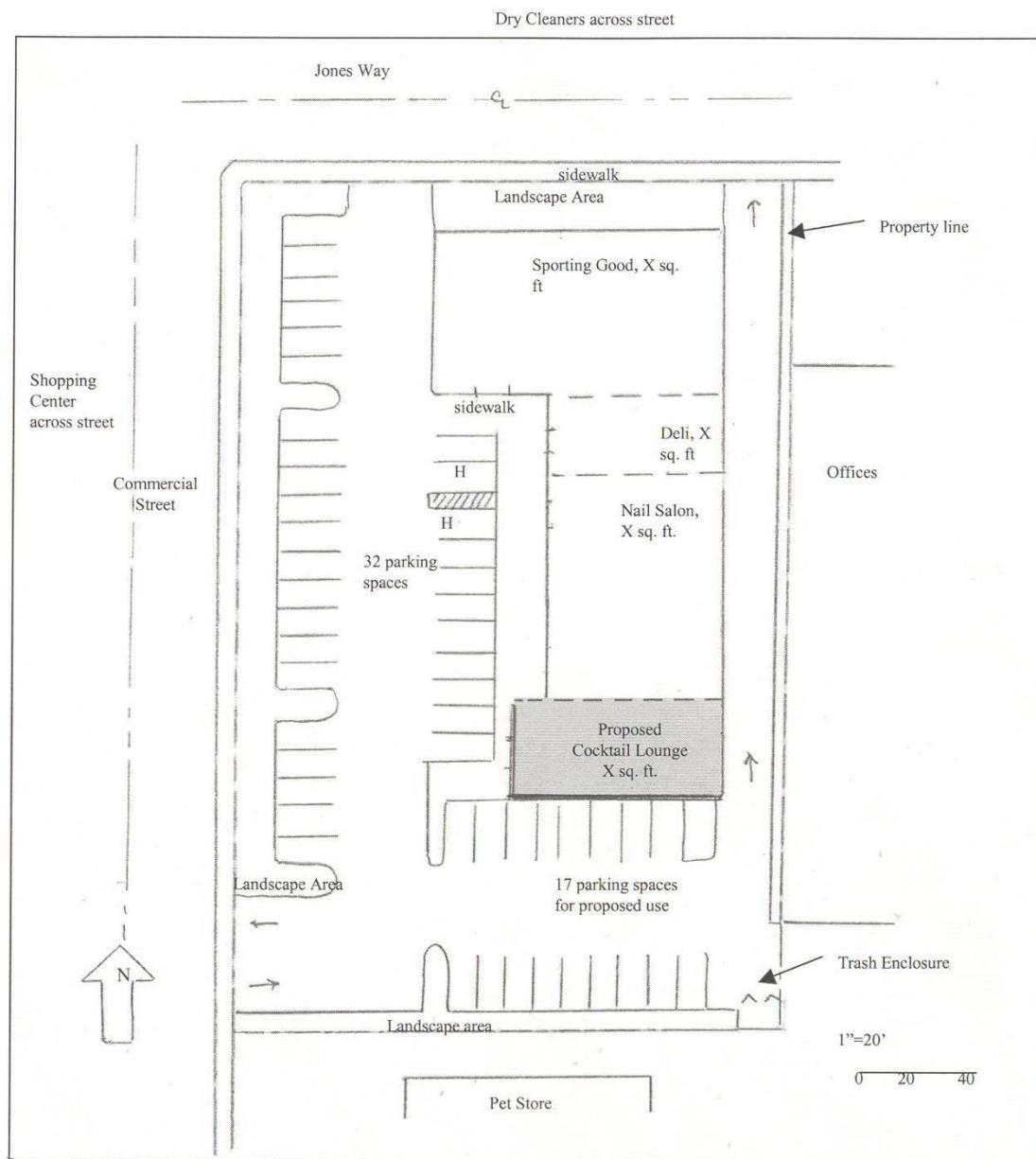
6. Residential Density

Calculate overall number of residential units/gross acre _____

7. Residential Units by Size (Sq. ft.) and Number of Bedrooms (BR)

Number of units each size	Single Family Detached		Single Family attached		Duplex/ triplex		Apartments		Accessory second units		Other	
	Size	#BR	Size	#BR	Size	#BR	Size	#BR	Size	#BR	Size	#BR

ATTACHMENT 2 - SITE PLAN EXAMPLE



All forms and handouts are available on www.townofyountville.com