

DEVELOPMENT PLANS AND RELATED INFORMATION

Unless exempted by Planning staff or otherwise indicated in this form, all of the following plans and other materials must be provided as part of a complete application. Only plans conforming with the following guidelines will be deemed complete by the project planner and forwarded to the appropriate review bodies:

1. All plans shall be drawn to scale and on uniform sheets no smaller than 11" x 17", and no larger than 30" x 42".
2. All site, landscape, grading and drainage plans shall be drawn to scale (ex. 1" = 20', 1" = 30', 1" = 40', or 1" = 50') with the scale clearly labeled. Grading plans shall be in an engineering scale not to exceed 1" = 40'.
3. All elevations shall be drawn to an architectural scale no smaller than 1/4" = 12". A scale of 1/8" = 12" may be used for larger commercial or industrial buildings or other large buildings as determined by the Planning Division.
4. All necessary plans may be required to provide the information in the following pages, and shall be collated and stapled together into development package sets, and **folded** to 8.5" x 12" for submittal.
5. A copy of all plans shall be provided as PDFs on either a CD or flash drive.
6. The site plan shall be the first sheet of the development package, or second if a cover sheet is provided.
7. All sheets shall include a title block with the project name and project location.
8. All plans shall be clear, legible, and accurately scaled and drawn.
9. All plans shall be clearly labeled with sheet title and type of application (AP, CUP, SPP, etc.).
10. Title report(s) no older than six months may be required.
11. A completed water quality checklist form shall be submitted.
12. Required story pole plan if required for the proposal (see Planning staff).

Detailed Site Plans (ask Planning staff for number of sets needed)

1. Location and vicinity map.
2. Precise legal description.
3. All site plans shall contain a north arrow, preferably oriented to the top of the sheet, and a legend identifying any symbols.
4. All existing and proposed contours, streets, sidewalks, alleys, driveways, drainage facilities, street lights, and curb cuts on site and within 20 feet of the site (full right-of-way of streets and alleys) shall be shown. Indicate whether streets and alleys are public or private. Larger developments are subject to additional requirements.
5. Subject property dimensions, lot lines and size of site in square feet and acres.
6. Existing and proposed land use.
7. Indicate existing structures with solid lines. Structures or portions of structures to be removed shall be clearly labeled as dashed lines.
8. Location, dimensions, nature and status of all existing and proposed easements.
9. All existing trees (common name, estimated height and trunk dimension) and any special topographical features, landmarks, etc. with trees to be removed or relocated indicated by dashed lines.
10. All existing and proposed street improvements including sidewalks, curb, gutter, pavement, street lights, fire hydrants, fire protection service lines, street trees, water

meters, drainage structures, sewer and water main and service lines (indicate whether public or private).

11. Distance between structures on the subject site.
12. Distance from structures to front, side, and rear property lines and show required setbacks.
13. All on-site parking and circulation facilities, existing and proposed, including dimensions for aisles, curb cuts, driveways, loading zones, and standard and handicap parking stalls.
14. Path of travel from public way and handicap parking stalls to primary entrance(s).
15. Show edge of roof, roof overhang, and distance to property line to roof edge.
16. Location of any proposed and existing freestanding signage.
17. Location, height and composition of all walls and fences, existing and proposed.
18. Location and dimensions of all trash enclosures, including wall and gate materials.
19. Table indicating:
 - a. applicable development standards and the project's compliance/noncompliance with each requirement;
 - b. square footage of lot;
 - c. parking breakdown by use;
 - d. square footage of proposed structures, additions, and remodel area;
 - e. cover sheet shall include building data (occupancy classification, construction type, building height, number of stories, area of existing buildings, building area of proposed addition, and proposed remodel area); and
 - f. indicate whether existing structure(s) has/have fire sprinklers.
20. Location of all fire protection devices including post indicator valves, detector check (backflow prevention equipment) and fire department connection.
21. Location of all existing and proposed utility boxes and vaults and any relocation sites if applicable.
22. Location of existing and proposed bike racks.

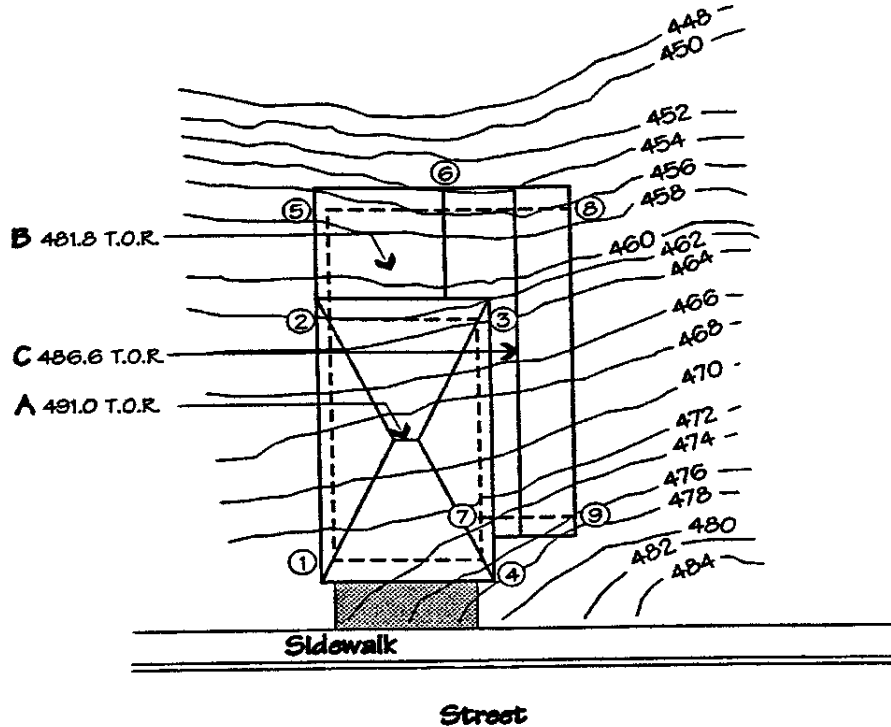
Floor Plans (ask Planning staff for number of sets needed)

1. Interior layout and dimensions of all floors.
2. Finished floor elevations of ground floors.
3. Show all rooms and their use.
4. Provide exiting analysis to show compliance with California Building Code requirements.
5. Differentiate between existing (E) and new (N) elements.
6. If demolition work is proposed, provide a separate demolition floor plan showing extent of proposed work, including exterior/interior wall finishes, ceiling finishes, and roof coverings to be removed.
7. Building cross sections with vertical floor-to-floor/floor-to-roof dimensions.

Roof Plans (ask Planning staff for number of sets needed) – if required

1. Direction and pitch of all roof elements.
2. Roofing material.
3. Location and dimensions of all roof mounted equipment and required screening.
4. Height analysis.
5. Differentiate between existing (E) and new (N) elements.

Note: The City of San Clemente measures height from either original or finished grade, depending on the location of the site within the City. Please refer to the City's Zoning Ordinance for a determination of which method to use. Figure 1 shows the height analysis that applies to sites where height is measured from original grade.



Height Analysis

A	Ridge Elevation	491.0	491.0	491.0	491.0		
	Existing Grade	472.5	461.5	462.7	477.0	= 90.3	= 22.6
		18.5	29.5	28.3	14.0	4	
B	Roof Elevation	481.8	481.8	481.8	481.8		
	Existing Grade	461.5	463.4	450.8	452.0	= 99.9	= 25
		20.3	18.4	31.0	29.8	4	
C	Ridge Elevation	486.6	486.6	486.6	486.6		
	Existing Grade	452.0	469.0	454.5	472.0	= 98.9	= 24.7
		34.6	17.6	32.1	14.6	4	

Figure 1. Height Analysis

Elevations (ask Planning staff for number of sets needed) – if required

1. Detailed plans illustrating all proposed exterior features.
2. Label the type of construction materials for each architectural feature.
3. Label colors for each architectural feature.
4. Label screening materials for roof mounted equipment including HVAC.
5. All exterior elevations including those surrounding courts and patios.
6. Indicate all architectural features. Indicate all features to be removed as dashed lines.

7. Differentiate between existing (E) and new (N) elements.
8. Specify all materials to be used.
9. Indicate the height of the highest wall and/or roof element, the height of any architectural features such as towers or cupolas, and the maximum height of free-standing walls or fences.
10. Indicate all existing and/or proposed signs (proposed signs may be subject to a discretionary process).

Section Details (ask Planning staff for number of sets needed) – if required

1. Cross section of building(s) shall include existing and proposed grades from property line to property line.
2. Longitudinal section of the building or buildings.
3. Typical details of any architectural feature such as cornice bands, wall caps, railing including wrought iron, chimney detailing, wall detailing, fascias, and any decorative detailing.

Landscaping and Irrigation Plans (ask Planning staff for number of sets needed) – if required

1. A list of proposed plant species.
2. Conceptual landscape and irrigation design.
3. Existing trees shown in existing locations and note whether the tree is to remain, be relocated or removed.
4. Identify landscaped medians or other areas in public right-of-way intended for City maintenance.
5. Location of fire protection devices and method of screening.

Note: If required, landscape plans should be prepared by a qualified individual such as a registered landscape architect and will be reviewed by the City's landscape architect consultant. A registered landscape architect will be required for the preparation of the detailed landscape and irrigation plans prior to the issuance of permits.

Grading Plans (ask Planning staff for number of sets needed) – if required

1. Existing and proposed contours on- and off-site for 15 feet (2 feet interval may be required).
2. Existing and proposed flow lines.
3. All existing and proposed retaining walls with detailed information including top of wall and finished surface/grade on both sides of the wall.
4. All top and tow of existing and proposed slopes.
5. All existing and proposed terrace and down drains.
6. All cross sections of manufactured cut and fill areas.
7. All existing and proposed pad elevations.
8. Cross sections from side property line to side property line and center line of street to rear property plus any impacted features on adjacent properties showing existing conditions and improvements.
9. Existing improvements and trees shown in existing locations and note whether they are to remain, be relocated or removed.

Note: If required, rough grading plans (over 50 cubic yards) shall be prepared and signed by a civil engineer registered in the State of California. Applicants must provide a soils and geology report prepared by a soils engineer and geologist registered in the State of California. Grading and drainage plans may be combined on one sheet provided the information remains clear.

Drainage Plans (ask Planning staff for number of sets needed) – if required

1. Flow lines.
2. Retaining structures.
3. Drainage facilities and structures.
4. Hydrology and hydraulic calculations.
5. Indicate whether the drainage facilities are to be publicly or privately owned and maintained.
6. If improvements are minimal they may be placed on the grading plan.

Note: If required, drainage plans shall be prepared and signed by a civil engineer registered in the State of California. Grading and drainage plans may be combined on one sheet provided the information remains clear.

Building Sample Materials Board

Sample of all proposed building materials and colors including but not limited to, brick, stucco, siding, wood, glass, pavers, roofing material, paint, tile, railings, etc.

Illustrated and Colored Elevations

Renderings of the proposed project, colored to reflect proposed building materials and colors as noted above.

Photographs and Photographic Location Map

Please mount the photographs on 8 ½" x 11" paper and include a photographic location map as shown in Figure 2.

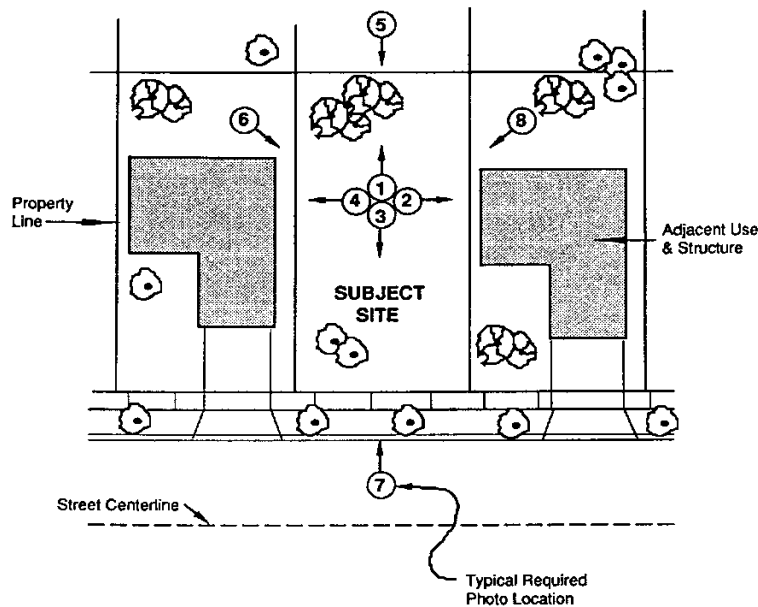


Figure 2. Photographic Location Map