

Submittal Requirements for Development Applications

Please use this checklist for Major Revised Exhibits, Amendments and Full Applications for **Development Permits and Conditional Use Permits** where new development (new buildings, structures, or additions) or a new use of land, major modification to a parking lot, or major modification to a use is proposed, unless a [Specialized Checklist](#) exists for the proposed use.

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| Required | <p>Please use this as a checklist to assemble the materials required for your development application when submitting the application through the Accela Citizen Access (ACA) portal. The following items must be submitted in order to process your application. Please follow ALL hyperlinks for complete checklist. <u>If the plans are not legible, or do not contain the information listed below, your application will be deemed incomplete and rejected.</u></p> |
| <input type="checkbox"/> | <p>Instructions:</p> <ol style="list-style-type: none"> 1. All plans and documents <u>must</u> be uploaded in PDF format. 2. A separate PDF document is required for <u>each</u> plan type (i.e., one PDF required for all site plan documents; one PDF for all elevation plans; etc.). 3. If ACA portal requires a document type not included on this checklist, upload blank PDF document called "Dummy Document". Make sure you select the required document "Type" from the dropdown list. |
| <input type="checkbox"/> | <p>Complete Application in ACA portal. Use this policy to determine correct application type.</p> <p><input type="checkbox"/> Provide full contact information including email addresses for all applicants and/or owners who are stakeholders of the project.</p> |
| <input type="checkbox"/> | <p>All Required Fees Paid</p> <p>Fees will be invoiced after application is submitted. All fees must be paid before application is deemed complete. Fees must be paid within three days of fees being invoiced (e-mail will be sent). Please note fees are updated annually on July 1st.</p> |
| <input type="checkbox"/> | <p>Pre-application (DRC) preliminary review letter</p> |
| <input type="checkbox"/> | <p>Environmental Assessment Form (Electronic)</p> <p>Please complete entire application, responding to all questions.</p> |
| <input type="checkbox"/> | <p>Additional Studies and Information required based on response to the Environmental Assessment Form.</p> |
| <input type="checkbox"/> | <p>If the project is not exempt from the California Environmental Quality Act a Three Party Agreement is required. The Developer will be required to obtain a Consultant to prepare the environmental assessment. The Three Party Agreement shall be executed prior to formal acceptance of the project.</p> |
| <input type="checkbox"/> | <p>Preliminary Title Report and Supporting Deed Documents (prepared within 30 days of submittal of the application; includes legal description) (Electronic)</p> |

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| <input type="checkbox"/> | <u>Letter of Owner Authorization</u> (If Owner is not the Applicant) (Electronic) Shall include name phone, address and email. |
| <input type="checkbox"/> | <u>Operational Statement</u> (Electronic) (Unless adequate operational statement provided in Environmental Assessment Form required above). Operational statement shall include all applicable items found on the Contents Requirement Checklist . |
| <input type="checkbox"/> | Project Site Plan (Electronic, uploaded into the ACA portal) Plans shall include ALL items found on the Contents Requirement Checklist . |
| <input type="checkbox"/> | Verification Property is a Legal Lot of Record: If parcels proposed for development were not created through one of the six methods listed below, a chain of title verifying that the property is a legal lot is required and must be submitted with the application. Please reference Policy and Procedure G-005 for additional information on Determining Legal Lots of Record. Please indicate in the operational statement how the lot was created. 1) A lot or parcel resultant from recordation of a Final (Tract) or Parcel Map; 2) A parcel authorized for creation by a Parcel Map Waiver; 3) A parcel resultant from recordation of a Voluntary Parcel Merger; 4) A lot authorized for creation and perfected through completion of a Lot Line Adjustment; 5) A lot or parcel for which a Certificate of Compliance has been recorded; 6) A lot or parcel created by deed through conveyance to or from a public entity. |
| <input type="checkbox"/> | Signed <u>Traffic Planning Checklist</u> (Electronic, uploaded into ACA portal) |
| <input type="checkbox"/> | Site Plans (Electronic, uploaded into ACA portal) Plans shall include all applicable items found on the Contents Requirement Checklist . |
| <input type="checkbox"/> | Elevations & Floor Plans (Electronic, uploaded into ACA portal) Plans shall include all applicable items found on the Contents Requirement Checklist . |
| <input type="checkbox"/> | Landscape Plan & Irrigation Plan (Electronic, uploaded into ACA portal) Plans shall include all applicable items found on the Contents Requirement Checklist . |

The application completeness review process is up to a 30-day process. If all items on this checklist are not submitted, the application will be deemed incomplete and rejected. If all required items on this checklist are submitted and determined to meet all requirements outlined in this document, the application shall be deemed complete and accepted for processing. Within five days of project acceptance, the project applicant will be sent an Introduction Letter (via e-mail) from the assigned Planner discussing the process and the target completion date.