



City of Albany

PROJECT SUBMITTAL CHECKLIST

Please complete the following application to initiate the City review of your application. Please be aware that the staff may have additional application requirements. The Community Development Department office is open to accept applications Monday, 8:30 AM to 7:00 PM, Tuesday through Thursday 8:30 AM to 5:00 PM, and Friday 8:30 AM to 12:30 PM (closed Noon – 1 PM, Mon. Thu.) at 1000 San Pablo Avenue, Albany, CA 94706 (510) 528-5760.

PROJECT ADDRESS: _____

SUBMITTAL REQUIREMENTS FOR PLANNING AND ZONING APPLICATIONS REQUIREMENTS MAY VARY WITH INDIVIDUAL PROJECTS – CONTACT STAFF FOR DETAILS

COMPLETED APPLICATION FORM & PLANS

- One full size set plus one electronic copy, pdf format with all pages contained in one document.
- Completed application form
- Include the addresses, contact information and signatures of Property Owner(s) and Applicant(s).

PROJECT DESCRIPTION (INCLUDE ON COVER SHEET IF PLANS ARE TO BE SUBMITTED)

- Describe the existing and proposed land use and the scope of proposed construction
- Describe the location on the parcel of the proposed construction or activity

BUILDING PLANS

- All sheets must be fully dimensioned, legible and drawn to usable scale.
- Cover sheet shall include project address and name of person/firm that prepared the plans.

AREA CALCULATIONS

- Existing and proposed square footage, by use and floor level, including garage/accessory buildings
- Calculation and diagram of how Floor Area Ratio (FAR) is determined for existing and proposed, including any reductions allowed under the Zoning Ordinance.
- Lot coverage
- Cubic yards of excavation required as part of the project.

SITE PLAN

- ❑ Property boundaries and easements (*property survey required if any part of proposed construction is less than 4 feet from a property line*).
- ❑ Existing visible landmarks (streets, sidewalks, curb-cuts, landscape strips, utility poles and underground vaults, street lights, fire hydrants).
- ❑ Foundation and roof lines of all existing and proposed structures located on the property; differentiate between proposed and existing structures. Include garage and accessory buildings.
- ❑ Foundation lines of all neighboring structures located on adjacent lots.
- ❑ Location and dimensions of on-site driveways and parking spaces.
- ❑ The trunk location, circumference measured 2' above grade, drip line, and species of all trees that are within 20 feet of the area proposed to be modified.
- ❑ Fences and walls (including retaining walls), showing height and indicating materials
- ❑ Yards, open space, landscaped areas, decks, patios, etc
- ❑ Topographic features: streams, drainage channels, ditches, rock outcroppings, etc.

- ❑ Accurate contour lines:
 - Slopes between 0 - 15% - contour interval must be two feet.
 - Slopes exceeding 15% - contour interval must be five feet.
- ❑ Provide a drainage plan, show any new or relocated downspouts, below grade drain lines, etc.)

FLOOR PLANS

- ❑ Fully dimensioned, legible and drawn to scale (1' = 1/8" minimum)
- ❑ Existing, remodeled, demolished and new walls, stairs, windows, doors, etc., clearly delineated.
- ❑ Floor plans must be in context with setbacks from property lines clearly shown.
- ❑ Include attached decks and porches.

BUILDING ELEVATIONS AND SECTIONS

- ❑ Fully dimensioned, legible and drawn to scale (1' = 1/8" minimum)
- ❑ Existing elevations, including ground line, wall height, floor height, and ridge height, roof pitch.
- ❑ Proposed elevations – include above information as well as details such as downspouts, chimneys, exterior lighting, etc.
- ❑ Street elevation—including adjacent buildings.
- ❑ Section drawing(s) 1) Through tallest portion of proposed structure showing existing and proposed grade; 2) Typical section showing the street and curb all the way through to the rear property line.

OTHER IMPORTANT INFORMATION

- ❑ LEED Checklist – Contact Staff for appropriate checklist.
- ❑ Photographs (electronic or paper) of the existing property and abutting neighbors.
- ❑ Window Details – photograph of existing windows and manufacturers cut sheet of proposed windows, including trim details, showing how new windows will match existing.
- ❑ Lighting Plan
- ❑ Building signage program
- ❑ Demolition Plan - Description of any prominent landscaping feature to be removed.

POTENTIALLY REQUIRED INFORMATION

- ❑ California Environmental Quality Act – Check with staff to determine if project is subject to CEQA.
- ❑ California Water Efficient Landscape Ordinance– Check with staff to determine requirements.
- ❑ State Regional Water Quality Control Board – Check with staff to determine requirements.
- ❑ Environmental site assessment for hazardous materials
- ❑ Property Title Report – Provide copies of deed restrictions, easements, leases, etc. that affect the development or use of the property
- ❑ Color board and Color rendering. Minimum size of 8½" X 11" to include exterior finish/color, window trim, roof material, siding materials, etc.

STORY POLES & NEIGHBORHOOD OUTREACH

- ❑ For new construction and exterior alterations that increase the height, an applicant is required to erect at least two "story poles" (a temporary construction for the purpose of visually displaying the outer limits, including the height, of the proposed structural alterations). These poles shall be erected at least ten (10) days prior to the public hearing.
- ❑ Information on your application will be posted on the City's web page shortly after the date submitted. Applicants are encouraged to introduce the proposed project to tenants, neighboring residents or businesses, and nearby property owners before submittal of an application to the City.