



PLANNING PERMIT SUBMITTAL CHECKLIST

Development Services Department / Planning Division
 3232 Main Street, Lemon Grove, CA 91945
 Phone: 619-825-3805 Fax: 619-825-3818
 www.lemongrove.ca.gov

		OFFICE USE ONLY	
		COMPLETE	INCOMPLETE
Consult with a planner to check the items required for your initial submittal. Thereafter, submit all of the items required with your planning permit application. Include this form completed and signed with the submittal. Applications deficient of any checked items may prohibit your submittal.			
PLAN PREPARATION GUIDELINES			
<input checked="" type="checkbox"/>	Submit ____ sets of plans folded to 8 1/2 X 11.		
<input checked="" type="checkbox"/>	First sheet shall clearly state scope of work for entire project, including renovated landscape areas, and existing building(s) size(s) and land use(s).		
<input checked="" type="checkbox"/>	All plans shall be drawn on uniform sheets.		
<input type="checkbox"/>	Development plans shall be prepared by an architect or civil engineer licensed to practice in the State of California.		
<input type="checkbox"/>	Tentative subdivision maps shall be prepared by a land surveyor or civil engineer licensed to practice land surveying in the State of California.		
<input checked="" type="checkbox"/>	All plans/maps shall be clearly labeled with sheet title, project name and project location.		
<input type="checkbox"/>	A one-sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet.		
<input checked="" type="checkbox"/>	Completed application forms and fees.		
<input checked="" type="checkbox"/>	All plans shall be clear, scaled to a standard architect's or engineer's scale (1"=16' prohibited), and legible.		
<input checked="" type="checkbox"/>	All plan sheets (site, floor plans, elevations, landscape, grading, etc.) shall be consistent with each other.		
SITE PLAN			
<input type="checkbox"/>	If the project is to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase. All project phasing must be disclosed at the time of initial application submittal and review.		
<input checked="" type="checkbox"/>	Clearly state scope of work for entire project, including renovated landscape areas, and existing building(s) size(s) and land use(s).		
<input checked="" type="checkbox"/>	Name and address of developer, owner of record, and person who prepared the plan.		
<input checked="" type="checkbox"/>	Date of preparation and/or revisions.		
<input type="checkbox"/>	Precise legal description.		
<input checked="" type="checkbox"/>	North arrow oriented towards the top of the sheet and a legend identifying any symbols.		
<input checked="" type="checkbox"/>	Property line and dimensions.		
<input checked="" type="checkbox"/>	A vicinity map showing the precise location of the project. Show nearest cross streets on all sides of the project site, with approximate distances from the site.		
<input checked="" type="checkbox"/>	Show adjacent streets (distance between property line and centerline of streets).		
<input type="checkbox"/>	Street cross-sections.		
<input checked="" type="checkbox"/>	Right-of-way width, including existing width and area proposed to be dedicated.		
<input checked="" type="checkbox"/>	Dimensions and nature of all easements, labeled with recordation number.		
<input type="checkbox"/>	Existing topography on site with drainage flow lines, including natural ground (contours), trees, and drainage courses.		
<input type="checkbox"/>	Conceptual grading. Use San Diego Regional Standard Drawings for grading specifications.		

<input type="checkbox"/>	Street improvements (existing & proposed) fronting the property, including curbs, gutter, sidewalks, water lines, sewer lines, utility poles, fire hydrants, and street lights. Use San Diego Regional Standard Drawings for street specifications.		
<input type="checkbox"/>	Utility locations.		
<input checked="" type="checkbox"/>	Location and dimensions of existing and proposed buildings and structures.		
<input type="checkbox"/>	Improvements, property boundaries, and Map #s within 100 feet of the subject site.		
<input type="checkbox"/>	Parking layout with labeled stall size and location, aisles, driveway approaches, curb cuts, pedestrian access, and utility vehicle access.		
<input type="checkbox"/>	Handicap parking spaces and loading zones.		
<input type="checkbox"/>	Location, height, and materials of walls and fences (existing and proposed).		
<input type="checkbox"/>	Location of refuse areas, including wall and fence heights, and materials.		
<input type="checkbox"/>	Location of any outdoor storage areas and screening devices.		
<input checked="" type="checkbox"/>	Required and proposed setback dimensions and building separations.		
<input type="checkbox"/>	Conceptual landscape & irrigation labeled with irrigation location and type, plant species, size, and location, and ground cover type and depth below grade in compliance with Chapter 18.44. Location of all existing and proposed trees. Identify whether the trees are to be preserved, relocated or removed. Use San Diego Regional Standard Drawings for specifications.		
<input checked="" type="checkbox"/>	Label and dimension all surface improvements (e.g., walkways, driveways, patios, landscape areas). Note where existing topography is sloped or flat with drainage flow arrows.		
	A tabular summary including the following:		
<input type="checkbox"/>	Gross and net acreage.		
<input type="checkbox"/>	Gross floor area per building or unit and total floor area for all buildings.		
<input type="checkbox"/>	Proposed density (dwelling units per net acre for residential subdivisions and floor area ratio for commercial and industrial developments).		
<input type="checkbox"/>	Lot Coverage Ratio (percentage of site covered by all buildings and structures).		
<input type="checkbox"/>	Pervious Surface Coverage Ratio (post and pre-development percentage of lot covered by pervious surfaces).		
<input type="checkbox"/>	Number of unit types, unit areas, number of stories, number of bedrooms/bathrooms per residential unit, and number of units per building (as applicable).		
<input type="checkbox"/>	Required and proposed number of parking spaces, (covered, uncovered, and handicapped accessible, as applicable).		
FLOOR PLAN			
<input type="checkbox"/>	Interior layout (labeled) and dimensions of all levels.		
<input type="checkbox"/>	Finished floor elevation of ground floors.		
<input type="checkbox"/>	Proposed demolition, provide square feet to be demolished.		
<input type="checkbox"/>	Location of all openings (windows and doors).		
ROOF PLAN			
<input type="checkbox"/>	Dimensions of roof overhang(s).		
<input type="checkbox"/>	Location of rooftop equipment and screening.		
EXTERIOR ELEVATIONS			
<input type="checkbox"/>	Illustrative elevations of all sides of all buildings and structures.		
<input type="checkbox"/>	Proposed and existing roof and siding materials labeled on each sheet of the elevations. Note if roof and siding materials will match existing buildings on-site.		
<input type="checkbox"/>	Proposed and existing building colors labeled on each sheet of the elevations.		
<input type="checkbox"/>	Heights of all structures (measured from average finished grade to peak of roof). Show finish floor MSL, finish pad MSL, finished grade, average finished grade, spot elevations within 5' of building footprint and dimensions to highest points of structure.		
<input type="checkbox"/>	Conceptual sign locations, sizes and type.		

<input type="checkbox"/>	Roof top equipment and screening treatment for rooftop equipment.		
<input type="checkbox"/>	Cross sections and architectural details.		
ADDITIONAL REQUIREMENTS			
<input type="checkbox"/>	Environmental Initial Study application.		
<input type="checkbox"/>	Interior/Exterior site photographs.		
<input type="checkbox"/>	Photo Simulation/Perspective Drawing: A photo simulation or perspective drawing may be required in addition to photos.		
<input type="checkbox"/>	View/Line of Sight Study: A view/line of sight study may be required to show the project has adequate line of sight for vehicular circulation. This study shall be prepared and stamped by a licensed civil engineer.		
<input type="checkbox"/>	Preliminary title report and copies of recorded documents listed in Schedule B and easements plotted on an APN map.		
<input type="checkbox"/>	Chain of Title		
<input type="checkbox"/>	Copy of County Assessor Building Construction Records		
<input type="checkbox"/>	Licensed Land Survey		
<input type="checkbox"/>	Phase I and II Environmental Assessments		
<input type="checkbox"/>	Biological Assessment		
<input type="checkbox"/>	Cultural Resource Assessment		
<input type="checkbox"/>	Air Quality Study		
<input type="checkbox"/>	Parking Study		
<input checked="" type="checkbox"/>	STORMWATER BMPS. Intake Forms I-1, I-2, and I-3 must be filled out as applicable to the project. Projects requiring submittal of Form I-1 only are required to submit a complete Form I-1. Projects requiring submittal of Form I-2 require Construction Stormwater BMP Notes and Permanent Stormwater BMP Notes on their site plan. Projects requiring submittal of Form I-3 must provide a Storm Water Quality Management Plan and for projects without a Grading Plan, a separate Construction BMP Plan is required (pre- and post-construction impervious area is required to be shown on the plans).		
<input type="checkbox"/>	Geotechnical Study		
<input type="checkbox"/>	Acoustical Analysis/Noise Study		
<input type="checkbox"/>	Traffic Analysis		
<input type="checkbox"/>	Conceptual Grading Plan. Use San Diego Regional Standard Drawings for grading specifications.		
<input type="checkbox"/>	Grading and Improvement Plan (submitted as a separate Engineering Division permit).		
<input type="checkbox"/>	Conceptual Landscape & Irrigation Plans labeled with irrigation location and type, plant species, size, and location, and ground cover type and depth below grade in compliance with Chapter 18.44. Location of all existing and proposed trees. Identify whether the trees are to be preserved, relocated or removed. Use San Diego Regional Standard Drawings for specifications.		
<input type="checkbox"/>	Other materials as required:		

Plan corrections and additional materials may be required based upon further review of the application submittal.

DECLARATION

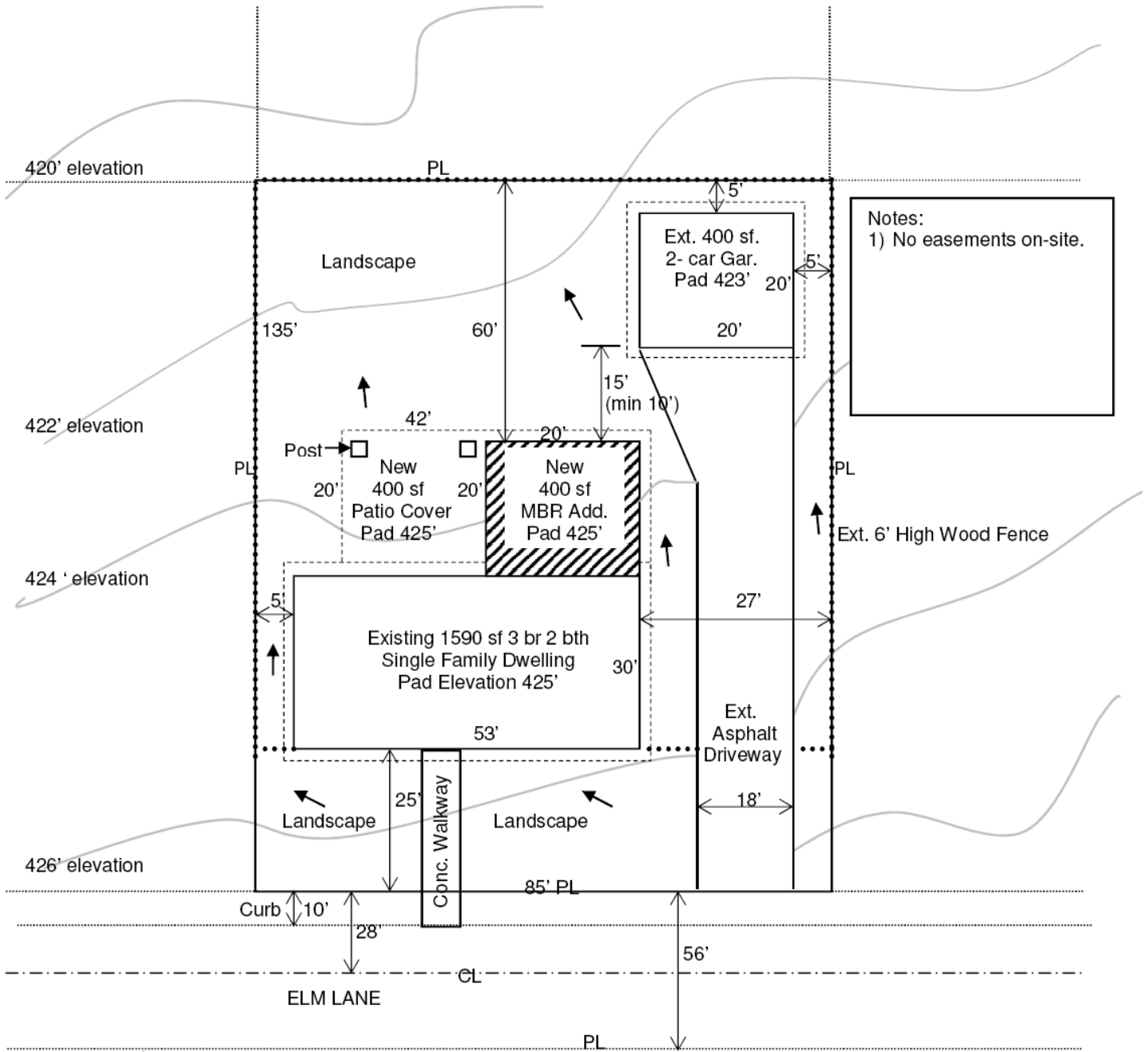
I hereby certify that the statements furnished in this application and in the supplemental materials present the data and information required for this project to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge. In addition, I grant permission to the City of Lemon Grove to reproduce submitted materials, including but not limited to plans, exhibits, photographs, and studies for distribution to staff, Planning Commission, City Council and other agencies in order to process this application.

Signature:

Date:

Name (print or type):

SAMPLE SITE PLAN



Notes:
1) No easements on-site.

SITE ADDRESS:
APN:

EXISTING CONDITIONS: 1590 sf SFR w/
400 sf 2-car garage

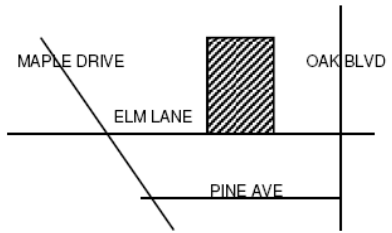
SCOPE OF WORK: 400 sf MBR Addition
and 400 sf Patio Cover

OWNER:
NAME, MAILING ADDRESS, PHONE, EMAIL

PREPARED BY:
NAME, MAILING ADDRESS, PHONE, EMAIL



VICINITY MAP
NO SCALE



SAMPLE BUILDING ELEVATION

Roof Materials

Siding Materials

Building Height
(measured from avg. finished grade)

Finished Floor

Finished Grade

Average Finished Grade

Building Length

