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PRE-TECHNICAL PLAN REVIEW COMMITTEE TENTATIVE MAPS PRELIMINARY DEVELOPMENT PLAN SET CHECKLIST

Please review this checklist with the City of Vallejo Planning Division to confirm requirements and determine if other applications are required for the first phase of submittals. A preliminary review is recommended for a guided review process. Depending on the scope and nature of the project, additional drawings and details may be required by the Planning Division. For more complex projects it is strongly recommended that a qualified California licensed team including, Civil Engineer, Architect and Landscape Architect be engaged early on to assist with streamlining of the project during the review and permit process. Once the set is submitted, it will be routed to the Technical Plan Review Committee (TPRC) team for review and comment.

I.

A. DESCRIPTION OF PROPOSAL:

Full description of proposal.

B. DEVELOPMENT PLAN SET

- 3 full size sets
- 24" x 36" or larger
- One full size electronic submittal

Development Plan Set: All drawings shall include date of plan preparation and subsequent revisions and north arrow. The submittal set for first round of review should be 30% technical drawing set level. It is typical to have multiple reviews for a project. As the project progresses for a public hearing and is revised, prior to the public hearing, the sets will develop further.

NOTE: All plans should be collated and folded into a size no larger than 9" x 13" or similar.

The tentative map shall be prepared by or under the direction of a registered California Civil Engineer or licensed land surveyor.

C. TITLE REPORT

Current title report completed within the last 3 months is recommended to show the nature and location of all easements.

II.

A. COVER SHEET

- Street address and assessor's parcel numbers.
- Name, address and phone number of property owner.
- Name, address and phone number of Contractor/Builder, Engineering Team and Architect (designer).
- Vicinity map with north arrow, major cross streets and surrounding areas.
- Project description.
- Legend of symbols and abbreviations.
- Table listing all plan sheets with sheet numbers and descriptions.
- Table containing:
 - General Plan designation and Zoning district.
 - Proposed subdivision name
 - Size of property including gross and net lot area, square feet and acres.
 - Adjacent land uses.
 - Development standards pursuant to Vallejo Municipal code.
 - Square footage of all existing buildings.
 - Square footage of all proposed buildings.
 - Parking analysis for building use and zoning district with code requirements and proposed spaces.
 - Percentage of lot area for each category and total: landscaping, impervious surfaces, common open space, and private usable space.
 - Lot coverage calculations, percent of net lot area covered by buildings.
 - Table of contents listing all the plan sheets with content, page numbers and date prepared.
 - Proposed subdivision name, names and addresses of the applicant, all property owners of record, and the civil engineer or surveyor.
 - Statement if the property is subject to inundation.
 - Sewage disposal, source of water supply.
 - Statement setting forth the intended land use of the parcels.

B. BOUNDARY SURVEY

- Completed by a licensed California surveyor or Civil Engineer licensed to do survey.
- Engineer's Scale drawn at 1"=20' scale or reasonable scale to demonstrate the site, a graphic bar, and north arrow.
- Date of survey preparation and subsequent revisions.
- Street address and assessor's parcel number.
- Existing easements (if any).

- Existing public and private streets, existing public right of way including alleys, sidewalks, improved or unimproved areas.
- Locate and identify all existing park and recreation facilities, and proposed open space areas, including their ownership and management.

C. PROPOSED TENTATIVE MAP

- Scale of drawing (Engineer's Scale) 1"=20' or reasonable scale to demonstrate the site, a graphic bar, and north arrow.
- Street address and assessor's parcel number.
- Existing and proposed property lines with typical dimensions, widths, radii, arc lengths, easements. Benchmark based on U.S.C. & G.S. datum.
- Lot size including gross and net area (square feet and acres) and lot numbers.
- Location of all existing buildings, proposed building(s), open space, fences, walls, all at grade building features, accessory structures including sheds, ADU's, trash enclosures and garages and other improvements as applicable. Label all structures and indicate if they are to remain or demolished.
- Location and nature of all easements, including but not limited to water, sewer, electric, access.
- Dimensions between all buildings and between all new buildings and property lines.
- Dimensions and locations of all required setbacks from property lines.
- Square footage of buildings.
- Location of existing and proposed parking.
- Location, dimension and nature of significant site features such as swales, water, hills etc.
- Location and dimensions of all existing and proposed structures 50 feet beyond the property lines. If adjacent to a public right-of-way, show the entire width of public right-of-way to the next to property line, including streets, driveways, sidewalks, driveways, structures and alleys.
- Location and dimensions for all adjacent streets (public and private) and proposed streets showing both sides of streets, street names, street width, striping, centerlines, centerline radii of all curves, median and landscape strips, bike lanes, pedestrian ways, trails, bridges, curbs, gutters, sidewalks, driveways, and right-of-way including any proposed or required right of way dedication. Show all existing and proposed improvements including traffic signal poles and traffic signs. Show line of sight for all intersections and driveways, and corner setback lines.
- Show a diagrammatic plan of public versus private easements, streets, alleys etc.
- Location of all natural features such as creeks, ponds, drainage swales, wetlands, watersheds etc., extending 50 feet beyond the property line to show the relationship with the proposed development.
- Indicate if any parcel is within a FEMA defined 100-year floodplain or floodway.
- Locate and identify all existing park and recreation facilities, and proposed open space areas, including their ownership and management.

- Proposed parcels with dimensions and sizes, access, driveways. Description of proposed parcel, i.e. multi-family, single-family, duplex etc. along with approximate size and number of units.

D. LANDSCAPE PLAN SUBMITTAL

- Scale of drawing at 1" = 20' and north arrow. (Engineer's Scale)
- Proposed trees, shrubs, shrub groupings, lawn, groundcover areas, existing trees and plants materials to be saved, stormwater treatment areas, special paving, hardscape, and cut sheet and specifications of site furnishings
- Size, species, and spacing of street trees
- Landscape legend with a list of plant materials (in Latin and common name), plant sizes and spacing
- Location of ground signs, walls, fences, paving decorative planters, trellises, arbors, and other landscape features.
- Show line of sight triangle

III.

A. PRELIMINARY UTILITY PLAN

- Prepared by a licensed California Civil Engineer and drawn at 1"=20' scale. Show the location and dimensions of existing and proposed utilities including water supply system, sanitary sewers and laterals, drainage facilities / storm drainage systems, wells, septic tanks, underground and overhead electrical lines, utility poles, above ground utility vaults and meters, ease.
- Show traffic signals, signal cabinets.
- Location and nature of existing and proposed utility lines and equipment.
- Table of existing and proposed fixtures.
- Indicate the location of all existing and proposed fire hydrants.
- Provide current fire flow information.

B. PRELIMINARY GRADING & DRAINAGE PLAN

- Average slope of property, and percentage of slope for all finished slopes, driveways, roadways, trails or pathways.
- Contours shall extend 50 feet onto all adjacent properties showing existing improvements and spot and pad elevations for the adjacent properties.
- A preliminary calculation of amount of earth in cubic yards to be moved, imported or exported from the site, if total is greater than 50 cubic yards.
- Direction of drainage, location of catch basins and off site connections with details of swales and drainage structures.

C. TOPOGRAPHIC SURVEY

- Scale of drawing (Engineer's Scale)
- Existing topography and proposed grading extending 50 feet beyond the property. Indicate slopes up to 5% or under 5 feet at 2 foot contour intervals and indicate slopes over 5% or greater than 5 feet in height at 5 foot contour intervals. Include spot elevations, pad elevations, percent slope and show all retaining walls with Top Of Wall/ Bottom Of Wall elevations
- Any significant vegetation including trees, vegetation providing habitat for native animals, and/or cultural value (indicate size and type)

D. STORMWATER CONTROL PLAN

- Preliminary is recommended, however required for full submittal, see development plan set checklist.

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326 and City of Vallejo Engineering Division (707) 648-4316.