



Community Development Department

Planning Division

SUBMITTAL STANDARDS

This table describes how information should be provided to the Planning Division for processing of a Planning application (building permit plans are treated separately). Incomplete or inaccurate information will often result in project delays and additional costs to the applicant. Please speak to a planner if you would like clarification before submitting an application.

<p>General Notes Applicable to all plans</p>	<ol style="list-style-type: none"> 1. Maximum sheet size = 24" by 36" 2. Folded sets = to 9" x 12" size 3. Title block – project name, revision date, title, preparer’s name, preparer’s contact info, sheet number 4. Graphic scale 5. Dimensions and distances 6. North arrow 7. Statement by licensed professional (if prepared by licensed architect, landscape architect, surveyor, engineer, etc.) allowing reproduction of plans during the public review process
<p>Site Plan</p>	<ol style="list-style-type: none"> 1. Vicinity map showing abutting streets and alleys, major cross streets 2. Property lines, easements, lot area (sq. ft.), adjacent streets 3. Structures – existing, proposed <ol style="list-style-type: none"> a. fully dimensioned b. minimum distances between structures and property lines 4. Frontage improvements – existing, proposed <ol style="list-style-type: none"> a. curb/gutter/sidewalk, edge of paving, planter strips, curb cuts 5. Existing or proposed driveways, pedestrian walkways 6. Drainage, grading, natural features 7. Exterior mechanical equipment and utilities – transformer boxes, valves, air conditioners, fire department connections, double detectors, standpipes, etc. 8. Table showing lot coverage (include all structures more than 4 feet high)
<p>Elevations and Architectural Plans</p>	<ol style="list-style-type: none"> 1. Front, side, and rear views of all buildings, with dimensions 2. Description of building materials, treatment, and colors 3. Details – door and window types, trim, sills, railings, stairways, handicap ramps, fascia, soffits, columns, fences; elements that affect the building 4. Roof plan – existing ridgelines, valleys, and proposed changes
<p>Parking and Circulation Plan</p>	<ol style="list-style-type: none"> 1. Parking spaces (label by type: standard, compact, handicap, motorcycle, bike) 2. Circulation areas, including driveway aisles (with dimensions) and pedestrian pathways 3. Table with building floor area, parking space breakdown, parking space/sq. ft. ratios, number of required and proposed parking spaces
<p>Landscaping Plan</p>	<ol style="list-style-type: none"> 1. Proposed planting schedule with minimum sizes and locations 2. Height and spread of ultimate growth 3. Proposed screening (perimeter fencing, HVAC equipment, trash enclosures) 4. Table showing landscape coverage compared to lot area
<p>Lighting Plan</p>	<ol style="list-style-type: none"> 1. Location and type of fixed exterior lighting, both fixed to the building and free standing, for circulation, security, landscaping/building accent purposes 2. Photometric plan

Floor Plan	<ol style="list-style-type: none"> 1. Label floor area of each floor/structure, including garage and accessory structures 2. Include a small sized schematic diagram of the floor plan to indicate which areas were included in the floor area calculation
Sign Plans	<ol style="list-style-type: none"> 1. Proposed signs: Show location, size, colors, shape, type of illumination, copy, design and manner of installation 2. Existing signs: Show location, size, colors, shape, type of illumination, copy, design and manner of installation 3. On site plan, identify which building frontages were used in calculating the allowed sign area
Building Materials and Color Sample Board	<ol style="list-style-type: none"> 1. 8.5" x 11" size 2. Label materials and color samples 3. Larger samples may occasionally be required, but will not be retained
Photographs	<ol style="list-style-type: none"> 1. One set printed, one set electronic (JPG, TIFF, PDF, other standard formats) 2. Photographs of existing building(s), adjacent buildings, and any building across the street from the subject property 3. Identify where photograph taken from and which direction taken towards
Stormwater Control Plan	<ol style="list-style-type: none"> 1. Develop a stormwater control plan using the Bay Area Stormwater Management Agencies Association <i>(BASMAA) Post Construction Manual: Design Guidance for Stormwater Treatment and Control for Projects in Marin, Sonoma, Napa and Solano Counties</i>, available at City of Benicia Public Works Department, or online at https://beniciaca.govoffice2.com/vertical/Sites/%7B3436CBED-6A58-4FEF-BFDF-5F9331215932%7D/uploads/BASMAA_Post-Construction_Manual_2014-07-14.pdf
Written Statement (for Use Permits)	<p>Describe the proposed use, including:</p> <ol style="list-style-type: none"> 1. Number of people involved (employees, clients, customers, etc.) 2. Type of vehicle traffic (auto, truck, drop off, etc.) 3. Hours of operation (existing, proposed) 4. Outdoor activities (storage, work areas, play areas, etc.) 5. Purpose of new structures (if any), length of time they will be used on the site, and whether the structures will be permanent or temporary (Note: Permanent structures must undergo the normal design review process for new structures) 6. Description of the previous use of the site, if the proposed use is new 7. Description of any lease controls or management programs that will ensure that the use will not be detrimental to surrounding uses in the area or to the City in general 8. Odors, noise, dust or glare involved 9. Hazardous or volatile materials or chemicals involved