



SENATE BILL 4 AND DESIGN REVIEW SUBMITTAL REQUIREMENTS

Planning Division

Revised: January 1, 2024

AFFORDABLE HOUSING ON RELIGIOUS INSTITUTION AND HIGHER EDUCATION INSTITUTION LAND

This checklist provides an overview of Senate Bill No. 4's (SB 4, 2023) requirements that provide a streamlined and ministerial approval process for certain affordable housing development projects. If the answers to all of the statements below are "yes," then the project is eligible for the approval process under Government Code Section 65913.16. If any of these responses are "no," then the project is not eligible. For any statement with a response of "yes," the applicant must demonstrate through providing supplemental exhibits, as appropriate, how that determination was rendered.

ELIGIBILITY REQUIREMENTS		Yes	No
1.	Multi-Family Housing. The project is a multi-family housing development of 2 or more units.		
2.	Affordable Housing Units. The applicant has dedicated 100% of the units as affordable to lower income households OR has dedicated a minimum of 80% of the total units as affordable to lower income households and a maximum of 20% of the total units as affordable to moderate income households. Managers' units are exempt from affordability requirements. (Note: a maximum of 5% of the total units may be for staff of the higher education or religious institution). [Govt. Code §65913.16(c)(9)].		
3.	Deed Restricted. All units, exclusive of managers' units, are subject to a recorded deed restriction for at least the following time periods: 55 years for rental units and 45 years for owner-occupied units. [Govt. Code §65913.16(c)(9)(A) and (B)].		
4.	Urban. The site is an "urbanized area" or "urban cluster." [Govt. Code §65913.16(c)(2)].		
5.	Urban Perimeter. A minimum of 75% of the site perimeter is developed with urban uses. [Govt. Code §65913.16(c)(2)].		
6.	Religious or Higher Education Institution. The project is located on a site that, as of January 1, 2024, was owned by either of the following: (1) an independent institution of higher education; or (2) a religious institution. (Note: the project may be located on the same site as an existing religious or higher education institution, or the same site as any use previously existing and legally permitted, provided all of the following are met: the total square footage of non-residential space on the site does not exceed the amount previously existing or permitted with a conditional use permit; and the total parking requirement for non-residential space on the site does not exceed the lesser of the amount existing or of the amount required by a conditional use permit; and the new uses abide by the same operational conditions as contained in the previous conditional use permit). [Govt. Code §65913.16(c)(1) and (b)(6) and (b)(10) and (i)].		
7.	Light Industrial Use. The development does not adjoin a site where more than 1/3 of the square footage on the site has a light industrial use; where light industry is the most recently permitted use; or the General Plan designates the property for light industrial use. (Note: Parcels separated by only a street or highway are considered to be adjoined). [Govt. Code §65913.16(c)(5)(A) and (B)].		
8.	Heavy Industrial Use. The housing units are not located within 1,200 feet of a site that is either currently used for heavy industry or where the most recent permitted use was heavy industry. [Govt. Code §65913.16(c)(A) and (B)].		
9.	Title V Industrial Use. The housing units are not located within 1,600 feet of a site that is currently a Title V industrial use or where the most recent permitted use was a Title V industrial use. [Govt. Code §65913.16(b)(11) & (c)(7)(A) and (B)].		



**SENATE BILL 4 AND DESIGN REVIEW
SUBMITTAL REQUIREMENTS**

Planning Division

Revised: January 1, 2024

ELIGIBILITY REQUIREMENTS		Yes	No	
10.	Oil and Gas Facility. For a site where multi-family housing is not an existing permitted use, the housing units are not within 3,200 feet of a facility that actively extracts or refines oil or natural gas. [Govt. Code §65913.16(c)(8)].			
11.	Qualified Developer. The project will be developed by a “qualified developer” consisting of any of the following: (1) a local public entity; (2) a non-profit corporation, a limited partnership where a managing general partner is a non-profit corporation, or a limited liability company where a managing general partner is a non-profit corporation; (3) a developer that at the time of submission of an application for development owns property or manages housing units on property exempt from taxation pursuant to the welfare exemption; (4) a developer that contracts with a non-profit corporation that has received a welfare exemption; or (5) a developer that the religious or higher education institution has contracted with before to construct housing or other improvements to real property. [Govt. Code §65913.16(b)(9)].			
12.	Sensitive Areas. The development is not located on a parcel that has any of the following. [Govt. Code §65913.16(c)(3) and (4)]			
	• Prime farmland or farmland of statewide importance	• Protected species habitat		
	• Wetlands as defined under federal law	• Land under a conservation easement		
	• Earthquake fault zones	• Land designated for conservation in a habitat conservation plan		
	• High or very high hazard severity zones, except where sites are excluded by a local agency pursuant to Govt. Code §51179(b), or sites that have adopted fire hazard mitigation measures per existing building standards or state fire mitigation measures applicable to the development. [Govt. Code §65913.5(a)(6)(C)]	• A site that would require the demolition of (a) housing subject to recorded rent restrictions, (b) housing subject to rent control, (c) housing occupied by tenants within the past 10 years, or (d) an historic structure placed on a local, state or federal register		
	• Hazardous waste site	• A site that previously contained housing occupied by tenants within the past 10 years		
	• FEMA designated flood plain or floodway			
13.	Demolition of Housing. If the project requires the demolition of existing residential units, or is located on a site where residential units have been demolished within the last 5 years, all of the following apply: (1) the project creates at least as many units as will be demolished; (2) the project includes at least as many units that existed on the site within the last 5 years; (3) any existing occupants will be allowed to occupy their units until 6 months before the start of construction activities with proper notice; (4) any existing occupants that are required to leave their units are allowed to return at their prior rental rate if the demolition does not proceed and the property is returned to the rental market; and (5) the developer agrees to provide relocation benefits to the existing occupants of any			



SENATE BILL 4 AND DESIGN REVIEW SUBMITTAL REQUIREMENTS

Planning Division

Revised: January 1, 2024

ELIGIBILITY REQUIREMENTS		Yes	No
	protected units that are lower income households, and a right of first refusal for a comparable unit available in the new housing development affordable to the household at an affordable rent or housing cost, except that the following are exempted from the right of first refusal: a project that consists of a single-family residential unit on a site where a single protected unit is being demolished; and units in a housing development where 100% of the units, exclusive of managers' units, are reserved for lower-income households. [Govt. Code §65913.16(c)(11)].		
14.	Objective Standards. The project meets the objective design and development standards, and objective subdivision standards, established by the city. [Govt. Code §65913.16(c)(10)]. For multi-family and mixed-use projects, complete the Multi-Family Residential and Mixed-Use Projects Checklist here .		
15.	Building Height. For projects in a zone that allows residential uses, a height of no more than one story above the maximum height otherwise applicable to the site is provided. [Govt. Code §65913.16(j)(1)(A)].		
16.	Parking. No parking is required if the development parcel is located within ½-mile walking distance of public transit, either a high-quality transit corridor or a major transit stop, OR if there is a car share vehicle located within one block of the parcel. Otherwise, the development provides at least 1 parking space per unit. [Govt. Code §65913.16(k)].		
17.	Public Work Project. The housing development project is either entirely a public work project or the development contains more than 10 units and is not in its entirety a public work for the purposes of prevailing wage law. [Govt. Code §65913.16(c)(12)].		
18.	Environmental Site Assessment. The development proponent completes a Phase 1, and Phase 2 environmental assessment if warranted. If a recognized environmental condition is found, the proponent undertakes an endangerment assessment and any hazardous release or exposure is mitigated to a level of insignificance. [Govt. Code §65913.16(c)(13)].		
19.	Air Quality. If the development is within 500 feet of a freeway, all regularly occupied areas of any buildings incorporate air filtration media for outside and return air that provides a minimum efficiency reporting value (MERV) of 13. [Govt. Code §65913.16(c)(14)].		
20.	Tribal Cultural Resources. For a vacant site, the site does not contain tribal cultural resources that could be affected by the development project that were found pursuant to a consultation, and the effects of which cannot be mitigated. [Govt. Code §65913.16(c)(15)].		
21.	Ancillary Uses. If the project is in a single-family residential zone, and if a childcare center and facility is provided, it is located on the ground floor of a residential building and is operated by a community-based organization for the recreational, social or educational services for use by the residents of the development and members of the local community. If the project is in a non-single-family residential zone, any commercial uses provided are located on the ground floor of a residential building. (Note: No other ancillary uses beyond those listed are permitted). [Govt. Code §65913.16(h)].		
22.	Density. The project density is no more than 40 units/acre if the site is located in a zone that does not allow residential uses, and no more than 30 units/acre if the site is located in a zone that allows residential uses, including single-family residential zones. (Note: a housing development project located in a zone that allows residential uses, including in a single-family residential zone, shall be eligible for a density bonus, incentives, concessions, and/or waivers of development standards and parking ratios pursuant to State Density Bonus Law). [Govt. Code §65913.16(j)].		

APPLICATION REVIEW PROCESS

1. **Ministerial Design Review**. Projects complying with SB 4 are reviewed on a ministerial basis.
2. **CEQA Exemption**. Development projects complying with SB 4 are exempt from the California Environmental Quality Act (CEQA). If the project is consistent with all objective standards in the Subdivision Ordinance, an application for a subdivision pursuant to the Subdivision Map Act is also exempt from CEQA.
3. **Application Review Timing**: Depending on the project size, the following deadlines shall be observed:
 - **Small projects** (150 units or less) – the City shall provide the applicant with a list of all inconsistencies with objective planning standards and an explanation for the reason(s) the project conflicts with the standard(s) within 60 days of the application submittal to the City.
 - **Large projects** (over 150 units) – the City shall provide the applicant with a list of all inconsistencies with objective planning standards and an explanation for the reason(s) the project conflicts with the standard(s) within 90 days of the application submittal to the City.
4. **Design Review Timing**: The City may conduct design review of the proposed project. The design review process is outlined below and shall be objective and focused on assessing compliance with criteria required for streamlined, ministerial review of projects, and adopted objective design standards. The following deadlines shall be observed:
 - **Small projects** (150 or less units) – the City shall complete design review within 90 days of the application submittal to the City.
 - **Large projects** (over 150 units) – the City shall complete design review within 180 days of the application submittal to the City.

Design Review Process

In general terms, a design review application is a formal request to “allow design and site development review of all developments, signs, buildings, structures and other facilities constructed or modified in any zone where design and site development review is required in order thereby to foster a good design character through consideration of aesthetic and functional relationships to surrounding development, and in order to further enhance the city’s appearance, and the livability and usefulness of properties” (BMC 17.820.001.A).

Planning Review Process

Based on the size of the project, within either 60 or 90 days (see above timelines) of an application being received (meaning all required materials have been submitted and all fees/deposits have been paid), the City will determine if the application is “complete” or “incomplete” for further processing. Typically, an “incomplete” application will require revisions and/or additional materials. Staff has another 60 or 90 days to review each subsequent submittal.

Your plans may also be sent to one or more consultants hired by the City for the purpose of conducting peer review. The cost for peer review is paid by the applicant in accordance with the City's Cost Allocation Plan.

Copyrighted Material

The City is committed to ensuring that architectural drawings containing "protected" information, as defined in Senate Bill 1214, are made available to the public in a manner that does not facilitate copyright infringement. When official copies of architectural drawings containing "protected" information are submitted to the City, the City will not allow a member of the public to copy the drawings and the City will not post the drawings on the internet without permission from the copyright owner. However, the City may display an official copy containing "protected" information on the internet and a physical copy on premise during a public hearing when the project is being considered by the decision-making body.

When submitting an official copy of architectural drawings to the City, it is the responsibility of the applicant/design professional to ensure the drawings are protected by the federal Copyright Act of 1976 (as amended by the federal Architectural Works Copyright Protection Act of 1990) and that the drawings contain a copyright annotation indicating it is protected by the federal Copyright Act of 1976. In addition, upon submission of an official copy of architectural drawings to the City, the applicant/design professional must submit a site plan or massing diagram for the purposes of posting online or for distribution to the public. If a site plan or massing diagram is not submitted upon submission of an official copy of architectural drawings, then permission is deemed granted to post the official drawings online and to distribute the drawings, upon request, to members of the public.

SUBMITTAL REQUIREMENTS

The following submittal requirements, as specified below, are required for a development application to be accepted. If the required materials are missing, clearly inadequate, or in an incorrect format, the application will not be accepted. Further, all submission of application materials must be provided in a singular submittal (i.e., items shall not be submitted piecemeal).

Data to Accompany Development Proposal

All development proposals shall be accompanied, when applicable, by the following supplemental data.

1. Completed [Universal Application](#).
2. Environmental Questionnaire.
3. Statement of Understanding, signed by the property owner. Alternatively, a letter of authorization from the property owner will suffice. Include contact information for the legal property owner, applicant or authorized agent, Civil Engineer, and Architect, Landscape Architect on the Universal Application form.
4. A detailed project description (on a separate sheet and attached to the application). This information is critical for staff to fully understand your project and how you wish to operate. Much of this information will be used to explain the project to the approving body and the general public. In a narrative form, provide the following information (if applicable) in as much detail as possible.

a) **Project Title:** *Name of the proposed subdivision or residential development.*

b) **Project Site Context:** *Address and APN. General Plan Land Use designation and density range,*

including mid-range. Confirm if a density transition is required and how will the project comply with this requirement. Zoning district. Acreage of property. Major roads. Surrounding land uses. Current condition of the site (i.e. vacant, developed). Special areas affecting the site (i.e. flood zone, biological habitat, etc.)

- c) **Site Development:** *Number of lots proposed. Number of residential units proposed. Number of commercial buildings proposed, multi-tenant or single tenant. Demolition proposed. Onsite circulation. Ingress/egress. Interaction with abutting uses/right-of-way (i.e. shared parking, continuation of public trail, etc.) Outdoor storage areas, loading/unloading areas. Trash enclosure (location, materials and design). Describe lighting plan and methods of preventing glare and light pollution.*
 - d) **Use:** *Proposed use. If mixed-use, is a use permit required for the commercial portion? Hours/days of operation of commercial uses. Number of employees. Number of customers/guests. Other licenses/approvals required (i.e. liquor license, etc.). Surrounding uses. Compatibility with surrounding uses.*
 - e) **Affordability.** *Is the project subject to the City's Affordable Housing ordinance? If so, how will the project comply (in-lieu, dedication, etc.)? How many units are required? If on-site units will be provided describe locations and unit types.*
 - f) **Design:** *Describe the design, the designer's approach, and how the architectural, landscape and other elements have been integrated. The relationship of the project to adjacent properties and to the adjacent streets should be expressed in design terms. Define the site, building design, and landscape concepts in terms of site design goals and objective, pedestrian circulation, outdoor uses area, visual screening and enhancements, conservation of natural resources, mitigation of negative site characteristics, and off-site influences. Describe how the site design and architecture is meeting the City's Objective Design Standards (call out specific examples).*
 - g) **Environmental Review:** *Has a Phase I Environmental Site Assessment (ESA) been completed? If so, what was the outcome? To your knowledge, are there any environmental considerations that should be taken into account (i.e. cultural, biological, agricultural, etc.)?*
 - h) **Additional Applications/Entitlements:** *Describe any additional applications/entitlements that will be sought (Density Bonus application, SB 330 preliminary application, etc.).*
5. A preliminary soils report, prepared by a soils engineer or engineering geologist registered in this state, and based upon adequate test borings.
 6. Stormwater Control Plan to address C.3 requirements, including all applicable text and worksheets. Please visit the Contra Costa Clean Water Program's website ([here](#)) for further information.
 7. Residential developments are required to follow the City's Objective Design Standards. For single-family projects, complete the Single-Family Interim Objective Design Standards Checklist [here](#). For multi-family and mixed-use projects, complete the Multi-Family Residential and Mixed-Use Projects Checklist [here](#).
 8. Residential developments of five or more lots/dwelling units are required to meet the City's Affordable

Housing requirements pursuant to Chapter 17.1725 of the BMC. Provide an Affordable Housing Plan that includes the following information:

- i) The location, structure type (attached, semi-detached, or detached), proposed tenure (sale or rental), and size of proposed market-rate, and affordable housing units and the tenure and size of nonresidential uses included in the development.
- ii) A floor or site plan depicting the location of the affordable housing units and a floor plan describing the size of the affordable housing units in square feet.
- iii) The income level to which each affordable housing unit will be made affordable.
- iv) Draft of the documents to be used to assure that the units remain affordable for the desired term, such as resale and rental restrictions, deed of trust, and rights of first refusal and other documents (this may be deferred until the affordable housing agreement is approved and not required as part of this submittal).
- v) For phased developments, a phasing plan that provides for the timely development of affordable housing units in proportion to other housing units in each proposed phase of development.
- vi) A marketing plan that describes how the applicant will inform the public, and those within the appropriate income groups, of the availability of affordable housing units (this may be deferred to a later date (this may be deferred until the affordable housing agreement is approved and not required as part of this submittal)).

9. Arborist Report.

10. Cultural Resources Study.

11. A Phase 1 Environmental Site Assessment (ESA). If the Phase 1 ESA report indicates that a Phase 2 ESA report or additional assessment is recommended, a Phase 2 report must accompany the application.

12. A preliminary title report on the subject property(s), no more than 6 months old at the time of submittal.

13. Flash drive containing all written documents and all maps/plans/figures in PDF format.

14. AN HCP Application form and Planning Survey Report (PSR) is needed in order to comply with East Contra Costa County HCP/NCCP. This document can be accessed at <https://www.cocohcp.org/193/Project-Permitting>.

15. Applicable filing deposit(s). **Note:** that charges for materials and staff time spent processing this application will be billed against this deposit. Application processing includes but is not limited to plan checking and processing, meetings, phone calls, research, email, and staff report preparation. Additional funds will be required if the cost of processing the application exceeds the initial deposit amount. All costs incurred in processing the application are required to be paid in full.

Format of Plans

All site plan shall be prepared in the following format:

16. Be prepared, signed and stamped by a licensed professional(s).
17. All topographic elevations shall be based on U.S. Geologic Survey 1929 sea level datum.
18. All plans shall include the date of preparation and dates of each revision.
19. Incorporate all the required plan sheets, inclusive of architectural, civil, and landscaping sheets, into a single set of Project Plans.
20. Plans shall be clearly and legibly drawn on 24"X36" sheets, be fully dimensioned and drawn to scale. All plan sheets shall have a consistent scale.
21. Plans shall be submitted in two collated sets, stapled and folded to 8 1/2"X11". Include an additional set reduce to 11"X17".

Required Development Plans

All development plans shall include the following information:

22. **Cover sheet** to include:
 - i) Project site address, APN, zoning district, project title, scope of work, sheet index, legend, north arrow, and vicinity map.
 - ii) Project data table including net lot size, gross lot size, building lot coverage, landscaping coverage, paving coverage, impervious/pervious coverage, existing/proposed building square-footage (for each floor and in total), building heights, building setbacks (all sided and all floors), number of housing units (by size and bedroom count), and number of parking stalls required/provided (including accessible stalls, compact and electric vehicle stalls (EV)).
 - iii) For residential development, include the floor area for each unit type, the number of bedrooms, the number of units by type, the number of units per building, the total number of units, and net density.
23. **Site photography** sheet providing at least six labeled photographs of the project site taken from multiple vantage points, with a key/legend identifying the location where each photograph was taken.
24. **Contextual Plan** to include:
 - i) Location and dimensions of all existing structures extending 50 feet beyond the property. If adjacent to the street, show the entire width of street to the property line, including driveways.
 - ii) Land use and zoning designation on all lots.
 - iii) Property lines and dimensions of the subject site and adjacent properties showing all easements.
 - iv) Location of streets, medians, curb cuts, sidewalks and parking areas.

- v) Location of all creeks, waterways and trees.
- vi) Vicinity map indicating site in relation to major streets.

25. Site plan to include:

- i) Existing and proposed property lines with dimensions, and distance from centerline of adjacent street(s) to property lines(s).
- ii) Recorded and/or proposed easements with the purpose for each easement noted (i.e., PUE) and notation if existing easements are to be vacated.
- iii) Driveways, walkways and other hard surfaces, indicating all materials.
- iv) Proposed and/or existing public improvements dimensioned from street center line.
- v) Accessible path-of-travel to buildings from the public sidewalk and from accessible parking stalls.
- vi) Parking stalls with stall dimensions, accessible and van-accessible stalls (with loading area), electric vehicle parking stalls; dimensioned drive aisles, wheel stops and long-term/short-term bicycle parking.
- vii) Proposed and existing trash enclosures(s): **Note:** Please review the [City's Trash Enclosure Standards](#) handout.
- viii) Proposed and existing (to be retained) buildings, accessory structures, trellises, etc., showing dimension of each structure, setbacks from property lines, and distances between structures. For residential properties this would include a color-coded master plotting plan/development plan showing lot lines, the footprint of homes and any optional accessory structures plotted on each lot, the elevation style of each home, and setbacks from all property lines.
- ix) Location, height and materials of all walls and fences, including retaining walls.
- x) Location and dimensions of mechanical and utility equipment, including, transformers, backflow prevention devices, meters, ground-mounted air conditioner (AC) units, private fire hydrants, and lighting standards.
- xi) Location of all natural features such as creeks, ponds, drainage swales, wetlands, etc., extending 50 feet beyond the property line to show the relationship with the proposed development.

26. Floor Plans to include:

- i) All floors of all building(s), including depiction of any walls to be removed and/or modified (existing buildings).
- ii) Labeled use of each room (bedroom, kitchen, office etc.).
- iii) Dimensions of all exterior walls, doors, windows and rooms.

- iv) All functional components of the building, including kitchen appliances, fixtures (sinks, bath tubs, toilets, etc.).
 - v) Seating layout for restaurants and assembly spaces.
 - vi) Delineation between existing and proposed floor space (for additions and alterations).
 - vii) Existing and proposed tenant spaces or suites.
 - viii) Floor plans shall clearly identify affordable (BMR) units.
27. **Building Cross Sections** taken from at least two opposing sides showing depth of reveals, projections, recesses, etc.
28. **Site Cross Section** taken from at least two opposing sides showing existing topography, slope lines, final grades, location and height of existing and proposed structures, fences, walls, roadways, parking areas, landscaping, trees, and property lines. Section locations shall be identified on the site plan.
29. **Exterior Elevations** to include:
- i) Unobscured grayscale or color hardline architectural depictions of all sides and all floors (including roof parapets) of all proposed structures.
 - ii) Delineation between existing and proposed construction (for additions and alterations).
 - iii) Existing and finish grade.
 - iv) Maximum structure height, wall heights, and finish floor height of each floor.
 - v) Detailed building sections depicting architectural elements such as depth of reveals, projections, recesses, etc.
 - vi) Location and details of all building-mounted equipment, including HVAC units, exterior duct work, lighting fixtures, fire panels, gutters, downspouts vents, and/or any other mechanical equipment, etc.
 - vii) Details including materials and dimensions of door and window treatments, railings, stairways, accessibility ramps, trim, fascia, soffits, columns, fences, and other elements which are incorporated into the wall plane.
 - viii) All elevation profiles shall be labeled as “North Elevation, South Elevation, etc.”
30. **Roof Plan** showing roof slope(s) and direction, mechanical equipment, and screening. Plans shall show existing roof forms and roof forms to be added or changed.
31. **Roof Cross Sections** taken from at least two opposing sides. **Note:** All roof-mounted equipment must be screened from public view. The screening must be an integrated part of the architecture and cannot be “tacked-on”.

32. Colors/Materials to include:

- i) Sheets providing illustrations of all proposed exterior materials/paint colors, specifically indicating manufacture, color/product name, and color/product number that correspond to the notes on the elevations sheet(s). This may include brochure excerpts/product specification sheets or photos of exterior building lights, and other architectural features.
- ii) Color and material samples representative of actual materials/colors for all buildings and structures specifically indicating manufacturer, color/product name, and color/product number that correspond to the notes on the elevation sheet(s). These must be mounted on extra-thick cardstock not to exceed 8 ½" x14". Material samples should include texture samples for materials such as stucco or plaster, paint samples, roofing material, siding and trim materials, window framing, metal, masonry, and other exterior materials.

33. Fence Plan. Showing the location, height and type of all fences and walls.

34. Lighting Plan. Location and type of exterior lighting, both fixed to the building and freestanding, any and all lights for circulation, security, landscaping, building accent or other purpose.

35. Photometric Plan. Indicate compliance with Section 17.620.022 of the BMC, luminaries shall be such that a maximum of seven foot-candles and a minimum of one foot-candle of illumination are obtained on all vehicle access ways and parking areas. Lighting shall not shine directly onto an adjacent street or property.

36. Phasing Plan depicting and describing the proposed phasing of the project, including, as applicable, the separate components of the proposed project and identifying major milestones.

37. Stormwater control plan, drawn to scale, including water treatment calculations.

38. Preliminary landscaping plan, if any is required or proposed, should be prepared by a licensed landscape architect and include:

- i) Location, size, number, and name of all plantings, including trees, shrubs, groundcover, etc.
- ii) Locations, size, and drip-line/canopy of existing trees to remain or removed.
- iii) All impervious surfaces, including driveways, walkways, patios, etc.
- iv) Documented square-footage of all landscaped areas.

39. Grading and Drainage Plans to include:

- i) Actual topographical elevations of building pad, existing grade, and finished grade.
- ii) Surveyed property line dimensions and lot size.
- iii) Direction, path of drainage channels or facilities and all necessary trenching for utilities, and any

overland release paths.

- iv) Documented square-footage of new impervious/pervious areas.
- v) Stated maximum depth and volumes of cut and fill.
- vi) Cross-section at property lines.
- vii) Retaining walls showing height and materials.

40. **Circulation Plan** depicting and differentiating between pedestrian, vehicular, and bicycle routes through the project site and extending to the public right-of-way, including wayfinding signage, loading areas, etc.

Additional Applications

1. *Optional:* A [Density Bonus application](#) must be submitted for a residential project seeking an increase over the otherwise maximum allowable residential density or seeking incentives pursuant to Chapter 17.720 of the BMC.
2. *Optional:* A [Preliminary application for Housing Development Projects](#) must be submitted for a residential project seeking to be covered by the provisions of the Housing Crisis Act of 2019 (SB 330).