



## CITY OF DUBLIN

Community Development Department

### SITE DEVELOPMENT REVIEW (SDR)

- ☐ RESIDENTIAL ADDITIONS OVER 500 SQ. FT.
- ☐ SINGLE FAMILY RESIDENTIAL DEMOLITION/RECONSTRUCTION
- ☐ ACCESSORY STRUCTURES OVER 120 SQ. FT.

#### PLANNING APPLICATION SUBMITTAL REQUIREMENTS

All applicants should consult with a City Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

- ☐ **Planning Application Form** including the address and signatures of Applicant(s) and Property Owner(s).
- ☐ **Environmental Information Form** (Initial Study) including signatures of Applicant(s) and Property Owner(s).
- ☐ **Processing Fee Agreement Form**
- ☐ **Consent Form for Architectural Drawings** for any applications that include the submittal of architectural drawings by a design professional or the owner of the copyright.
- ☐ **Written Statement** Describe the requested use in detail and give reasons why the application should be approved. Provide factual information supporting the following:
  1. Describe how the proposed development may impact views.
  2. Describe the physical characteristics of the site including existing slopes and topographic features.
  3. Describe the architectural design/theme of the project including character, scale and quality of the design, and explain how the project will relate to and be compatible with the existing site and the character of adjacent buildings, neighborhoods and uses.
- ☐ **Preliminary Title Report/Property Profile** to document ownership, prepared within three months of application submittal.
- ☐ **Stormwater Requirements Checklist** and incorporate applicable measures into project plans (residential additions only). Please contact the Public Works Department with questions regarding these requirements. The checklist is available to download from the City's website at: <http://dublin.ca.gov/1656/Stormwater-Development-Submittal-Require>
- ☐ **Urban Runoff Acknowledgement Form** to recognize that appropriate construction best management practices must be used to prevent contamination of stormwater runoff and/or the storm drain system (residential additions only). Please contact the Public Works Department with questions regarding these requirements. The checklists are available to download from the City's website at: <http://dublin.ca.gov/1656/Stormwater-Development-Submittal-Require>
- ☐ **Public Notice Materials**
  1. Reproduced copy of Alameda County Assessor's Parcel map showing the Project parcel(s) outlined in **RED** and a 300-foot radius in **BLUE** drawn from the perimeter of the parcel(s).
  2. An Excel spreadsheet showing all property owners and occupants within 300 feet of the project parcel. The spreadsheet should show the Assessor's Parcel Number, owners' name, situs address, and mailing address.
  3. Applicant is responsible for paying the cost of postage. Cost of postage is calculated: Number of postcards x Current Postage Rate.
- ☐ **Site Plan** drawn to 1/4"=1', 1/8"=1' or 1"=10' scale and fully dimensioned. The plans must be prepared and signed by a licensed civil engineer, surveyor, architect, or designer. The plans must graphically and understandably describe the proposal. The plans must show the following:

1. Vicinity map.
  2. North arrow and scale.
  3. All property lines (dimensioned), street names and significant easements.
  4. Location of existing and proposed buildings (include accessory structures) and addition(s) with dimensions to property lines and dimensions of proposed addition.
  5. Location of all walkways, driveways, stairs, decks and balconies.
  6. Storm water treatment areas (residential additions).
  7. All significant landscaping including all existing trees and clearly identify any trees proposed for removal.
  8. Summary of development calculations including:
    - a. Lot size (total)
    - b. Existing and proposed floor area (show for each floor)
    - c. Existing and proposed lot coverage (please note that coverage includes the footprint of the house with garage, accessory structures, balconies and patio covers)
- ☐ **Floor Plan** drawn to  $\frac{1}{4}"=1'$  or  $\frac{1}{8}"=1'$  scale and fully dimensioned. The plans must show the following:
1. Clearly differentiate between the existing floor plan and the proposed floor plan, including the floor plan door the entire new house.
  2. Indicate the existing square footage of the house on each floor and the proposed square footage of the addition or structure on each floor.
  3. Note the sizes of all new doors and windows.
- ☐ **Roof Plan** fully dimensioned and drawn to a  $\frac{1}{4}"=1'$  or  $\frac{1}{8}"=1'$  scale showing the roof slopes and pitch.
- ☐ **Elevations** fully dimensioned and drawn to a  $\frac{1}{4}"=1'$  or  $\frac{1}{8}"=1'$  scale. The elevations must show the following:
- a. Existing and proposed elevations must be provided. The elevations shall be labeled north, south, east and west.
  - b. Height and width of all walls.
  - c. Height, configuration, slope and overhang of roof.
  - d. All colors and materials.
- ☐ **Heritage Tree Report** for sites with a heritage tree, as defined by Chapter 5.60, Heritage Trees, a copy of an arborist report with tree protection guidelines must be included.
- ☐ **Special Information** or information in such form and number as may be required by the Planning Division.

For assistance or questions regarding submittal requirements, please contact: Planning Division Staff at (925) 833-6610 or [planningpermits@dublin.ca.gov](mailto:planningpermits@dublin.ca.gov).