



# Planning & Building Department

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## Planning Project Checklist

This form is intended to provide a property owner or applicant with an overview of the regulations and requirements applicable to a specific project. It is designed to be completed by a staff planner, however, it can be informative to an applicant as a blank form which outlines the triggers or thresholds for discretionary review. It does not constitute an entitlement or thorough analysis of any project. This review is current as of the date shown below. New regulations may be adopted or existing regulations may be amended or repealed subsequent to this review. A project is subject to the regulations in effect when the application is submitted and deemed complete.

Property Address:	
Project Description:	
Planner:	

APN:	
Zoning District:	
Prior Applications:	
Date:	

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Does the project require a <a href="#">Building Permit</a> ?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project involve non-residential construction <u>or</u> one of the following types of residential projects: a new building, demolition-only, increase conditioned area, volume, or size, addition or alternation of 1,000 sq. ft. or larger, or \$50,000 or greater (re-roof-only projects exempt)? ( <a href="#">Waste Management Plan</a> required)
<input type="checkbox"/>	<input type="checkbox"/>	Does the project require digging at any depth? ( <a href="#">USA North 811</a> ticket submittal required)
<input type="checkbox"/>	<input type="checkbox"/>	Does the project require a variance from one or more zoning regulations? ( <a href="#">Variance</a> required)
<input type="checkbox"/>	<input type="checkbox"/>	Does the project involve grading in excess of 50 cubic yards? ( <a href="#">Grading Permit</a> required)
<input type="checkbox"/>	<input type="checkbox"/>	Does the project require the removal of a protected tree? ( <a href="#">Tree Permit</a> required)
<input type="checkbox"/>	<input type="checkbox"/>	Does the project add or replace > 500 sq. ft. of impervious surfaces? ( <a href="#">Drainage Plan</a> required) Inquire with the Engineering Services Division whether stormwater control measures will be required.
<input type="checkbox"/>	<input type="checkbox"/>	Does the project require a <a href="#">Creek Setback Determination</a> by the Engineering Services Division? (Creek Setback Exception may be required) Flood Zone = _____
<input type="checkbox"/>	<input type="checkbox"/>	Is the project a new residential unit, or an addition that exceeds 50% of the existing area and results in ≥ 3,600 sq. ft.? (Fire sprinklers are required; contact the <a href="#">Contra Costa County Fire Protection District</a> )
<u>Yes</u>	<u>No</u>	If any of the following is "yes" then the project is subject to <a href="#">Design Review</a> .
<input type="checkbox"/>	<input type="checkbox"/>	Will the proposed structure be greater than <a href="#">17 feet in height</a> ? (measured from the average grade along the lowest foundation wall to the highest point)
<input type="checkbox"/>	<input type="checkbox"/>	Will the sum of the structures on the property be greater than 6,000 square feet of <a href="#">gross floor area</a> ? (including all structures – i.e. the house, garage, pool house, shed, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Is the project in a commercial or multi-family <a href="#">zoning district</a> ?
<input type="checkbox"/>	<input type="checkbox"/>	Is the project subject to design review because of a subdivision condition of approval or prior development application condition of approval? (A <a href="#">staff planner</a> can help determine this)
<u>Yes</u>	<u>No</u>	If one the following is "yes" then the project requires a <a href="#">Hillside Development Permit</a> .
<input type="checkbox"/>	<input type="checkbox"/>	Is the property in the Hillside Overlay District?*(Hillside Development Permit required)
<input type="checkbox"/>	<input type="checkbox"/>	Is the project within a Ridgeline Setback area?*(Ridgeline Setback Exception required)
<u>Yes</u>	<u>No</u>	If the first checkbox is "yes" and any of the following are "yes" then the project is subject to <a href="#">WELO</a> .
<input type="checkbox"/>	<input type="checkbox"/>	Does the project require City permitting review or approval (planning entitlement, zoning clearance for a building permit?)
<input type="checkbox"/>	<input type="checkbox"/>	Is the project a new building with an aggregate landscape area ≥ 500 sq. ft.?

<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose new landscape $\geq$ 500 sq. ft. such as a park, playground, or greenbelt without an associated building?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose rehabilitated landscape with an aggregate landscape area $\geq$ 2,500 sq. ft.?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project modify existing landscape installed before 12/1/15 and is over one acre in size?
<input type="checkbox"/>	<input type="checkbox"/>	Is the project either a new/rehabilitated or existing cemetery?

\* The [Hillside Overlay District and Lafayette Area Ridge Map](http://www.lovelafayette.org/GIS) is available at the City Offices or online at [www.lovelafayette.org/GIS](http://www.lovelafayette.org/GIS).

**Other Considerations:**

- Does the project include exterior lighting? Will Dark Sky Compliant (“shielded-source”) fixtures be used?
- Does the project include landscaping? Are the species predominantly native and drought tolerant?
- What colors & materials will be used? Are they appropriate to the surroundings, particularly in hillside areas?