



**PLANNING APPLICATION SUBMITTAL CHECKLIST
USE PERMIT or
SITE DEVELOPMENT PERMIT**



City of Redding
777 Cypress Avenue
Redding CA 96001
Telephone:
(530) 225-4020
FAX: (530) 225-4495

Application Number: _____
Date: _____
Accepted By: _____

PURPOSE

To proceed with review of your project, City staff and the Planning Commission will need a complete application package. Providing a complete application package will expedite the review process. The following list is to be used by you and City staff to determine if you have prepared a complete application.

APPLICATION SUBMITTAL REQUIREMENTS

Initial Submittal

To be complete, an application must include all materials listed below. Unless all boxes are checked by City staff with "Yes" or "N/A," the application cannot be accepted for processing.

Yes	No	N/A	Application Form
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- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Project description — supplemental narrative if application form description not clear. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Signed by property owner or by designated representative having written authority to submit an application. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | One original set of plans – rolled or lay flat |

Yes	No	N/A	Site Plan <i>This plan must include the following:</i>
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- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All plans are drawn on sheets of uniform size — no smaller than 8½" x 11" and no larger than 24" x 36". For plans larger than 11" x 17", provide a reduction to 11" x 17" or 8½" x 11". |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale. Engineering Scale no smaller than 1" = 100' with the scale clearly labeled. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Property lines, easements, and abutting street right-of-way clearly identified and labeled with dimensions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building locations identified — both proposed and existing. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Setbacks, building separations, and buffer yards shown. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dimension information for the major elements of the site plan. Dimension information is sufficient to enable reviewer to calculate total dimension across property using information on the site plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parking lot and driveway layout with dimensions; total count of spaces; table showing spaces required and provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building area in separate table on site plan or depicted on individual building pads. Floor area ratio for the site listed on the site plan. Floor area ratio is the total building floor area divided by the total area of the site. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire hydrant(s) location — existing. Distance to nearest existing, if not on site plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trash enclosure and recycling container enclosure. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Landscaped areas labeled (new and/or existing). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Landscape area calculations for the total site and for required parking lot landscape. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Path of travel for handicapped access. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pole-sign and monument-sign locations, proposed and/or existing. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Truck-loading and maneuvering areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Topography is shown for sites with more than 5% slope or larger than 1 acre in size. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Topography exceeding 20 percent slope is identified. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Conceptual grading and drainage analysis (use flow arrows and contour lines, existing and conceptual), and existing and conceptual storm water drainage facilities. Identify all existing drainage to and from adjacent parcels. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For all street frontages, the existing and proposed right-of-way width, existing or proposed curb, gutters, sidewalk, paving and striping improvements, driveway locations on the opposite side of the streets — and identify all streets by street name. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed and/or existing utility connections and easements from building to public facility. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sewer. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stormwater. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electric, including existing utility poles. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Candidate Tree Inventory |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 100-year floodplain location - either FEMA or City Storm Drain Master Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Secondary access consideration - Emergency Vehicles |

Yes No N/A Building Elevations This plan must include the following:

- Illustrative elevations of all sides of new or remodeled buildings.
- Scale and dimensions shown using a standard architectural scale.
- All building materials labeled on each sheet of the elevations.
- Size and type of doors and windows shown, i.e. roll-up doors, 2nd story windows facing private back yard, etc.
- Screening treatment for exterior mechanical equipment and/or HVAC units (include a cross section if necessary).

_____	_____
Staff Signature	Permit Number

CODE STANDARDS COMPLIANCE

First review by staff will be to verify compliance with basic zoning standards. If the initial project review determines that the project fails to comply with the standards listed, application processing cannot continue until a site plan is submitted which does comply.

Yes	No	N/A		Required	Proposed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building and parking required setbacks.	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buffer yards	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscape area requirements.	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trash enclosure — size, access, maneuvering area.	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building height.	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking spaces — total number and dimensions.	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turning-radius for truck-maneuvering areas/loading docks access	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other parking requirements — landscape.	_____	_____

SITE DEVELOPMENT AND ENVIRONMENTAL COMPLIANCE

Additional information may be required based on further review of the development application. If this information is determined necessary, application processing cannot continue until the information is provided.

Required Not Required

- Outdoor storage areas shown.
- Fence/wall design and location.
- The existing improved street section (plan view) for adjacent streets and locations of driveways on abutting properties and across the street.
- Location of all public-street improvements to be installed.
- Location and design of stormwater detention and stormwater-detention calculations.
- Emergency-vehicle access and/or turnarounds.
- Archaeological survey.
- Biological surveys — wetlands delineations or endangered species or both.
- Noise analysis.
- Traffic analysis.
- General Plan goals and policies.
- Design Review Criteria
- Other special studies _____