



Community Development Department Planning Division

Application Submittal Requirements

Required Submittals (see Submittal Standards for details)	Land Use Application Type							
	Use Permit	Design Review	Variance	Zoning Amendment	General Plan Amendment	Planned Development	Zoning Permit*	Reasonable Accommodation
Application Form	●	●	●	●	●	●	●	●
Fee	●	●	●	●	●	●	●	
Project Summary Form	●	●	●	●	●	●		●
Environmental Checklist Form	●	●	●	●	●	●		●
Title Report	□	□	□	●	●	●	□	□
Written Statement	●	●	●	●	●	●	□	●
Site Plan	●	●	●	●	□	●	□	□
Preliminary Grading & Drainage Plan	□	□	□	□	□	□		□
Landscape Plan	□	●	□	□	□	●		
Elevations	□	●	□	□	□	●		□
Photographs	●	●	●	●	●	●		□
Floor Plans	●	□	□	□	□	●		□
Arborist Report	□	□	□	□	□	□		
Photometric Plan	□	□	□			□		
Visual Aid	□	□	□	□	□	●		
Story Poles	□	□	□			□		
Proposed Text or Map Amendment				●	●	●		
Traffic Analysis	□	□	□	□	□	●		
Phase I Env. Site Assessment	□	□		□	□	□		
Soils or Geotechnical Report	□	□		□	□	□		
Historic Resource Evaluation	□	□	□	□	□	□		
Housing Addendum	□	□		□	□	□		
Cannabis Addendum	□							
Wireless Addendum	□	□						

* For donation bins, see zoning permit application for specific permit requirements

● – Required as part of Planning Application □ – May be required; refer to Submittal Standards for further information

The Planning Division may request additional plans, reports or data determined necessary for review of the application

Subdivision Application Type							
Required Submittals (see Submittal Standards for details)	Parcel Map	Tentative Map	Lot Line Adjustment	Parcel Merger	Certificate of Compliance	Amendment to Approved Map	Extension of Approved Map
Application Form	●	●	●	●	●	●	●
Fee	●	●	●	●	●	●	●
Project Summary Form	●	●	●	●		●	
Environmental Checklist Form	●	●	●	●		●	
Title Report	●	●	●	●	●	●	☐
Tentative Subdivision or Parcel Map	●	●				●	
Plat Map			●	●	●		
Stormwater Control Plan	●	●				☐	
Soils or Geotechnical Report	●	●				☐	
Geology Report	☐	☐				☐	
Arborist Report	☐	☐				☐	
Traffic/VMT Analysis	☐	☐				☐	
Housing Addendum		☐				☐	
Historic Resource Evaluation	☐	☐				☐	

● – Required as part of Subdivision Application ☐ – May be required; refer to Submittal Standards for further information
The Planning Division may request additional plans, reports or data determined necessary for review of the application