APPLICATION SUBMITTAL REQUIREMENTS

Required Information (see following pages for explanation)

* Potentially Required Ask Planner

APPLICATION TYPES	Application Form	Supplemental Application	Statement of Justification (Findings)	Filling Fees	Environmental Review Application	Public Noticing Properties 300'	Legal Discription/Tytle Report	Site Plans	Tentative Map	Map/Data of Surrounding Properties	Conceptual Grading Plans	Phasing Plans	Conceptual landscape plans	Building Elevations	Floor/Roof Plans	Signage Plans	Color Material Sample Board	Reports/Studies	Zoning Amendments Text/Map	General Plan Amendment Text/Map	Site Photographs/Renderings/Graphic	Tree Mitigation and Protection Plan	Copies of Approved Plans	Fiscal Analysis
Application Form	R		R	R		R*																		
Certificate of Compliance	R	R		R	R		R	R														R		
Conditional Use Permit	R		R	R	R	R*	R	R		*	*	*	*	*	*	*		*		*	*			*
Design Review	R			R	*	R*		R		*	*	*	R	R	R	R	*	*				*		
Development Agreement	R		*	R	R	R*	R																	
Extensions			R	R																				
General Plan Amendment/Map Text	R		R	R	R	R*	*		*														R	
Hardship Mobil Home	R		R	R	*	*	R	R										*		R		*		R
Lot Line Adjustment	R	R		R	R	R	R		R	*				R				*						
Minor Land Division	R			R	R	R	R		R	R	R													
Planned Development	R		R	R	R	R	R	R	R	R	R	R	R	*	*	*	*					*		
Sign Review	R			R	*	*										R	R				*			*
Second Residential Unit	R		R	R	R	*	*	R						R				*						
Subdivision	R			R	R	R	R		R	*	R	R						*						
Variance	R			R	R	R	R							R				*				*		
Zoning Text Amendment	R		R	R	R	R	R	*		*	*		*	*				*				*		

TOWN OF LOOMIS
PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS FOR DEVELOPMENT APPLICATIONS

The following checked items are the minimum information that should be shown on the applicable exhibits submitted for consideration. Please initial and date each page indicating the information has been read and is included, and submit this checklist with your application. Mark the line N/A if the item is not applicable. **All exhibits larger than 8 ½" by 11" must be individually folded prior to submittal.**

☐ **Statement of Justification**

A Statement of Justification describes the purpose and objective(s) of a project and the community benefits anticipated from project implementation. The Town Zoning Ordinance and State law set specific guidelines (called findings) that must be met in order to grant or approve applications received. The Statement of Justification is used to provide information on the application that will assist the Planning Commission in making the required findings and conditions. Please submit this Statement on a separate sheet of paper with your application.

☐ **Filing Fees**

Filing fees are required by the Town of Loomis with all applications and are designed to compensate for the costs to the Town associated with reviewing and processing these applications. Fees are required at the time of application filing.

☐ **Environmental Review Application**

The applicant is required to provide project information in an Environmental Review Application. The information, provided on this form, is used to determine if implementation of the proposed project will result in any potential environmental impacts. Generally, the more accurate and complete this information is, the more efficient the environmental processing can be completed by the Town. This impact determination is required under the California Environmental Quality Act (CEQA) for most actions by the Planning Commission and Town.

☐ **Public Noticing of Properties Within 300'**

Public noticing for most planning projects is required. This noticing consists of direct mailing to the owners of properties within 300' of the property lines of the parcel(s) on which the project is located. The mailing includes information such as the name of the applicant, a description of the project, a copy of the proposed plan and the municipal action requested by the applicant. The purpose of the noticing is to inform the public of the project proposed in their vicinity and to provide the public with an opportunity to comment on the project prior to any action by the Town. **The applicant provides two sets of mailing labels,** a list and corresponding map of all property owners within a 300 foot radius of the subject property, for public noticing by the Town of Loomis Planning Department. The applicant can determine this list and labels himself or often a realtor, engineer or Title Company will provide the list and labels. **(Please include assessor's parcel number, owner's name and address on each label. Also include Planning Commission Clerk, Town of Loomis, 6140 Horseshoe Bar Road Ste. K, Loomis, CA 95650 and labels for applicant, owner, and engineer on the mailing list.)** A free-standing 4' x 3' sign will be posted by the Town on the subject site 10 days prior to the meeting to advertise the proposed project. The property owner agrees to its installation when signing the application.

Initial:_____
Date:_____

☐ **Legal Description/Title Report**

Certain projects will require a legal description and ownership information regarding the project property. In these instances, the applicant will be required to submit deeds and/or recent title reports.

☐ **Site Plan**

(fifteen (15) **folded,** full size copies; one (1) 8.5x11" reproducible, scaleable copy)

Site plans are required for projects involving planned developments, conditional use permits, design review, etc. These plans should not exceed a size of 24" x 36" and shall be fully dimensioned and drawn to a useable scale (1"=50' or larger, 1/8"=1'). The plans show the size and location of the following:

- ☐ Property lines, including on-site and immediately off-site (includes those across street).
- ☐ All existing and proposed public right-of-way improvements with typical street section. (Include sidewalks, curbs, gutters, driveways, street names and paving widths on-site and on all immediately adjacent properties).
- ☐ Proposed and existing structures (include those to be relocated or removed, and those within 50' of site).
- ☐ Square footage of structures and area of parcels or pads (gross and net).
- ☐ Natural features (heritage trees to stay and be removed, rock outcroppings, ditches, etc.).
- ☐ Internal circulation patterns and parking (with walkways, driveways, loading areas, joint driveways if appropriate, numbered and dimensioned parking spaces) including calculations for parking requirements.
- ☐ Dimensions (i.e. property lines, driveways, between structures, etc.).
- ☐ Location, size and materials of any walls and fences.
- ☐ Location, size and height of any pole lights, signs, street lights, flag poles, description of exterior lighting.
- ☐ Scale (no smaller than 1"=50'), north arrow, date and vicinity map.
- ☐ Location of all existing and proposed easements (i.e. open space, floodplain, scenic, proposed abandonments, etc.).
- ☐ Landscaped areas (all planted areas and areas to be planted, screening for ground-mounted equipment).
- ☐ Location, dimensions and height of outdoor storage areas, trash enclosures (Auburn Placer Disposal to approve location and size), and mechanical service areas
- ☐ Location of existing and proposed utilities (sewer, septic, wells, water mains, fire hydrants, culverts, power and telephone lines, power boxes) on site and within 50' of the site boundary.
- ☐ Site Plan Summary Table with the following information:

  Owner
  Developer
  Engineer/Architect
  Service Providers
  Existing and proposed land use designation and zoning
  Assessor's Parcel Number, Property Address
  Land Area (gross/net)
  Site Coverage
  Building Area per building and total for all non-residential building
  Site Coverage
  Gross Density (for residential properties)
  Number of unit types, square footage by unit type, number of bedrooms, number of stories and number of units per building
  Parking, covered and uncovered (The general parking lot design shall be consistent with the Town of Loomis Improvement

Initial:_____
Date:_____

Standards, including size, dimensions, driveway widths and landscaping
Landscape area (square footage and percentage of net acreage aft dedication of right-of-way)

- ☐ One full-sized site plan shall be colored

☐ **Tentative Map**

(fifteen (15) **folded**, full size copies; one (1) 8 ½" x 11" or 11" x 17" reproducible copy)

A registered civil engineer or licensed land surveyor shall prepare the Tentative Map. The map should not exceed a size of 36" x 48" and shall be fully dimensioned and drawn to a useable scale (1"=50' or 1"=100' for larger projects). The Tentative Map will contain the following

- ☐ North arrow, scale and date
- ☐ Benchmarks
- ☐ Proposed and existing property lines, dimensions
- ☐ Existing and proposed street improvements (including width, grade, names, typical sections, curve radius and dedications of proposed streets and edge(s) of existing pavement)
- ☐ Existing and proposed building outlines and retaining walls, both on-site and within 100' of property
- ☐ Locations and names of abutting subdivisions
- ☐ Contours and spot elevations extending to 100' outside of property lines, topographical features within 200'
- ☐ Proposed common areas and areas to be dedicated to public open space
- ☐ Location of existing structures, leachfields, wells or other existing site improvements
- ☐ Location, size and purpose of all easements
- ☐ Location, size and purpose of all utilities (sewers, drains, water mains, fire hydrants)
- ☐ Lot dimensions, lot numbers and the gross and net square footage or acreage of these lots
- ☐ Lot sizes (square footage and/or acreage)
- ☐ Building setback lines
- ☐ Location and description of any heritage trees within 20' of development (numbered per arborist report) or rock outcroppings on the property within 25' of proposed grading or development of the site
- ☐ Areas within 100-year floodplain/500-year floodplain
- ☐ Location, width and direction of water courses
- ☐ Location and extent of wetlands
- ☐ All cut and fill areas
- ☐ Phases depicted by areas (if proposed, see Phasing below)
- ☐ Vicinity map and surrounding land uses
- ☐ Tentative Map Summary Table with the following information:
  - Minimum lot size, maximum lot size and average lot size for the project
  - Subdivision title
  - List of agencies and utilities providing services
  - Names of owner and developer, with addresses, fax and telephone numbers
  - Engineer or surveyor's name, address, telephone and fax number
  - Acreage of subdivision and total number of lots
- ☐ One full-sized site plan shall be colored showing buildable areas in green, cut areas in red and fill areas in blue and heritage trees to be removed with X's.

Initial:_____
Date:_____

☐ **Contextual Map/Contextual Map Data**

A contextual map is intended to show the relationship of the proposed project to the surrounding buildings and site features. This map can be prepared by showing the proposed site plan on a topographic map or on aerial photography. The contextual map should include the following:

- ☐ Vicinity map (indicating the project site in relationship to major streets and freeway)
- ☐ Location of the site and relationship of the proposed project to existing and surrounding land uses, noting all significant structures, landscaping and topography
- ☐ All buildings and streets within a 100' to 300' radius, including median islands and breaks
- ☐ Footprints of adjacent structures
- ☐ Adjacent access and circulation
- ☐ Contour elevations, slope banks, ridge lines, natural drainage courses, rock outcrops and heritage trees over 6" diameter
- ☐ Surrounding public improvements including pavement width, medians, curb cuts and sidewalks
- ☐ Driveways, parking and loading areas
- ☐ Proposed and existing open space and/or wetlands

☐ **Conceptual Grading and Drainage Plans**

(Fifteen (15) **folded,** full size copies and one (1) 8.5" x 11" or 8.5" x 14" reproducible copy)

A professionally prepared conceptual grading plan will be required for projects requiring use permits and/or design review. This plan shall show the following:

- ☐ Existing features (natural ground (contours), bodies of water, wetland and riparian areas, heritage trees, structures, drainage courses, streets, pavement edges, trails, utilities, slopes, etc.) both on the site and within approximately 50' of the project site.
- ☐ Proposed grading (finished contours), including structures, streets, utilities, curbs, retaining walls, gutters, pavement, swales, trails, etc.
- ☐ Spot elevations immediately off-site
- ☐ Existing or proposed drainage facilities including detention basins
- ☐ Patterned or shading of cut and fill areas (cut in red, fill in blue)
- ☐ Typical street gradients in percentages
- ☐ 100 and 500 year flood plains
- ☐ Location, elevation and size of proposed building pads
- ☐ Cross-sections
- ☐ Area of site to be graded, heights and slopes of cut and fills, estimated grading quantities in cubic yards
- ☐ North arrow and scale

☐ **Phasing Plans**

(fifteen (15) **folded** full size and one (1) 8.5" x 11" reproducible copies)

A phasing plan is required if a project will be developed in stages, or by units, over a period of time. This plan will describe the scope of development proposed at each phase, the timing of this development and the improvements that will be installed at each of these phases.

Initial:_____
Date:_____

☐ **Building Elevations** (fifteen (15) full size and one (1) 8.5 x 11" scaleable copies) These elevations consist of architectural drawings that are prepared at minimum scales of 1/8" to 1 foot and include the following:

- ☐ Elevations of all sides of the building(s) with dimensions; details of materials, dimensions used in design treatment of windows, eaves and any special design elements; landscaping shall not be included in elevation views; if adjacent buildings, should depict compatibility with neighboring structures and terrain.
- ☐ Typical building section(s) showing wall, eave and roof height and roof mounted equipment (a roof plan may be required to show such equipment).
- ☐ All materials and colors called out on at least one building elevation (including walls, windows, sills, roof, doors, etc.)
- ☐ Conceptual signage with dimensions and material specifications, sign program if applicable
- ☐ If the exterior of an existing building is to be changed, show both the existing and proposed elevations
- ☐ Lighting specifications (pole height, fixture type, shielding, and proposed wattage)
- ☐ Scale, architect's name, address, phone and fax numbers
- ☐ Material sample and colors board
- ☐ One set of building elevations colored to the proposed color scheme for the project

☐ **Floor/Roof Plans** (fifteen (15) full size and one (1) 8.5 x 11" scaleable copies) The floor/roof plans will show the following:

- ☐ Form and configuration of floor with dimensions, square footage and intended uses
- ☐ Form and configuration of roof
- ☐ Direction and slope of roof pitch/drainage
- ☐ Outline of footprint below
- ☐ Potential location of rooftop mechanical equipment, elevator penthouses and ducts for kitchen exhausts and other HVAC equipment
- ☐ Scale; design professional's name, address, phone and fax numbers

☐ **Conceptual Landscape Plans**

(fifteen (15) full size and one (1) 8.5 x 11" scaleable copies) A conceptual landscape plan prepared by a design professional showing all existing and proposed improvements as shown on the Site Plan (excluding dimensions such as setbacks and street widths) as well as the following:

- ☐ Location of proposed plantings (minimum 15' from front property line required on commercial/industrial projects with landscaping required to pavement)
- ☐ Planting schedule showing size and location, botanical and common names (minimum 5-gallon shrubs, 15-gallon trees)
- ☐ Building footprint and roof outlines, including eave overhang
- ☐ Private walkways, walls and courtyards
- ☐ Berms and/or mounding areas, turf and ground cover areas, shrub locations, accent and street trees, slope planting materials, retaining walls, private yard areas, landscape lighting, and other elements to show the conceptual landscape plan
- ☐ Calculations for parking lot shading (50% of parking area within 15 years) and percentage of lawn areas
- ☐ Fencing, materials and location
- ☐ Indicate preserved heritage trees (6" oaks and 19" other, numbered per arborist report) and tree preservation techniques implemented
- ☐ Size, type and location of irrigation system (low flow)
- ☐ Existing and finished topography, including any retaining walls, heritage tree locations spotted
- ☐ Scale; landscape architect's name, address, phone and fax numbers

Initial:_____
Date:_____

☐ **Building Material Sample**

A building material sample and color board will be submitted and shall be mounted on a flat board (or heavy paper, if applicable) no larger than 8" x 14" in size.

☐ **Tree Mitigation Plan**

Tree mitigation plans are required for projects proposing to remove heritage trees (oaks 6" in diameter and most other trees 19" and over in diameter). These plans will require the following:

- ☐ Location (with size, labeling corresponding to arborist report) of all heritage trees within 25' of proposed grading and/or development of site
- ☐ Arborist report (trees to be numbered consecutively in report and on plan) with proposed mitigations (If less than 1" native per 1" removed, please explain why)
- ☐ Spot elevations at tree bases on conceptual grading plan
- ☐ Arborist's name, address, phone and fax numbers on location plan

☐ **Site Photographs/Renderings/Graphics**

Site photographs renderings and/or graphics may be requested in conjunction with project applications. Town staff will determine the format and size of these submissions. Materials presented to Town staff or the Planning Commission will become the property of the Town as part of the application.

☐ **Signage Plans**

Signage plans are required for projects proposing the installations of signs. These plans are subject to design review and will require the following:

- ☐ Location, size and height of sign(s) on dimensioned site plan or building, as appropriate
- ☐ Size of sign face(s), in square footage; size and style of lettering
- ☐ Composition of sign(s), construction materials and color
- ☐ Material sample and color board
- ☐ Sign lighting, direct or indirect
- ☐ Scale; design professional's name, address, phone and fax numbers

☐ **Disabled Access Requirements for Site Plans**

- ☐ At least one accessible route within the boundary of the site shall be provided from public transportation stops, public streets, or sidewalks (title 24, Section 3103A(I)2)
- ☐ The accessible route of travel shall be the most practical direct route between the accessible entrance to the site and accessible building entrance and accessible site facilities (Title 24 Section 3106 A(a))
- ☐ The accessible route of travel shall be provided to all entrances and exterior ground floor exists along normal paths of travel (Title 24 Section 3106A(a))
- ☐ When more than one building or facility is located on a site, the accessible route of travel shall be provided between buildings and accessible facilities (Title 24 Section 3106A(a))
- ☐ The accessible route of travel shall be at least 48 inches wide and have a cross slope no greater than ¼ inch per foot (1 inch vertical per 50 inches horizontal) (Title 24 Sections 3107A(b)4 and 3305(b)1.1')
- ☐ The accessible route of travel shall be provided in such a way that persons with disabilities are not compelled to wheel or walk behind parked cars other than their own (Title 24 Section 3107 A (b) 3)
- ☐ Accessible parking area requirements:
  - Accommodate required number of handicap spaces
  - One-quarter inch per foot slope in any direction, maximum
  - Reasonable distance to entrance
  - Equally dispersed throughout project for multiple buildings
- ☐ Improvement plans shall clearly delineate all accessible routes and accessible parking areas and include sufficient grade call outs to assure compliance with required slopes.

Initial:_____

Date:_____

☐ **Reports/Studies** (A minimum of three copies required)

Based on the completed environmental review and/or knowledge of existing potential constraints, additional reports or studies may be required of a project. Prepared by qualified individuals or firms, these reports/studies could include the following:

- ☐ Arborist's Report (including proposed mitigations)
- ☐ Biological Assessment
- ☐ Environmental Assessment (Phase I)
- ☐ Environmental Health Report (septic systems, wells, hazardous materials)
- ☐ Noise Analysis (including proposed mitigations)
- ☐ Special Status Species Assessment
- ☐ Soils report and geologic report prepared in accordance with the Alquist-Priolo Geologic Act.
- ☐ Traffic Analysis (including proposed mitigations)
- ☐ Wetlands Delineation (approved by U.S. Army Corps of Engineers, including proposed mitigations)
- ☐ Fiscal Analysis
- ☐ Other site specific studies

☐ **General Plan Amendment Text**

If a General Plan amendment is requested, the applicant will submit the specific text of the proposed amendment and attach applicable maps. A Statement of Justification and specifics of the actual project are necessary to complete the environmental review. The Planning Commission and Town Council will be specifically looking for the benefits to the Town from the proposed change, since amending the General Plan is not encouraged other than through the Town's General Plan Update process.

☐ **Zoning Amendment Text/Maps**

If a zoning amendment is requested, the applicant will submit the specific text of the proposed amendment and attach applicable maps. A Statement of Justification and specifics of the actual project (such as a Site Plan) are necessary to complete the environmental review.

Initial:_____
Date:_____

TOWN OF LOOMIS
PLANNING DEPARTMENT

OPEN SPACE
SUPPLEMENTARY APPLICATION FORM

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1. Briefly describe site vegetation (habitat value, native or specimen trees, large oak woodlands, wetlands, part of a riparian or wildlife corridor, any rare, endangered , federally listed or candidates for listing species)

2. Describe the number, size and condition of any trees to be removed.

3. Briefly describe wildlife typically found in the area (any rare, endangered , federally listed or candidates for listing species.)

4. Describe changes to site habitat(s) resulting from development of the project.

5. Does your project involve any public use or value, including visual access?

6. Does your project propose to include any open space? If so, what is its size (in square footage and as a percentage of your project area)? How does any open space your propose "work" with the adjacent property development; is any open space you propose continuous or contiguous to development within or outside of your project?

7. Does your site contain anything of historic or cultural value? Any unique features (such as rock outcroppings, quarries, etc.)?

I hereby acknowledge that I Have read this application and state that the information given is correct. I agree to comply with all Town ordinances and State laws regulating property division.

Date _____ Signature _____

Printed Name _____