Zoning Compliance Review Application
Submittal Requirements

1. Completed Application
2. Detailed Letter of Explanation and justification for the proposed project.
3. Statement of Legal Interest (download form). Form must be completed by the legal owner of record.
4. Detailed Site Plan which includes:
   a. Drawing scale
   b. All existing and proposed structures labeled with their size and existing and/or proposed uses.
   c. North arrow
   d. Name of applicant, plan preparer, project name and project address on title block.
   e. Size of parcel (acres or square feet), property lines, and all required setbacks with dimensions.
   f. Locations and widths of right-of-way, easements, canals, ditches, drainage facilities, or significant grade changes, and note any proposed changes or improvements.
   g. Usable open space areas with dimensions and total size.
   h. Sidewalks adjacent to the site. Indicate whether sidewalks are existing or proposed and attached or detached.
   i. Show all pedestrian walkways internal to the site which connects buildings to each other, mail locations, solid waste enclosures, amenities, parking areas, and adjacent rights-of-way and demonstrate that they meet ADA accessibility requirements.
   j. Parking and loading areas with stalls and drive aisles shown and any garage door widths dimensioned. Include required accessible parking spaces.
   k. Solid waste storage and collection plan with proposed screening method.
   l. Proposed locations and types of lighting
   m. Fire Department access roadway clearly delineated.
   n. Existing/proposed utility service.
   o. Any cross access or connections to adjacent properties
5. **Detailed Landscape Plan** *(site and landscape plan may be combined if all required info is included)* which includes:
   a. Scale (same scale as the site plan)
   b. Type, size and location of all existing & proposed plant materials and other ground covers. Provide size of plants at planting and maturity. Indicate any prominent trees and landscape adjacent to the property.
   c. Note all existing trees on site with species, caliper inch size, and condition. If any trees are proposed to be removed, provide a detailed tree mitigation plan. A tree protection plan is required for all trees to remain. Mitigation and protection plans must be prepared in collaboration with a certified arborist or the Community Forestry Division.
   d. Method of irrigation, irrigation water source, and a clear indication of how all water conservation and xeriscaping standards are being met/utilized.
   e. Details and/or cross-sections for special features, berms, retaining walls, etc.
   f. Footprints of all structures to be constructed.
   g. Proposed exterior lighting locations and types of lighting.

6. **Color Building Elevations**, drawn to scale which include:
   a. All proposed exterior materials and colors.
   b. Drawing scale and building height callouts.
   c. Colored photographs may be substituted for colored elevation drawings when an existing structure is to undergo minor exterior alteration, and the photos depict the design material/colors of the new construction.

7. **Floor Plans: (if applicable)**, to scale, with labels and dimensions for each room and a calculation of the total gross square footage proposed.

8. **Site Photos**, colored and labeled, of the site and surrounding area showing building context.