



Administrative Approval Application Submittal Requirements

GENERAL REQUIREMENTS:

- 1. The Administrative Approval Application must be typed or printed and filled in completely.
 - a. If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his or her behalf and both shall sign this application.
- 2. Plans:
 - a. Three (3) sets of site plans (see Site Plan Requirements).
 - b. Three (3) sets of floor plans and building elevations, if the project involves an addition or façade changes (see Elevation Requirements).
 - c. Size: sheets not less than 18" X 24", nor greater than 32" X 42" in size.
 - d. Additional plans may be required depending on the complexity of the project.
- 3. Photographs of the project site and surrounding properties where needed to illustrate existing and proposed development.
- 4. All applicable filing fees (see adopted fee schedule).

FOR YOUR INFORMATION: Staff may deem additional submittal information necessary to adequately analyze the project, complete environmental review for the project, or make recommendations to the Planning Commission. Completion of the application does not presume approval nor staff support of the application. Such approval is discretionary with the Director, Planning Commission, and/or City Council. The Director, Planning Commission, or City Council may deny, modify, or conditionally approve the application.

Pursuant to Section 10-2.3005 of the Modesto Municipal Code, All entitlement decisions of the Director are final unless appealed to the Planning Commission within fifteen (15) days of the date on which the decision is made. The appeal shall be in writing and filed with the City Clerk. The written appeal shall state the decision expected to and the grounds for the appeal. All applicable fees must accompany appeals. Building permits, certificates of occupancy, or licenses will not be issued until the appeal period has elapsed. If the entitlement decision is appealed, building permits, certificates of occupancy, or licenses will not be issued until the final decision has been made on the appeal or the appeal is withdrawn.

SITE PLAN REQUIREMENTS

The site plan need not contain final construction details, but should accurately show the location of existing and proposed on-site and off-site improvements and their relationship to streets and alley lines, property lines, and adjacent development where pertinent. The site plan should be legible and its information organized so that it is readily understandable. Additional information may be necessary under the circumstances of a particular application. In general, however, the site plan is to be prepared in accordance with the following requirements:

Plans shall be drawn to a scale sufficient to show the following details:

- 1. A legend including at least the following information:
 - a. Assessors parcel number
 - b. Address (if known)
 - c. Gross and net size of property
 - d. Square footage of buildings

- e. Number of parking spaces (existing and proposed) and parking calculations showing comparison between parking required by Code and that provided
- f. Seats in the facility (where applicable)
- 2. Scale, north point, and date.
- 3. Key or vicinity map.
- 4. If the proposed project is part of a larger complex (such as a shopping center), plans shall be submitted showing the layout of buildings, driveways and parking areas for the entire complex, showing how the proposal relates to the complex as a whole.
- 5. Sufficient description/labeling to establish the nature of proposed development.
- 6. Identification of all multi-story construction (height and number of stories).
- 7. Label all important dimensions, including lot dimensions, setbacks of all structures in relation to the property line, driveway widths and throat depth, parking space dimensions, etc. Label property lines.
- 8. For project involving redesign of existing development, the site plan(s) must clearly show both the existing and proposed development.
- 9. Location and nature of proposed landscaping, and if landscaping is proposed to be used for storm drain treatment. Distinguish landscaped areas by shading or color.
 - a. Identify plazas, sidewalks, and other hardscape elements
 - b. Identify and depict any common amenities such as common areas, public open spaces, or recreation areas
- 10. Size and location of trash enclosures, including provision for recyclables.
- 11. Location and detail of existing and/or proposed walls, fences, or screening, including height and materials.
- 12. Land uses and locations of adjacent buildings on surrounding properties.
- 13. Where new signs are proposed, all free-standing signs shall be shown on the site plan, all wall signs shown on the building elevations, sign sizes and heights identified, and provide photographs of existing signs on the subject property.
- 14. Location of all areas adjacent to inundation or storm water overflow and the location, width and direction of flow of all watercourses. If any portion of the site is within the 500-year flood zone or any floodway, depict flood zone/floodway boundaries on plan.
- 15. Depict all above ground utilities (utility boxes, backflow preventers, etc.) and the way in which they are to be screened.

Traffic requirements:

- 1. Locations of all existing and proposed driveways on the project site and the location of all driveways on adjacent properties and properties on the opposite side of all streets.
- 2. Layout of existing and proposed parking areas and driveways with pertinent dimensions.
- 3. Streets names
- 4. Existing and proposed street and alley lines, property lines, property dimensions and easements with pertinent dimensions
- 5. Location and nature of existing and proposed street improvements, including curb and gutter, and sidewalk, and bicycle improvements in accordance with the Non-Motorized Transportation Plan.

Utility requirements:

- 1. Location and size of proposed infrastructure, including sewer, water and storm drain lines in adjacent streets.
- 2. Alignment of all backbone water facilities (i.e. pipes eight inches and larger, wells, wellhead treatment facilities, tanks, booster pump stations, ASR wells, connections to adjacent facilities, etc.), if proposing new lines.

- 3. Alignment of all backbone wastewater facilities (i.e. pipes ten inches and larger, lift stations, connections to adjacent facilities, etc.), if proposing new water lines.
- 4. Submittal plans should address the on-site stormwater treatment and how it is proposed to be handled.

Fire requirements:

- 1. Fire access turning radii
- 2. Depict emergency site access consistent with City of Modesto Standard Specification
- 3. Provide dimensions sufficient to determine that all buildings have emergency access consistent with Standard Specifications

ELEVATION REQUIREMENTS

- 1. Building elevations shall conform to the following requirements:
 - a. Dimension the height of all structures
 - b. Building elevations shall depict all sides of building and indicate colors and materials proposed.
 - c. Dimension section drawings to show grade differential and structures/building heights.
 - d. Demonstrate the manner in which roof-mounted equipment is to be screened.

Submittal Requirements for Revised Plans (after City has accepted the application and deemed it complete)

Submittals of revised plans shall include the following:

- 1. All changes shall be designated by deltas or clouds on the revised plans.
- 2. Notes describing all changes made to the plan, keyed to the deltas or clouds.
- 3. The date that the revisions were made.

Failure to include the above requirements on revised plan will be grounds for rejecting revised plans.

ADDITIONAL SUBMITTAL REQUIREMENTS:

Additional information, such as any of the following items, may be required based on further review of the development application. The contents of these items are described in other handouts, State regulations, or the City's Ordinances:

- Noise Study
- Biological Assessment
- Parking Study
- Drainage Report
- Arborist Report (trees)
- Sight line diagrams/analysis (multi-story construction adjacent to residences)

Applicants are encouraged to consult the Zoning Regulations or with the Planning staff to determine the required yard areas, off-street parking, building separation or other requirements relative to a particular zone or use.

If an application is approved subject to revision of the original site plan, a new site plan containing such revisions may be required and must be reviewed and approved by the Community and Economic Development Director prior to issuance of a building permit. Precise landscaping, irrigation, or lighting plans may also be required as conditions of approval. Although it is not required that site plans be professionally prepared, it is usually more expedient for the applicant to utilize the services of an architect, engineer, or building designer in preparing the plans.