



CITY OF DUBLIN
Community Development Department

**CONDITIONAL USE PERMIT (CUP) AND
SITE DEVELOPMENT REVIEW (SDR)
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. What type of business, activity or use are you proposing?
 2. How many employees will you have or propose to have?
 3. What are the proposed hours and days of operation?
 4. Will your business, activity or use target a specific segment of the community?
 5. In what ways will your business, activity or use benefit the community?
 6. Are there any ways in which your business, activity or use may disrupt the peace of the surrounding residents or businesses?
 7. Are there any ways in which your business, activity or use have a negative effect on the health or safety of persons residing or working in the vicinity, or be detrimental to the public health, safety or general welfare.
 8. Will your business, activity or use create any negative impacts on property, transportation systems or existing improvements in the neighborhood?
 9. Describe how the design of the project including site layout, structures, vehicular access, circulation and parking etc will provide a desirable environment for future development.
 10. Is the site physically suitable for the type and intensity of development proposed?
 11. Describe how the proposed development may impact views.
 12. Describe the physical characteristics of the site including existing slopes and topographic features.
 13. Describe the architectural design/theme of the development 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.
 14. Describe how the landscape features have been designed so as to insure visual relief and an attractive environment for the public.
 15. Is the proposed project located on a hazardous waste and substances site (pursuant to Government Code Section 65962.5)?
- Public Art Requirements** In accordance with Chapter 8.58 of the Dublin Municipal Code, all new non-residential development projects and all new residential development projects in excess of 20 residential units are required to provide public art.

If the project is subject to the Public Art Ordinance, please contact the Heritage and Cultural Arts Manager in the Parks and Community Services Department at (925) 833-6645. The Heritage and Cultural Arts Manager will schedule a meeting with you to discuss the options available to you under the Public Art Ordinance and assist you in identifying a location for public art.

As part of this Site Development Review application, please provide the following:

1. A completed [**Public Art Compliance Report**](#). (Planner to forward a copy to the Heritage and Cultural Arts Manager)
2. For projects where a public art piece will be provided on-site, please provide the following:
 - a. Describe the location, landscape palette, and lighting mechanism for the public art piece.
 - b. Indicate on the site plan the location of the public art piece.
 - c. Indicate on the landscape plan the location of the public art piece.
 - d. Provide lighting details, if applicable, for all proposed light fixtures which will directly or indirectly illuminate the public art piece.

- 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. Please contact the Public Works Department with questions regarding these requirements.
- [**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. Please contact the Public Works Department with questions regarding these requirements.
- [**Waste Enclosure Requirements Checklist**](#) and incorporate the required information into the project plans. Please contact the Public Works Department with questions regarding these requirements.

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.

Project Plans

1. [**Vicinity Map**](#) showing the site in relation to nearest cross streets.
2. [**Site Plan**](#) drawn to 1" = 20' 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:
 - a. North arrow and scale.
 - b. Dimensioned property lines, existing and proposed easements and adjacent streets.
 - c. Location, setback and dimensions of all existing and proposed structures on the site.
 - d. Parking information, including:
 - Parking ratio (i.e. parking spaces/1000 sq. ft. of building)
 - Parking provided
 - Parking required
 - Disabled accessible spaces
 - Total project parking
 - Number of parking spaces per row (indicate compact spaces with 'c')
 - Typical parking stall dimensions
 - Parking aisles dimensioned
 - Entrance drives dimensioned
 - Adequate back-up dimensions
 - Lighting fixtures
 - Striping details

- Cart corrals, if required
- e. Loading/receiving areas:
 - Dock location and truck access
 - Truck well
 - Turnaround area dimensions
 - Trash compactor
 - Porte cochere
- f. Location, setback and dimensions of all existing and proposed:
 - Driveways
 - Median openings
 - Loading areas
 - Disabled accessible ramps
 - Sidewalk/pathways
 - Pedestrian circulation
 - Landscaped areas
 - Fences
 - Retaining walls
 - Signage
 - Trash enclosures
 - Utility connections on site
- g. Waste enclosure details in accordance with the Waster Enclosure Requirements Checklist and Waste Handling Standards (see checklist information above).
- h. Location, setbacks and dimensions of all existing and proposed structures, parking, driveways, walkways, landscape areas, fences, retaining walls, signage and trash enclosures within 50 feet of the project site.
- i. Summary of development calculations including:
 - Site area (gross and net, each floor and total)
 - Floor area of all buildings and uses
 - Number of parking stalls (required and proposed)
 - Lot area coverage (allowed and proposed)
 - Percent of landscaping
 - When appropriate, number of beds, students, dining seats, auditorium/church seats, occupants, employees of largest work shift, or square feet of assembly floor area

Preliminary Grading/Drainage Plan showing:

1. Existing topography (dashed line) - one-foot intervals (slopes 3:1 or greater shall be five-foot intervals).
2. Proposed or finish grade contours (solid line) - one-foot intervals.
3. Boundaries of all cut and fill areas.
4. Cross-sections of site where topographic changes exceed 5%.
5. Direction and path of drainage on, through and off the site (indicate any proposed and existing drainage catch basins and pipe).
6. Storm water treatment facilities.
7. Retaining walls with critical spot elevations.
8. Pad elevations for appurtenances (i.e. transformer, generator, etc.).
9. Finish floor elevations.

Preliminary Utility Plan showing:

1. Electric Service routing from existing supply to building (including poles, guy wires, conduits (min. 5-4"), conductors (number and size) etc.
2. Transformer, generator, propane rack enclosure (across from electric room).
3. Gas service.
4. Water service, location and size including, domestic water with meter, back flow preventer and/or detector valve location, fire hydrants with protection, fire department connection and PIV.
5. Sanitary Sewer location and size including manholes and cleanouts (100' O.C.).
6. Telephone service.
7. Easements (existing and proposed).

8. Critical crossings calculated for clearance (encasement if required).
9. Approximate light pole locations.
10. Storm drain system (with invert elevations).
11. Building tie-ins with sanitary sewer and storm drain.
12. Stub out locations for future pads, if any.
13. Finish floor elevations.

- Preliminary Landscaping Plan** This plan shall be consistent with the site plan and architectural plans for the proposed project. The plan shall demonstrate clearly the character, massing and site compatibility of the proposed landscaping program and shall include the following:
 1. Design layout showing the desired landscaping program in terms of location of proposed landscaping and hardscape.
 2. Plant palette with the location, size and name of the proposed plants and trees (both common and botanical).
 3. Locations of proposed, berms, storm water treatment areas, concrete curbs, paths, fencing, and miscellaneous structures (including above grade utility structures such as PG&E transformers).
 4. Percent of landscaping (and how it is allocated).
 5. Statement of overall design theme.
 6. Areas proposed for outdoor use.
 7. Outdoor furniture details.
 8. Lighting plan including pedestrian level, security and parking lot lighting.
- Building Elevations** fully dimensioned and drawn to a 1/8" = 1' scale of all sides of all proposed structures. Elevations must include building materials, colors, trash enclosures, fencing, roof screening details and signage.
- Colored Building Elevations** **Photograph of existing building OK.
- Color and Material Palette** indicating the proposed finishes of all exterior materials (including roof and walls) and color samples of paint or manufactured products to be applied on the building exterior (including fascia and trim).
- Floor Plans** fully dimensioned, drawn to scale, showing exterior doors and windows, stairways, mechanical rooms and hallways.
- Roof Plan** drawn to scale showing the direction of slope of roof elements and location of mechanical equipment, ducts and vents.
- Traffic Data** specific to the site or proposed project: traffic generation rates, peak hour counts, trip distribution and similar information. (Applicant must check with Public Works Department for additional information.)
- 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.