



## City of Fullerton

### ***SUBMITTAL REQUIREMENTS FOR PLANS AND ASSOCIATED APPLICATION MATERIALS:***

*PLEASE INCLUDE THE ITEMS LISTED BELOW WITH YOUR APPLICATION:*

#### **GENERAL (applicable to all projects):**

- Address of project and vicinity map
- Name, email address and telephone number of applicant and architect
- North Arrow, with North at top of page
- All plans must be drawn to scale, with scale indicated on plans
- All plans must be legible, blackline drawings
- Site photographs
- Occupancy Group (per Building Code)
- Occupancy Load (per Building Code)
- Valuation of project (approximate construction cost)
- Site area, in square feet, that will be disturbed by proposed development; disturbance may include demolition or removal of existing structures, paving or landscaping and installation of new structures, paving or landscaping. Limits of ground disturbance shall be shown on plans.
- FLOOR PLANS (existing and proposed)
- BUILDING ELEVATIONS / ARCHITECTURAL DESIGN identify elevations by direction facing (north, south, east and west), showing all sides of buildings, and identify building height
- CONCEPTUAL LANDSCAPE PLANS
- SITE PLAN
  - All property lines and dimensions
  - Lot area (after required dedications for right-of-way)
  - Names and widths of all adjacent streets and alleys
  - Required right-of-way dedications, if any, and location of ultimate property lines
  - All building footprints, existing and proposed
  - All mechanical equipment (such as air conditioner condensers), existing and proposed
  - Setbacks, yard areas, distances between buildings (setbacks measured from ultimate property lines if dedication required.)
  - Off-Street parking
    - Parking calculations (number of parking spaces required, number of parking spaces provided)
    - Number of open parking stalls, carports, garages
    - Dimensions of parking stalls, maneuvering areas, driveways
    - Paving materials
    - Landscape planter areas
  - Walls and Fences, including wall height and materials
  - Pedestrian access and circulation
  - Easements on or across the site, showing location, dimensions and easement holder
  - Location of existing and proposed curb-cuts on the project site and location of curb cuts on adjacent properties, including properties on both sides of the street
  - Existing lane configuration of adjacent public streets, (striping, medians)
  - Location of buildings on adjacent properties

- Topo/Grading Plan of proposed development if:
  - Greater than 2 foot elevation difference on site
  - Site elevation exceeds (or will exceed) neighboring property by 3 feet or more
  - Site located in special flood hazard area
  - Retaining walls are existing or proposed
- Location of existing trees on site and in adjacent parkway
- Utility locations and connections (sewer, water, storm drains, Edison transformers)
- Backflow prevention devices (existing and proposed) when applicable
- Fire hydrants (including size and type)
- Public Works improvements (such as streets, alleys, flood control channels, driveway approaches, street lights, catch basins, corner cut-off), existing and proposed

**ADDITIONAL ITEMS FOR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL USES**

- Loading/Unloading Areas for deliveries
- Trash Enclosures – Note that trash enclosures shall provide adequate area for the separation and holding of recyclable materials
- Off street parking (in addition to information stated under General Requirements above):
  - Label parking spaces as standard or compact
  - Show curbing and wheel stops
- Recreation facilities, when applicable
- Water Quality Management Plan is required for:
  - Project that disturbs 5,000 sq. ft. or more of site area
- Preliminary Title Report with underlying documents

**ADDITIONAL ITEMS FOR MULTIPLE-FAMILY RESIDENTIAL**

- Number of dwelling units - classify by number of bedrooms per unit (studio, 1-bedroom, etc.) (Dens, libraries, studies, etc. are considered "bedrooms" for this purpose)
- Floor plans for each unit type
- Loading/Unloading Areas for deliveries and resident move-in/out
- Trash Enclosures – Note that trash enclosures shall provide adequate area for the separation and holding of recyclable materials
- Lot area per unit
- Lot coverage as defined in the zoning Ordinance
- Open space, usable (as defined in the zoning ordinance) area calculations
  - Open space, common - area calculation
  - Open space, private - area calculation
  - Recreation facilities
- Off street parking (in addition to general parking information stated above):
  - Label parking spaces as standard or compact
  - Label guest parking spaces
  - Curbing and wheel stops
- Water Quality Management Plan is required when project disturbs 5,000 sq. ft. or more of site
- Preliminary Title Report with underlying documents

### **ADDITIONAL ITEMS FOR SUBDIVISIONS**

- For Tentative Tract Maps, see Fullerton Municipal Code Section 16.02.030
- For Tentative Parcel Maps, see Fullerton Municipal Code Section 16.03.020
- For Vesting Tentative Tract and Parcel Maps, see Fullerton Municipal Code Section 16.10.060
- Fullerton Municipal Code is found at: [http://www.amlegal.com/codes/client/fullerton\\_ca/](http://www.amlegal.com/codes/client/fullerton_ca/)
- Preliminary Title Report with underlying documents

### **ADDITIONAL ITEMS FOR RESIDENTIAL TRACTS**

- Number of dwelling units – floor plans for each model (dens, libraries, studies, etc. are considered "bedrooms" for parking purposes)
- Lot sizes
- Area (sq. ft.) of each building, and total building area (including carports and garages)
- Area (sq. ft.) and percentage of lot devoted to driveway and open parking
- Area (sq. ft.) and percentage of lots devoted to open space. (Area other than buildings, driveways, parking)
- Common areas, as applicable
- Security gating, as applicable
- Water Quality Management Plan is required when project disturbs 5,000 sq. ft. or more of site
- Preliminary Title Report with underlying documents

### **ADDITIONAL ITEMS FOR SINGLE FAMILY RESIDENCE**

- Lot coverage (percentage of site covered by a building footprint, including accessory buildings, parking areas, and driveways)
- Floor Area Ratio (ratio of building square footage to lot area)
- Amount of usable open space (outdoor area with a minimum 10' dimension, designed and accessible for outdoor living, recreation, pedestrian access or landscaping)
- Water Quality Management Plan is required for
  - Hillside construction on a site exceeding one acre and having a natural slope of 25% or greater
  - When construction may result in the discharge of significant levels of a pollutant into a tributary to the storm water drainage system

### **ADDITIONAL ITEMS FOR RESIDENTIAL PRESERVATION ZONES**

- Building elevations, existing and proposed, including any new construction
- Height of existing and proposed structures
- Building details, for existing structures and proposed construction:
  - Eave dimensions and details
  - Window and door trim materials and dimensions
  - Siding materials and dimensions
  - Significant historical features
  - Roofing materials, pitch for all gable elements, and attic/roof venting
  - Garage doors, including carriage-style hardware
- Windows for existing structures and proposed construction:

- Identify window types
- Detail showing window material and dimensions, including trim and sill
- Fencing, existing and proposed (if any)
- Exterior lighting fixtures, existing and proposed (if any)

**CONDITIONAL USE PERMIT OR ADMINISTRATIVE RESTAURANT USE PERMIT**

If a project involves a new use of existing property, and there is no new construction or grading, provide plans as per General requirements listed above.