



**SB 684 Eligibility Checklist
and Design Review Submittal Requirements**

Planning Division

Revised: July 1, 2024

This checklist provides an overview of eligibility requirements for Senate Bill (SB) 684, which provides for a streamlined and ministerial approval process for small lot subdivision and housing development applications. If the answers to all of the statements below are “yes,” then the project is eligible for the approval process under Government Code Sections §65852.28, §65913.4.5 and §66499.41. If any of these responses are “no,” then the project is not eligible. All answers of “qualifies” must be supported by plans or supplemental exhibits demonstrating how that determination was rendered.

Table 1: Parcel Map Qualifying Criteria Checklist

Instructions: For this table, each and every row must be YES to qualify.

Table 1: Parcel/Lot Qualifying Criteria	Must be YES to Qualify Check Yes or No
66499.41(a)(1) The proposed subdivision will result in 10 or fewer parcels.	<input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)
66499.41(a)(2) The lot proposed to be subdivided meets <u>all</u> of the following requirements: (A) The lot is zoned for multi-family residential development; (B) The lot is no larger than five acres and substantially surrounded by qualified urban uses; ¹ (C) The lot is a legally created parcel; and (D) The lot was not established pursuant to Section 66499.41 (small lot subdivision) or an urban lot split pursuant to Government Code Section 66411.7.	<input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)
66499.41(a)(3) The newly created parcels are each no smaller than 600 square feet in area.	<input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)

¹ “Substantially surrounded” is defined in Public Resources Code Section 21159.25(a)(2) and means at least 75% of the perimeter of the project site adjoins, or is separated only by an improved public right-of-way from parcels that are developed with qualified urban uses. The remainder of the perimeter of the site adjoins, or is separated only by an improved public right-of-way from parcels that have been designated for qualified urban uses in a zoning, community plan, or general plan for which an EIR was certified. “Qualified urban use” is defined in Public Resources Code Section 21072 and means any residential, commercial, public institutional, transit or transportation passenger facility, or retail use, or any combination of those uses.



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<p>66499.41(a)(4) The housing units proposed on the lot to be subdivided are <u>one</u> of the following:</p> <ul style="list-style-type: none"> (A) Constructed on fee simple ownership lots; (B) Part of a common interest development; (C) Part of a housing cooperative, as defined in Civil Code Section 817; or (D) Owned by a community land trust meeting the requirements of Government Code Section 66499.41. 	<p><input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)</p>
<p>66499.41(a)(5) The proposed development must meet <u>one</u> of the following:</p> <ul style="list-style-type: none"> (A) If the parcel is identified in the Housing Element for the current planning period, the development must result in at least as many units as projected for the parcel in the Housing Element. If the parcel is identified to accommodate low- or very low-income households, the development must result in at least as many low- or very-low-income units as projected in the Housing Element. These units shall be subject to a recorded affordability restriction of at least 45 years. (B) If the parcel is not identified in the Housing Element for the current planning period, the development must result in at least as many units as the maximum allowable residential density for the parcel. 	<p><input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)</p>
<p>66499.41(a)(10) The proposed subdivision conforms to all applicable objective requirements of the Subdivision Map Act (commencing with Government Code Section 66410), except as otherwise expressly provided in Government Code Section 66499.41.</p>	<p><input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)</p>
<p>66499.41(a)(11) The proposed subdivision complies with all applicable standards established in Government Code Section 65852.28, as listed in Table 4, below.</p>	<p><input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)</p>
<p>66499.41(a)(12) All of the newly created parcels will be served by the City of Brentwood's municipal water and sewer systems.</p>	<p><input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)</p>

Table 2: Project and Parcel Qualifying Criteria Checklist

Instructions: For this table, each and every row must be NO to qualify.

Table 2: Project and Parcel Qualifying Criteria	Must be NO to Qualify (Check Yes or No)
<p>66499.41(a)(8)(A) Rental Restrictions for Lower Incomes. The housing development requires demolition or alteration of housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low-, very low-, or extremely low-income.</p>	<p><input type="checkbox"/> Yes (Disqualified) <input type="checkbox"/> No (Qualifies)</p>
<p>66499.41(a)(8)(B) Subject to Rent Control. The housing development requires demolition or alteration of any of the following types of housing that is subject to any form of rent or price control through a public entity's valid exercise of its police power.</p>	<p><input type="checkbox"/> Yes (Disqualified) <input type="checkbox"/> No (Qualifies)</p>
<p>66499.41(a)(8)(C) Occupied by Tenants. The housing development requires demolition or alteration of housing occupied by tenants within the five years preceding the date of the application, including housing that has been demolished or that tenants have vacated prior to the submission of the application for a development permit.</p>	<p><input type="checkbox"/> Yes (Disqualified) <input type="checkbox"/> No (Qualifies)</p>
<p>66499.41(a)(8)(D) Owner's Rights. The housing development requires demolition or alteration of housing for which the owner of residential real property has exercised the owner's rights under Chapter 12.75 (commencing with Section 7060) of Division 7 of Title 1 of the Government Code to withdraw accommodations from rent or lease within 15 years before the date that the development proponent submits an application.</p>	<p><input type="checkbox"/> Yes (Disqualified) <input type="checkbox"/> No (Qualifies)</p>
<p>66499.41(a)(9)(A) Farmland. The lot is on either prime farmland or farmland of statewide importance, as defined pursuant to United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation, or land zoned or designated for agricultural protection or preservation by a local ballot measure that was approved by the voters of that jurisdiction.</p>	<p><input type="checkbox"/> Yes (Disqualified) <input type="checkbox"/> No (Qualifies)</p>
<p>66499.41(a)(9)(B) Wetlands. The site contains wetlands as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).</p>	<p><input type="checkbox"/> Yes (Disqualified) <input type="checkbox"/> No (Qualifies)</p>



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Table 2: Project and Parcel Qualifying Criteria	Must be NO to Qualify (Check Yes or No)
<p>66499.41(a)(9)(C) Fire Hazard. The lot is within a very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178 of the Government Code, or within a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Section 4202 of the Public Resources Code.</p>	<p><input type="checkbox"/> Yes (Disqualified) <input type="checkbox"/> No (Qualifies)</p>
<p>66499.41(a)(9)(D) Hazardous Waste. The lot is within a hazardous waste site that is listed pursuant to Section 65962.5 of the Government Code or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code, unless the State Department of Public Health, State Water Resources Control Board, or Department of Toxic Substances Control has determined the site is suitable for residential use or residential mixed uses.</p>	<p><input type="checkbox"/> Yes (Disqualified) <input type="checkbox"/> No (Qualifies)</p>
<p>66499.41(a)(9)(E) Earthquake Zone. The lot is within a delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by the building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2 of the Government Code.</p>	<p><input type="checkbox"/> Yes (Disqualified) <input type="checkbox"/> No (Qualifies)</p>
<p>66499.41(a)(9)(F) Flood Hazard Zone. The lot is within a special flood hazard area subject to inundation by the one percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency.</p>	<p><input type="checkbox"/> Yes (Disqualified) <input type="checkbox"/> No (Qualifies)</p>
<p>66499.41(a)(9)(G) Regulatory Floodway. The lot is within a regulatory floodway as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency, unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations.</p>	<p><input type="checkbox"/> Yes (Disqualified) <input type="checkbox"/> No (Qualifies)</p>
<p>66499.41(a)(9)(H) Natural Community Conservation Plan. The lot is on lands identified for conservation in an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or other adopted natural resource protection plan.</p>	<p><input type="checkbox"/> Yes (Disqualified) <input type="checkbox"/> No (Qualifies)</p>



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Table 2: Project and Parcel Qualifying Criteria	Must be NO to Qualify (Check Yes or No)
<p>66499.41(a)(9)(I) Habitat for Protected Species. The lot is located on a site that is habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).</p>	<p><input type="checkbox"/> Yes (Disqualified) <input type="checkbox"/> No (Qualifies)</p>
<p>66499.41(a)(9)(J) Conservation Easement. The lot is on lands under conservation easement.</p>	<p><input type="checkbox"/> Yes (Disqualified) <input type="checkbox"/> No (Qualifies)</p>

Table 3: Housing Development Qualifying Criteria Checklist

Instructions: For this table, each and every row must be YES to qualify.

Table 3: Housing Development Qualifying Criteria	Must be YES to Qualify (Check Yes or No)
<p>66499.41(a)(1) The housing development project will contain 10 or fewer residential units.</p>	<p><input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)</p>
<p>66499.41(a)(6) The average total area of floor space for the proposed housing units does not exceed 1,750 net habitable square feet.</p>	<p><input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)</p>
<p>66499.41(a)(7) The housing development project complies with Chapter 17.725 of the Brentwood Municipal Code (Affordable Housing).</p>	<p><input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)</p>
<p>66300.6(b) Replacement Housing. If any existing dwelling unit is to be demolished, the development project complies with the replacement housing provisions of Government Code Section 66300.6(b).</p>	<p><input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)</p>
<p>Declaration of Prior Tenancies. If any existing housing is proposed to be demolished, the owner of the property has provided both of the following: (A) A comprehensive history of the occupancy of the units to be altered or demolished, on a form approved by the Community Development Director, covering the entire five-year period prior to the submittal of this application; and (B) A signed affidavit, in the form approved by the City Attorney, attesting to the truthfulness and accuracy of the comprehensive history of the occupancy of the units to be demolished.</p>	<p><input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)</p>

Table 4: Development and Objective Standards Review Checklist

Instructions: Current Objective Design Guidelines can be found [HERE](#). For this table, each and every row must be YES to qualify.

Table 4: Development and Objective Standards	Must be YES to Qualify (Check Yes or No)
<p>65852.28(b)(1) and 66499.41(d) Objective Zoning Standards. The proposed housing development complies with all objective zoning standards, objective subdivision standards, and objective design review standards applicable to the parcel, as provided in the zoning district in which the parcel is located, except for the following:</p> <ul style="list-style-type: none"> (A) Minimum lot area as specified in Section 66499.41(a)(3) of the Government Code (see Table 1, above); and (B) Setbacks, parking, and floor area ratios as specified in Section 65852.28 of the Government Code (see below in this Table 4). 	<p><input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)</p>
<p>65852.28(b)(2)(E) Setbacks. The housing units proposed on the lot to be subdivided comply with <u>both</u> of the following:</p> <ul style="list-style-type: none"> (A) No setback between the units is required, except as provided in the California Building Code (Title 24 of the California Code of Regulations). (B) No more than a four-foot side and rear yard setback shall be required from the original lot lines of the lot being subdivided, except that no setback shall be required for an existing legally created structure or a structure constructed in the same location and to the same dimensions as an existing legally created structure, unless otherwise required by the California Building Code (Title 24 of the California Code of Regulations). 	<p><input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)</p>
<p>65852.28(b)(2)(D), (F) Parking. One parking space, which may be uncovered or not enclosed, shall be required per housing unit, except that no parking is be required where the parcel is located within one-half mile walking distance of either a stop located in a high-quality transit corridor, as defined in Public Resources Code Section 21155(b), or a major transit stop, as defined in Public Resources Code Section 21064.3.</p>	<p><input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)</p>
<p>65852.28(b)(2)(G) Floor Area Ratio Standards. If the housing development is located within a zoning district with a maximum floor area ratio standard, it shall comply with that standard or the following, whichever is <u>higher</u>:</p> <ul style="list-style-type: none"> • Three to seven housing units: Maximum 1.0 FAR. • Eight to ten housing units: Maximum 1.25 FAR. 	<p><input type="checkbox"/> Yes (Qualifies) <input type="checkbox"/> No (Disqualified)</p>

APPLICATION REVIEW PROCESS

1. **Ministerial Design Review.** Projects complying with SB 684 are reviewed on a ministerial basis.
2. **CEQA Exemption.** Development projects complying with SB 684 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:** Within sixty days from the receipt of a complete application, the Director shall determine if the housing development project meets all the above-mentioned requirements. If the City denies the application, within 60 days of receiving the completed application it must provide a full set of comments in writing with a list of items that are defective or deficient and a description of how the application can be remedied.

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” (Section 17.820.001(A) Brentwood Municipal Code).

Once an application has been 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 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 Section 65103.5 of the Government Code (Senate Bill 1214, Statutes of 2022), 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 SB 684 Eligibility Checklist
2. Completed [Universal Application](#).
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:** *Include all of the following:*
 - i *Address and APN.*
 - ii *General Plan Land Use designation and density range.*
 - iii *Confirm if a density transition is required and how will the project comply with this requirement.*
 - iv *Zoning district.*
 - v *Acreage of property.*
 - vi *Major roads.*
 - vii *Surrounding land uses.*
 - viii *Current condition of the site (i.e. vacant, developed).*
 - ix *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](#) 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](#). For multi-family and mixed-use projects, complete the [Multi-Family Residential and Mixed-Use Projects Checklist](#).
 8. Residential developments of five or more lots/dwelling units are required to meet the City's Affordable Housing requirements pursuant to Chapter 17.175 of the Brentwood Municipal Code. 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](#).
15. Applicable filing deposit(s). **Note:** 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 development plans shall be prepared in the following format:

1. Be prepared, signed and stamped by a licensed professional(s).
2. All topographic elevations shall be based on U.S. Geologic Survey 1929 sea level datum.
3. All plans shall include the date of preparation and dates of each revision.
4. Incorporate all the required plan sheets, inclusive of architectural, civil, and landscaping sheets, into a single set of Project Plans.
5. 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.

Required Development Plans

All development plans shall include the following information:

1. **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.

2. **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.
3. **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.
4. **Site plan** to include:
 - i Existing and proposed property lines with dimensions, and distance from centerline of adjacent street(s) to property line(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.
5. **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.
6. **Building Cross Sections** taken from at least two opposing sides showing depth of reveals, projections, recesses, etc.
7. **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.
8. **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.”
9. **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.
10. **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”.
11. **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" x 14". 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.
12. **Fence Plan.** Showing the location, height, and type of all fences and walls.
13. **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.
14. **Photometric Plan.** Indicate compliance with Section 17.620.022 of the Brentwood Municipal Code, 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.
15. **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.
16. **Stormwater control plan,** drawn to scale, including water treatment calculations.
17. **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.
18. **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.
19. **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 Brentwood Municipal Code.