



Planning & Building Department

3675 Mt. Diablo Blvd, Suite 210

Lafayette, CA 94549

www.lovelafayette.org

SB 35 APPLICATION SUBMITTAL REQUIREMENTS

This checklist is intended to cover all development proposed as an SB 35 Application; prior to application submittal, projects must go through a Pre-Application process (see [SB 35 webpage](#) for more information). Not all items may be applicable for the scope of your development, in which case check the N/A box. Please check all items and indicate the sheet number(s) where prompted. An applicant may obtain preliminary review from a planner during Planning Counter Hours. The Planning & Building Department will ultimately determine the level of detail needed to process your application once it has been submitted and is being processed. Hyperlinks are provided for the applicable handouts referenced in this document, which are also available on the City's website, www.lovelafayette.org, or at the City offices.

GENERAL SUBMITTAL REQUIREMENTS

YES N/A

1. APPLICATION FORMS

- a. Standard application form
- b. Affirmations: provide statements affirming that the following are true:
 - i. The application is eligible for SB 35 Streamlining, as established by the SB 35 Pre-Application Eligibility Checklist
 - ii. A complete Pre-Application Form has been submitted and verified by Staff
 - iii. Any requested tribal scoping consultations were completed with both the applicant and the tribes agreeing that either (check one box):
 - 1. No tribal resources will be affected
 - 2. Potential cultural resources could be affected, and an enforceable agreement is documented
- c. Brief description of the scope of work
- d. Submittal Requirements (this form) completed and signed by the preparer with each box checked acknowledging submittal of the required item(s) and listing the corresponding sheet number(s)
- e. Agreement to Pay for City Services, completed and signed
- f. Processing fee(s): credit card (Visa/MasterCard) or check (payable to City of Lafayette)

2. PRELIMINARY TITLE REPORT

- One (1) copy of report
- a. Listing all recorded easements and restrictions
 - b. Providing legal description of the property

YES N/A

3. PRELIMINARY SOILS REPORT

One (1) electronic (PDF) by email or Dropbox (sent to planner@lovelafayette.org), as applicable, prepared by a registered geotechnical engineer

4. ARBORIST REPORT

One (1) copy of report, prepared by a certified or consulting arborist¹, which includes:

- a. Tree location, genus, species, diameter, dripline, and elevation at trunk base
- b. Health and condition of the tree, including existing hazards to the tree
- c. Potential impact of development on the tree or existing tree condition
- d. Evaluation of preservation potential based on the tree's existing condition and in relation to any potential development
- e. Recommendations for protection, preservation, and requirements to maintain and improve tree health and assure survival
- f. Tree inventory table listing the tree number (as numerically tagged in the field), species, trunk diameter, health of tree, potential impact of proposal, and indicate whether tree is to be saved or removed
- g. Site plan showing: numbered trees, accurate driplines, and proposed location of tree protection fencing
- h. Photos as applicable
- i. Post construction recommendations as applicable

PLAN SET SUBMITTAL REQUIREMENTS ²

YES N/A

5. NUMBER OF PLAN SETS

Initial submittal for 30-day completeness review ²:

One (1) electronic (PDF) by email or Dropbox (sent to planner@lovelafayette.org)

6. LAYOUT

All sheets shall be the same size, oriented in the same direction, and include the following:

- a. North arrow
- b. Scale
- c. Graphic (bar) scale
- d. Date of preparation
- e. Revision date(s)
- f. Changes or modifications clearly identified
- g. Title block including:
 - i. Site address
 - ii. Assessor's parcel number (APN) or name of subdivision and lot number

¹ Required if the proposal entails development within the dripline of an existing protected tree $\geq 4''$ in diameter.

² Larger size plan sets may be requested by your project planner during the completeness review.

7. COVER SHEET

- a. Sheet index
- b. Contact information for the following:
 - i. Owner
 - ii. Architect/Landscape Architect
 - iii. Arborist
 - iv. Engineer

 8. MAPS

Sheet Number(s) _____

- a. Vicinity map (minimum 1" = 600') showing the approximate location of the subject property within the vicinity of Lafayette
- b. Context map (minimum 1" = 50') showing the location of the subject property within the context of the neighborhood ³
 - i. Show and label the following: ⁴
 - 1. All parcels immediately adjacent to and around the site
 - 2. Distance of the addition (upper & lower story) to structures on adjacent lots
 - 3. Footprints of all structures
 - 4. Vacant parcels or open space
 - 5. Property ownership
 - 6. Property address
 - 7. Finished floor elevations
 - 8. Number of stories
 - 9. Approximate square footage
 - 10. Significant landscaping
 - 11. Significant topographic or man-made landforms and features

 9. SURVEY

Sheet Number(s) _____

One survey, wet stamped and signed ⁵, including all of the following:

- a. All property lines
- b. Building footprint of all structures with dimensions to property line
- c. Easements, fully dimensioned, as reflected on a current title report including:
 - i. All public and private roads (labeled accordingly)
 - ii. Rights-of-way
 - iii. Easements, within and to the parcel
- d. Street improvements - (curb, gutter, sidewalk, edge of paving)
- e. Topography – (2' contour intervals in area to be developed)
- f. Drainage features including:
 - i. Swales
 - ii. Creeks (with required creek setbacks shown in both plan and sectional view) ⁶
 - iii. Wetlands
 - iv. Riparian habitat

³ An aerial can be used to create the context map; however, it does not replace the context map.

⁴ Show buildings outlined in black, background in white, and vegetation/trees in gray.

⁵ Required if proposal encroaches within 5' of required setbacks

⁶ See separate handout entitled "[Creek Setback Determination Guide](#)"

YES N/A

- g. Trees - show all trees $\geq 4''$ in diameter at 4.5' above grade within 100' of proposed development, with the following labeled:
 - i. Tree species
 - ii. Diameter of trunk
 - iii. Elevation at trunk base
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)
 - v. Tree identification number, provided by the arborist
 - vi. Trees proposed to be removed with a prominent "X"

10. FLOOR PLANS

Sheet Number(s) _____

- a. Scale – drawn at the largest architectural scale that can fill the sheet (1/8"=1' or larger)
- b. Gross floor area –Table calculating existing and proposed⁷
 - i. Include all existing and proposed structures having three walls and a roof, such as attached/detached accessory structures, garages, carports, basements, second stories, and area capable of being developed as habitable space
- c. Rooms - label all existing and proposed rooms for each floor level including:
 - i. All usable or potentially usable areas or spaces (including basements, attics, crawl spaces with significant headroom, lofts, accessory buildings, etc.)
 - ii. All decks, balconies, porches, garages/carports, etc.
 - iii. Exterior and interior building dimensions
 - iv. Existing and proposed square footage of all usable or potentially usable areas
 - v. Doors, windows, bay windows, chimneys, stairways, other architectural features.
- d. Demolitions, changes, and additions shown as dashed, highlighted, or otherwise called out
- e. Existing and proposed floor plans shown with (2) two separate plan view drawings, done at the same scale and shown on the same sheet.
 - i. For example, on one sheet, side-by-side or one-above-the-other, show existing and proposed conditions for the same floor plan, labeled accordingly "existing lower floor" "proposed lower floor"
- f. Lighting (exterior residential):
 - i. List and label existing and proposed lighting
 - ii. Provide a legend and indicate quantity of each lighting type

11. ELEVATIONS

Sheet Number(s) _____

- a. Scale – drawn at the largest architectural scale that can fill a sheet (1/8"=1' or larger)
- b. Dimensions

⁷ Total horizontal area in sq. ft. of each floor level within the exterior walls of all buildings on a parcel, as measured at the exterior face of the enclosing walls

YES N/A

- c. Building height as defined by the Lafayette Municipal Code Section 6-313⁸
- d. Finished grade indicating existing and proposed
- e. Demolitions, changes, and additions shown as dashed, highlighted, or otherwise called out
- f. Existing elevations with dashed lines over proposed elevations
- g. Existing and proposed elevations shown with two separate plan view drawings, done at the same scale and shown on the same sheet
 - i. For example, on one sheet, side-by-side or one-above-the-other, show existing and proposed conditions for the same elevation, labeled accordingly “existing west elevation”, “proposed west elevation”
- h. Indicate roof, doors, windows, trim, down spouts, and all other architectural features
 - i. Call out manufacturers’ specifications for exterior walls, trim, and roofing
- i. Retaining wall and fence elevations/profiles indicating heights, colors, and materials
- j. Perspective, colored elevations to indicate shadow and visual relief. Renderings shall include site development, accurate topography, and vegetation

12. BUILDING SECTIONS **Sheet Number(s)** _____

- a. Scale – drawn at the largest architectural scale that can fill a sheet (1/8”=1’ or larger)
- b. Coincident with critical roof ridges or site conditions
- c. Locate where cross sections are taken on the site plan and/or floor plans
- d. Indicate foundation, finished floor, and roof ridge elevations (above established datum)

13. GRADING AND DRAINAGE PLANS⁹ **Sheet Number(s)** _____

- a. Contours, existing and proposed
 - i. 2’ contour intervals in the area to be developed
 - ii. Extend contours a minimum of 50’ beyond property lines
- b. Calculate the amount of cut, fill, import, and export in cubic yards
- c. Drainage facilities¹⁰ - existing and proposed drainage facilities within and adjacent to the site, including but not limited to:
 - i. Swales
 - ii. Creeks
 - iii. Drainage ditches
 - iv. Discharge facilities
 - v. Catch basins
 - vi. Subsurface drainage pipes (closed and open)
- d. Sanitary sewers and storm drain facilities, existing and proposed
- e. Incorporate appropriate pollutant source control and design measures,¹¹ to treat runoff
- f. Existing trees - show all trees ≥ 4 ” in diameter at 4.5’ above grade within 100’ of proposed development and label:
 - i. Tree species
 - ii. Diameter of trunk at chest height
 - iii. Elevation at trunk base
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)
 - v. Tree identification number, provided by the arborist

⁸ See separate handout entitled “[Building Height](#)”

⁹ Required if project involves ≥ 500 sq. ft. of new or replacement impervious surface or ≥ 50 cubic yards of grading.

¹⁰ See separate handout entitled “[Drainage Plan Guidelines](#)”

¹¹ See separate handout entitled “[Stormwater Quality Control Guidelines](#)”

YES N/A

- vi. Trees proposed to be removed with a prominent "X"
- g. Open space - areas of natural open space that will remain upon completion of development
 - i. Designate a development boundary line that limits the area of development
- h. Roof plan – elevation of each roof ridge above established datum shall be noted
 - i. Changes or additions to existing structures shall be hatched, shaded, or otherwise highlighted
- i. Prepare a Stormwater Control Plan ¹² if:
 - i. Your project creates > 10,000 sq. ft. of impervious surface; OR
 - ii. Your project results in addition or replacement, which combined, total > 10,000 sq. ft. of impervious surface

14. LANDSCAPE AND IRRIGATION PLANS (if any) **Sheet Number(s)** _____

- a. Topography - show existing topography with a light line weight and proposed topography with a darker or heavier line weight
- b. Existing trees - show all trees $\geq 4''$ in diameter at 4.5' above grade within 100' of proposed development and label:
 - i. Tree species
 - ii. Diameter of trunk
 - iii. Elevation at trunk base
 - iv. Field surveyed accurate driplines (generic symbols are not accepted)
 - v. Tree identification number, provided by the arborist
 - vi. Trees proposed to be removed with a prominent "X"
- c. Plant list table – list proposed planting as follows:
 - i. Trees – species (common and botanical name), quantity, size to be planted, and whether species is native
 - ii. Shrubs - species, quantity, size to be planted, and whether species is native
 - iii. Groundcover - species, size and spacing, and whether species is native
 - iv. All other plants may be shown and referred to in general terms
 - v. Only list those plants shown in the plan
- d. Irrigation - submit a preliminary plan showing:
 - i. Watering zones (drip/spray) with corresponding legend and table ¹³
- e. Lighting (landscape):
 - i. List and label existing and proposed lighting
 - ii. Provide a legend and indicate quantity of each lighting type

15. PUBLIC ART PLANS **Sheet Number(s)** _____

(Public art is required for creation or alteration of 5,000 SF. or more in a commercial or MFR zone (LMC §6-2601))

- a. Narrative – provide a written description of proposed art and include answers to the following:
 - i. What type of art is proposed?
 - ii. Where will the art be placed?
 - iii. Will it be incorporated into the building design?
 - iv. Which artists are being considered from the preferred artist list?

¹² See separate handout entitled "[Stormwater Control Plan Submittal Requirements](#)" (PDF pg. 11)

¹³ No spray irrigation or lawn shall be within 15' of oak trees (existing or proposed)

YES N/A

- v. How would the art, at this site, add to the existing collection of public art, the diversity of the collection, and enrich and enhance the City?
- b. Site Plan - show and label the location of proposed art; if more than one option for location or type of art is being considered, label in order of preference.
- c. Elevation – if the art is proposed to be incorporated into the building, show and label the location on the elevations.
- d. Water Feature – if the art proposed is a water feature, show and label:
 - i. Pumps
 - ii. Water level
 - iii. Flow switches
 - iv. Maintenance
- e. Signage:
 - i. An identifying plaque of an approved material (stainless steel, bronze, etc)
 - ii. The plaque should contain, at minimum:
 - iii. Title
 - iv. Date
 - v. Medium
 - vi. Artist
 - vii. Dedication, optional
- f. Lighting:
 - i. List and label any proposed lighting to highlight the art piece
 - ii. Provide a legend and indicate style and quantity of each lighting type

PLEASE NOTE: There may be additional requirements after initial review by the city landscape consultant, city staff or the hearing authority.

SIGNATURE OF PREPARER: _____

DATE: _____

PRINT FULL NAME: _____

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