



## APPLICATION SUBMITTAL CHECKLIST

Project Site / Address(es):

**THIS CHECKLIST IDENTIFIES THE SUBMITTAL REQUIREMENTS FOR DISCRETIONARY REVIEW APPLICATIONS.**

- **Prior to** submitting an application, please contact the Current Planning Division to obtain information specific to your proposed project, to be assigned a project planner, and to determine which items identified below are applicable.
- All items identified by the Current Planning Division and checked below must be included in the digital and paper copy application submittal. Consult with your case planner on the number of paper copies to submit.
- **Contact your project planner** to review application materials when all items have been completed and the application package is ready for submittal. Please bring this form for in-person submittals or upload to your electronic submittal.

### REQUIRED FORMS AND RELATED MATERIALS:

- Completed [Project Application](#) form signed by the property owner or with a signed notarized letter of authorization from the property owner, if applicant is not the property owner.
- Proof of ownership (e.g., Grant Deed, Preliminary Title Report within six months, etc.).
- Completed [Authorization for Use and Copying of Architectural Drawing Form](#).
- [Storm Water Planning Program Priority Project Checklist](#).
- [Art in Public Places \(APP\) Intake Form](#). It is required for: a) New construction or remodeling of five or more residential units. b) New construction of commercial, industrial or public buildings with a valuation over \$500,000. c) Remodeling of commercial, industrial or public buildings with a valuation over \$250,000.
- Photographs of existing building or development from all viewpoints if the application proposes a physical change to the existing building or development.
- Photo simulations from four different angles incorporated into digital and paper plans.
- Technical Studies: \_\_\_\_\_
- Annotated list responding to staff's Preliminary Plan Review (PPR) comments/corrections.
- Preliminary Mobility & Transportation Demand Management (TDM) Plan.
- Preliminary Construction Management Plan (CMP).
- Business Operations Plan.

- Parking Operations Management Plan.
- Analysis of Required Findings for each requested entitlement. CCMC Section(s) \_\_\_\_\_. Please provide as an attachment.
- Public Notification: Three (3) sets of mailing labels, one (1) physical copy of the mailing labels, and one (1) digital copy of the mailing labels which shall identify the consecutively numbered properties including Assessor's Parcel Number (APN), owner names and mailing addresses of:
  - \_\_\_\_\_ All property owners.
  - \_\_\_\_\_ All occupants.
  - \_\_\_\_\_ Adjacent properties as noted.
  - \_\_\_\_\_ Adjacent properties as noted.
  - \_\_\_\_\_ Properties within 500 feet to the end of the block.
  - \_\_\_\_\_ Properties within 500 feet plus extended boundary as noted by Staff.
  - \_\_\_\_\_ Other:
- Radius map and certified property owner's list affidavit per Public Notifications Materials Package.
- Other \_\_\_\_\_

### REQUIRED PLANS/DRAWINGS

Please staple plan sets along the left margin and fold to approximately 8 1/2" x 11" with the lower right-hand corner facing up. No dimension of the plan sheets should exceed 36 inches.

- One (1) digital set and four (4) sets of paper plans (two 24" x 36" and two 11" x 17") prepared by a qualified design professional and specifically including the plans checked below:
  - Site Plan     Elevations     Floor plan     Roof plan, including all mechanical equipment placement and screening, height, etc.
  - Existing     Existing     Existing     Existing
  - Proposed     Proposed     Proposed     Proposed
- Colored Site Plan that distinguishes building area, parking area, pedestrian area, landscaped area and public right-of-way incorporated into digital and two (2) of the 11-inch by 17-inch paper plan sets.
- Site survey prepared by a licensed land surveyor registered in the State of California.
- Preliminary grading plan prepared by a licensed civil engineer registered in the State of California.
- Preliminary landscape plan showing the following (and in compliance with Zoning Code Section – 17.310.030):
  - \_\_\_\_\_ Proposed and existing buildings and structures to remain.
  - \_\_\_\_\_ Proposed parking areas.

- \_\_\_ Proposed landscaped areas, including the dimensions and size of individual planters.
- \_\_\_ A calculation of the total hardscape and planted areas.
- \_\_\_ Preliminary list of plant materials, including street trees and parkways (groundcover, climbing vines, shrubs, and trees).

Additional instructions: \_\_\_\_\_

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## REQUIRED SITE PLAN

- Plans must be clear, legible, and scaled accurately.
  - Plans shall be drawn to the scale indicated on the plans and include a scale bar.
  - Plans shall include an arrow showing true north, and “project north” if different from true north. Verify “project north” with the Current Planning Division.
  - Plans must be to scale, using standard architect and/or engineering scale (1/8, 1/4, 1/16, etc. or 10, 20, 30, etc.).
- Address(es) of project site.  A vicinity map showing nearest major cross streets.
- A Project Summary Table including the following information:
- \_\_\_ Detailed Project Description/Scope of Work.
  - \_\_\_ Legal description of property (lot, block, and tract).
  - \_\_\_ Assessor’s Parcel Number (Book, page and parcel).
  - \_\_\_ Total site area (Existing - dedications + acquisition = Net Area).
  - \_\_\_ Site coverage by structures.
  - \_\_\_ Total gross floor area of the existing and proposed buildings (also include gross floor area per floor).
  - \_\_\_ Specify the use of all existing and proposed buildings on the site.
  - \_\_\_ Provide a Parking Matrix with proposed amount of standard, compact, tandem, loading, guest, and accessible vehicle parking spaces including van-accessible and standard accessible. Also show how many of those spaces will include EV Chargers or be EV Capable or EV Ready.
  - \_\_\_ Bicycle parking provided, short term and long term.
  - \_\_\_ Loading spaces provided, medium, large, or extra-large.
  - \_\_\_ Landscape area required and provided.
  - \_\_\_ Open space required and provided (common and private).
  - \_\_\_ The number and sizes of residential units (if applicable).
  - \_\_\_ Storage area (in cubic feet) required and provided for residential projects.
- Show the following existing and proposed above-grade features and improvements for the project site and all property within 50 feet of the project site boundaries (including public right of way):
- \_\_\_ Outline the location and height of all buildings and structures.
  - \_\_\_ Label the use of all buildings.
  - \_\_\_ All driveways and aprons.

- \_\_\_ Backflow devices and Fire Department connections.
- \_\_\_ Electrical transformers.
- \_\_\_ Curbs, gutters and catch basins.
- \_\_\_ Fire hydrants, streetlights, utility lines and poles.
- \_\_\_ Traffic signal poles and public bus stops.
- \_\_\_ Other:
- For the project site (including the public right of way), show the location of the following existing and proposed below-grade features and improvements:
  - \_\_\_ Sewers and storm drains.
  - \_\_\_ Easements.
  - \_\_\_ Other utilities and related improvements.
  - \_\_\_ Other: \_\_\_\_\_
- For the project site indicate the following:
  - \_\_\_ Dimensioned property lines and lot dimensions. (Include and label City limit lines, if applicable.)
  - \_\_\_ Building setbacks from all property lines and building separations.
  - \_\_\_ Existing buildings and structures that will remain or will be demolished.
- General location of existing and/or proposed Art in Public places artwork (if applicable).
- Dimensioned location and width of access, both pedestrian and vehicular, showing points of ingress, egress, and internal circulation pattern.
- Off street parking and loading facilities, including but not limited to, ramp grades & sections denoting overhead clearances for all subterranean, rooftop and structured parking facilities; consecutive numbering of parking spaces; width, length, backup space & angle of parking and loading spaces; designation of standard, compact, loading, visitor, accessible (standard/van) & tandem parking spaces.
- Off-street bicycle parking and end-of-trip facilities (e.g. showers and personal lockers).
- Lighting fixtures for all exterior building locations and parking lots. Include height of exterior fixtures on buildings; include location and height of light fixtures from grade for all light standards. (Show height of the base in these dimensions.)
- Location, type (materials, textures and colors), and height of all walls/fences.
- Location, dimensions, and construction design of trash enclosures.
- Drainage of the site indicted by flow lines.
- Location & dimensions of all properties to be dedicated for general public purposes or public utilities.
- Location of all existing and proposed signs including freestanding signs.
- If project is residential show location of windows of adjacent residential properties. (Proposed project windows should not align directly with windows of adjacent residential properties.)

- For multi-family developments, include neighborhood block typology data table comparing proposed project setbacks, height, lot coverage, and density to average and prevailing for the block.

## REQUIRED ELEVATIONS

- Include elevations of all building(s) sides showing the following:
  - \_\_\_ Building and structure height in feet, including finished roof and top of parapet elevations.
  - \_\_\_ Elevations of all equipment on the roof or on the ground.
  - \_\_\_ Building width and dimensions of major elevation features (windows, pop-outs etc.).
  - \_\_\_ Indicate the materials of all major features (siding, roof, windows, doors, veneers etc.).
  - \_\_\_ Buildings on adjacent properties that abut & conceal all or part of a project building(s) elevation must be outlined to illustrate what portions of the elevation will be concealed and exposed.
- Colored elevations incorporated into digital and two (2) of the 11-inch by 17-inch paper plan sets.
- Building Color and Materials Sheet incorporated into digital and paper two (2) of the 11-inch by 17-inch plan sets.
- Three-Dimensional rendering of project incorporated into digital and paper plans.

## FEES

- Application(s): \$ \_\_\_\_\_
- Environmental \$ \_\_\_\_\_
- Public Notification \$ \_\_\_\_\_
- Construction Surcharge \$ \_\_\_\_\_
- Other: \$ \_\_\_\_\_
- Total Culver City Application Fee \$ \_\_\_\_\_

\* Please make your check payable to the City of Culver City.