



300 First Street, Woodland, CA 95695

(530) 661-5820 www.cityofwoodland.org

PLANNING APPLICATION SUBMITTAL REQUIREMENTS

Planning Application

The following information is required to process planning applications. The attached checklist includes basic submittal requirements, as well as a list of items that may be required to address specific issues related to the project or project site.

The applicant is encouraged to use this list as a guide. Depending on the project, not all listed items may be required. If you are unsure, please check with staff. Additional information or exhibits in support of the proposal are encouraged, if justified. Additional studies and/or supporting materials may be required pending environmental review or may be requested by staff and/or the Planning Commission to address unique situations.

Only one application package is required for all requested entitlements associated with a particular project. Do not submit separate applications for different types of entitlements. Please submit one hard copy of the plans, the signed and notarized Letter of Agency, and deposit of applicable fees to the Planning Division at 300 First Street, Woodland, CA. An electronic PDF copy of the plans and all other required application materials must be sent via email to the project planner or **CDD-planners@cityofwoodland.gov**.

Applicants are responsible for providing a complete and accurate submittal package which will allow the City to evaluate the application. ***It is highly recommended that you use a design professional(s) to help with putting your submittal materials together.***

Planning Application Fees:

Fees are based on the entitlements requested and are found on the City's approved fee schedule. For more complex applications, including those that require consultant analysis, a planning application deposit will be required upon filing an initial application. County and State environmental filing fees may be required depending on level/type of environmental review and clearance necessary.

Attachments

Attachment 1 – Application Submittal Requirements Checklist

Attachment 2 – Explanation of Development Application Requirements

ATTACHMENT 1

Application Package Submittal Requirements Checklist

*Please note: Multiple permit/entitlement types may be required for a given project.
Confirm with City Staff prior to preparing application submittal package.*

Submittal Materials	Conditional Use Permit	Zoning Admin Permit	Site Plan / Design Review	Tentative Map (TSM/ TPM/LLA)
General Application Form <i>(Signed by the property owner)</i>	X	X	X	X
Letter of Agency <i>(If applicant is not the property owner)</i>	X	X	X	X
Application Fees	X	X	X	X
Signed Fee Agreement	<i>as applicable</i>	<i>as applicable</i>	<i>as applicable</i>	<i>as applicable</i>
Applicant Narrative	X	X	X	X
Design Concept Narrative			X	
Title Report	X	X	X	X
Legal Description	X	X	X	X
Contextual Map	X	X	X	X
Mailing labels from the County Assessor of property owners in 300-ft radius	X	X		<i>as applicable</i>
Color photographs of site and existing buildings	X	X	X	X
Plan Set	X	X	X	X
Cover Sheet	X	X	X	X
Site Plan	X	X	X	
Tentative Map, Lot Line Adjustment or Merger Exhibit(s)				X - <i>See Tent. Map Supplemental</i>
Floor Plan, Elevations, Roof, Demolition Plans	X	X	<i>as applicable</i>	<i>as applicable</i>
Building/Site Cross Sections			<i>May be requested</i>	
Landscape Plans/Tree Plan			X	<i>May be requested</i>
Colored Plans/Elevations			<i>as applicable</i>	<i>May be requested</i>
Circulation & Parking Plan	X	X	<i>as applicable</i>	<i>as applicable</i>
Parking Use & Needs Statement	X	X	<i>as applicable</i>	<i>as applicable</i>
Parking Lot Shading Plan			X	
Lighting Plan			X	
Conceptual Drainage Plan			X	<i>as applicable</i>
Color/ Materials Sample(s) including fixtures, materials, and cut sheets			X	
Boundary & Topographic Survey			<i>May be required</i>	
Conceptual Grading			X	<i>as applicable</i>
Sign Plan	<i>as applicable</i>	<i>as applicable</i>	<i>as applicable</i>	
Environmental Review Form	X	X	X	X

Other Potential Submittal Requirements: Please check with Planning Staff to determine whether any of the following items will be required with the submittal package. Additional information regarding the applicability and description of the following items can be provided upon request. *Check with staff before having the study prepared yourself.*

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| <input type="checkbox"/> Acoustical Study
<input type="checkbox"/> Agricultural and Mitigation Plan
<input type="checkbox"/> Arborist Report
<input type="checkbox"/> Biological Study/Assessment (Yolo HCP/NCCP)
<input type="checkbox"/> Archaeological/Historic Resources Report
<input type="checkbox"/> Photo Simulations
<input type="checkbox"/> 3D Rendering of Proposed Building/Elevations(s)
<input type="checkbox"/> Flood Modeling | <input type="checkbox"/> Preliminary Geotechnical Report
<input type="checkbox"/> Business Plan
<input type="checkbox"/> Market Study
<input type="checkbox"/> Financing Plan
<input type="checkbox"/> Community Impact/Benefit Assessment
<input type="checkbox"/> Utility Plan/Analysis
<input type="checkbox"/> Conceptual Master Plan
<input type="checkbox"/> Transportation/Traffic/Circulation Study
<input type="checkbox"/> Transportation Management Plan | <input type="checkbox"/> Odor Control Plan
<input type="checkbox"/> Shadow or Solar Study
<input type="checkbox"/> Photometric Study
<input type="checkbox"/> Affordable Housing Plan
<input type="checkbox"/> Public Art
<input type="checkbox"/> Planned Development Standards |
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ATTACHMENT 2

Explanation of Development Application Requirements

General Submittal Requirements – All Projects

- Completed General Application Form.** Complete all sections of the application. If a section of the application is not applicable to your project, please write, "Not applicable," or N/A. All forms must be completed in their entirety and signed by the applicant and by the owner (if different than the applicant) before they can be accepted.
- Letter of Agency.** The Letter of Agency is signed by the property owner to allow a representative to file the application for the owner. If you own the property and are also the applicant, you do not need to fill out the Letter of Agency. The form must be wet signed in ink and must be an original, notarized document, not a copy or a scanned document.
- Application Fees or Deposit.** Fees are to be paid at the time of application submittal per the City's approved fee schedule. For advanced funding deposits, a Fee Agreement will be provided.
- Applicant Project Narrative.** Provide a description and justification for the project being proposed. It must include a detailed scope of work for the entitlement/review requested and any negative effects on the community. A Design Concept Narrative is also required for Site Plan and Design Review entitlement requests. For use entitlement requests, the description shall include, but not be limited to the following:
 - o Number of people involved, either as employees, clients, students, customers, etc.
 - o Type of vehicular traffic involved, auto only, truck deliveries, parent drop off/pick up, etc.
 - o Hours of operation.
 - o Outdoor activities (storage, work areas, play areas, etc.)
 - o Odors, noise, vibration, dust or glare involved.
 - o Hazardous or volatile materials or chemicals involved.
 - o Describe energy efficiency/sustainability aspects of the project.
- Preliminary Title Report from a Title Company.** Must be issued from a Title Company within the last six (6) months and must reflect the current status of the property including all recorded easements and proof of ownership.
- Legal Description.** This can be obtained from the Title Report. Lot Line Adjustment/Mergers require descriptions of both the existing and proposed properties.
- Contextual Map.** Shows the location of the site and the relationship to the existing surrounding properties, buildings, and site features. Shall indicate the proposed project site plan, all parcel lines and streets, location and use of structures, adjacent access and circulation, and existing zoning, land use, and structures within approximately 300-foot radius.
- Mailing Labels.** Typed gummed labels for all property owners within a 300-foot radius of the project, as measured from property line (unless a larger radius area is required). These can be obtained from the Yolo County Assessor's Office.
- Color Photographs.** Provide color photographs of the site (including all sides of existing buildings.)
- Design Plan Sets.** All plan sheets shall include:
 - o An information/title block with the initial date of completion and any subsequent revision dates.
 - o The project name and date of preparation.
 - o Site address and Assessor Parcel Number (APN).
 - o The name and contact information (phone number, address, and email address) of the owner or owners of record and the plan preparer(s). If the preparer is a licensed professional, the plans must be stamped and signed.
 - o Scaled and labeled dimension lines.
 - o Scale ratio and bar scale. Plans shall be drawn to a scale of 1"=20', 1"=30', 1"=40', or 1"=50', or as approved by Staff.
 - o North arrow pointing to the top of the page or to the right margin of a horizontally formatted sheet.
 - o Identify all items as existing (E), new (N), or relocated.
 - o Cloud, delta, and date revisions to any plans previously submitted to or considered by Planning staff.

Development Application Specifics

- Cover Sheet.** Must include the following:
 - o **Project Description** – The project description must summarize all aspects of the project related to demolition, construction, site work, changes in use, and changes to the appearance of existing structures associated with the work under review. If grading is involved, the volume of grading should be provided as a measurement of cut, fill, and off-haul (separately and as a cumulative calculation) in cubic yards.
 - o **Site Conditions** - Unique site conditions must also be identified. Examples include sites that are situated within mapped FEMA flood zones including base flood elevations, sites designated as historic on local, state or federal lists, or sites with known archeological resources or contamination.
 - o **Project Data** – Staff’s ability to assess the proposed project relies on the conveyance of accurate data related to the property size, existing and proposed site work (including tree removal), and existing and proposed development.
 - o **Vicinity Map** – Must show the location of the property within the larger context of the surrounding community.
 - o **Sheet Index** – The Sheet Index must list each sheet included within the application plan set, listed by page number and title of the corresponding sheet. Please ensure that titles are consistently applied throughout the plan set.

- Site Plan.** The site plan must be scaled and dimensioned. Must be consistent with parcel surveys (which must be referenced), and must contain all the information listed below:
 - o Shall clearly identify existing and proposed property lines and adjoining public rights-of-way.
 - o Property lines, lot dimensions, square footage, APN, and address of the project and adjacent properties.
 - o Include all buildings and structures at within 200 feet from the subject site. Site Plans must show location and distance from closest adjacent structures on neighboring properties.
 - o Street dedications and improvements (existing and proposed), including overhead utilities.
 - o Existing and proposed easements showing location and width. State the purpose of the easement (i.e. access, PUE, gas). If requesting abandonment of an easement, include a statement on the plan which contains the legal description of the easement, plus the County Recorders book and page numbers, date easement was granted, who granted the easement, for what purpose the easement was granted and whether the easement has been used.
 - o Footprints of all existing and proposed buildings, structures, or signs, drawn to scale showing the proposed location of structures to be constructed, modified, or demolished. Indicate the type of use and include all dimensions.
 - o Square footage for all existing and proposed buildings and proposed additions.
 - o Setbacks of buildings from property lines, other onsite buildings and structures, septic systems, water wells, etc.
 - o Location of existing and proposed walls/fences, height, and materials of construction.
 - o Location of existing and proposed driveways, off-street parking and loading facilities. Show parking spaces with dimensions and either number parking spaces individually or show subtotals for groups of parking spaces. Show a calculation of the required and proposed parking.
 - o Drainage structures and direction of surface flow.
 - o Location of onsite water source(s), supply and storage facilities.
 - o Location of proposed trash, recycling, or storage areas.
 - o Location of proposed electrical vaults/transformers and backflow preventers, if required.
 - o Location of any proposed swimming pool equipment, air conditioners, generators, or other noise generators including potential view sheds of the equipment and proposed screening. Equipment specifications (size, height, and anticipated noise levels) shall be provided. Additional documentation may be required.

- Tentative Map, Lot Line Adjustment/Merger Exhibits.** See separate Tentative Map Application and/or Lot Line Adjustment/Merger Supplemental handout(s).

- Floor Plans.** Floor plans must be fully dimensioned and drawn at a scale of ¼ inch per foot for all levels of existing and proposed structures. The garage and all food preparation facilities, windows, doors, and stairways must be shown with all rooms labeled according to intended use. Floor area calculations must be provided based upon the dimensioned floor plans (as measured to the outside exterior walls) and the definition of “floor area, gross” and “floor area, net.” For projects that involve an addition, the existing floor area shall be outlined with a dashed line and proposed addition shall be shaded. Areas proposed for demolition shall be hatched.

- Building Elevations.** Illustrative building elevations of all sides of buildings, structures, and additions.
 - o Must be fully dimensioned and drawn at a scale of ¼ inch per foot for all existing and proposed structures.
 - o All exterior building materials shall be clearly labeled on each sheet of elevations. These shall include notes on all design details such as building materials, roofing materials, trim and building colors, and fixtures.
 - o Illustrative cross sections and enlargements or architectural elements or details as needed.
 - o Label each view appropriately, such as North, East, West, and South elevations.
 - o Indicate with dashed lines any window or door openings, or any other features that are proposed to be eliminated or modified. Identify exterior features (doors, windows, siding) as existing (E), new (N), or to be repaired/replaced.
 - o Indicate the height from grade to the top of plate line, and to the top of the roof. Depict any roof mounted equipment and equipment screening.

- Roof Plan.** Roof plans must indicate existing and proposed pitch, slope direction, hips, valleys, and general size and location of any mechanical equipment, vents, ducts, skylights, and chimneys.

- Building Cross Sections.** Cross sections shall be drawn through the highest portions of existing and proposed structures. Elevations, based on accurate topography consistent with heights, roof ridgelines, and existing and finished grades. A site cross section may be required to show the relative elevations of proposed structures to adjoining roadways or surrounding properties.

- Conceptual Landscape Plan.** May be requested in color. Must include:
 - o Conceptual location of all plants and a planting legend which identifies trees, shrubs, ground cover areas, landscape buffers, and other soft-scape elements.
 - o Plant legend (schedule) shall identify type of plant with genus and common names, size of plants initially and at maximum growth, planter size, and corresponding symbol identification for the plan.
 - o The Water Use Classification of Landscape Species plant factor must be identified. If the project is subject to the Model Efficient Landscape Ordinance, additional water efficiency calculations and requirements apply.
 - o Description of open space areas and calculation of landscape area or usable open space.
 - o Plazas, sidewalks, or other hard-scape elements, such as paving materials or rock scape.

- Tree Plan.** May be included in landscape plans or overlain on grading plan. Must include:
 - o All existing trees on site (or immediately adjacent). Plants to be removed shall be marked with an X.
 - o For all existing trees, include the location, species, condition, and size as a measurement of trunk diameter, measured fifty-four (54) inches above the ground, per the City of Woodland Tree Ordinance.
 - o Where existing trees on or near the site may be impacted by the proposed development, provide an arborist report documenting the health and condition of all trees, including any preservation measures to be employed.
 - o Include a program and/or tree plan for the replacement of any trees proposed for removal.

- Colored Elevations.** Two-dimensional hand-drawn or computer-generated colored illustration of the proposed building(s) and immediately surrounding site/area.

- Circulation and Parking Plan.** A plan showing onsite circulation patterns for vehicles, pedestrians, and accessible paths of travel where required. Must include:
 - o Access for vehicles, bicycles, and pedestrians showing service area and points of ingress and egress.
 - o Proposed off-street parking, loading, or outdoor storage areas showing location, number, and typical dimension of spaces and wheel stop locations. Standard and compact spaces shall be identified (S/C).
 - o Access driveways and maneuvering areas must be indicated and dimensioned. The turning radius, parking angles, driveway profiles, turnouts, turnarounds, entry gates, and the clear vision triangles must be shown.
 - o Any existing or planned median islands within 200 feet of the project site.
 - o All parking and access easements and dedicated areas of the property must be identified. Loading and unloading areas, as well as parking spaces meeting state accessibility requirements, must be shown for non-residential projects.
 - o Where bicycle parking is required, plans must show means of access, location, number of spaces, and type of parking racks and/or lockers. Corresponding details for the provided racks and/or lockers must also be included.

- Parking Use and Needs Statement.** Description of anticipated parking needs based on number of employees/shifts, customers, availability of offsite public parking, etc.
- Parking Lot Shading Plan.** Must show all surfaced areas included in the calculation. Parking areas included should be shaded. A shade surface square footage amount shall be indicated. Tree canopies drawn to scale representing the appropriate canopy size at 15 years. Provide a shade calculation table identifying the quantity and type of trees used and the corresponding percentage of shade credited to each tree.
- Lighting Plan.** Must show all exterior lighting including the location, total height of light standard, type, style and color of fixture, direction and intensity at the property boundaries. Exterior light sources shall not create a glare or hazard on adjoining streets or become a nuisance to adjacent properties. The location of lights and electric conduits in landscaped areas shall be coordinated with the landscaping and irrigation plans. In most cases a Photometric Study is required.
- Conceptual Drainage Plan.** Shall be prepared by a qualified civil engineer or licensed architect and must be drawn at the same scale as the site plan. Proposed items shall be identified with solid lines and existing features with short dashes or screened. Must show existing and proposed drainage for the site including surface and subsurface drainage facilities, structures, driveway and other improvements, and the direction, path, and method of water dispersal for existing and proposed drainage channels or facilities. Existing and proposed areas of impervious surfaces must be indicated. Hydrologic calculations may be required to determine whether there would be any additional surface run-off resulting from the development. All data, including calculations of new and replacement impervious area, shall be clearly shown to demonstrate whether the project is subject to Storm Water Quality Ordinance requirements.
- Boundary and Topographic Survey.** Boundary and Topographic Surveys must be prepared and signed by a registered civil engineer or licensed surveyor whose name, address, phone number and email address are indicated in the Title Block. Boundary Surveys shall show all property lines, boundaries, rights-of-way, and easements. In addition, all natural features related to wetlands, flood zones, major vegetation and trees, and all improvements must be shown.
- Material and Color Samples.** (Digital) All materials must also be noted on corresponding elevation drawings.
- Conceptual Grading Plan.** Must be prepared by a qualified civil engineer or licensed architect and must be drawn at the same scale as the site plan. Proposed items shall be identified with solid lines and existing features with short dashes or screened. Must include:
 - o Proposed grading, structures, curbs, walls (height), sidewalks, gutters, drainage structures, and swales
 - o Spot elevations, gradients, readable 5-foot contours, details, cross sections, and flow arrows
 - o Structures, footprints, pad and floor elevations, and retaining walls
 - o Easements, property lines, rights of way
 - o Existing and proposed sewers
 - o Drainage and flood control facilities (size and type)
 - o Cross sections at all site boundaries to scale, showing existing and proposed grading, wall heights, and elevation differences. Sections should extend through building pads and streets.
 - o Shade pavement and slopes 3:1 or steeper.
 - o The total area of disturbance in square feet, and the total amount of excavation, fill and off-haul in cubic yards.
 - o Earthwork quantities (borrow and disposal areas). The location of the proposed deposit and borrow sites for each major element of the project must also be indicated.
- Signage Plan.** Where applicable, detailed drawings of proposed signage must include scaled dimension lines with notes indicating colors, materials, and method of illumination. Color renderings are recommended. Detailed information related to illumination must include the types of fixtures, colors, location, and intensity. Drawings must include the details of construction for all components of the signage, including method of mounting.
- Environmental Information Form.** This form is required for all projects, which are subject to review pursuant to the California Environmental Quality Act (CEQA). Complete disclosure of environmental data is required.