

Submittal Requirements for Minor Parking Lot Modification Applications

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. <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</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select Major Revised Exhibit – Development Permit. <input type="checkbox"/> Provide full contact information including email addresses for all applicants and/or owners who are stakeholders of the project.
<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>Deed Documents (for verification of owner authorization) (Electronic)</p>
<input type="checkbox"/>	<p>Letter of Owner Authorization (If Owner is not the Applicant) (Electronic)</p> <p>Shall include name phone, address and email.</p>
<input type="checkbox"/>	<p>Operational Statement (Electronic): <input type="checkbox"/> Project address & APN <input type="checkbox"/> Project description (scope of work) <input type="checkbox"/> Number of parking spaces proposed to be removed (state if none) <input type="checkbox"/> Landscape/Trees proposed to be removed (state if none)</p>
<input type="checkbox"/>	<p>Overall Site Plan (Electronic, uploaded into ACA – does not need to be to scale but shall be legible)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Outline the entire parcel with an area indicating the scope of work <input type="checkbox"/> Property line dimensions & easements <input type="checkbox"/> Vicinity map with north arrow <input type="checkbox"/> Project address & APN

<input type="checkbox"/>	Detailed Site Plan (Electronic, uploaded into ACA) Plans shall include (at a minimum) items below.	
	<input type="checkbox"/> 1"= 30' scale (engineer's scale only) <input type="checkbox"/> North Arrow correctly shown <input type="checkbox"/> Easements, both existing and proposed	<input type="checkbox"/> Fully dimensioned parking stalls
	<input type="checkbox"/> Property lines and dimensions of property lines	<input type="checkbox"/> Add this note: Any survey monuments within the area of construction shall be preserved or reset by a person licensed to practice land surveying in the state of California.
<input type="checkbox"/> Add this note: Repair all damaged and/or off-grade concrete street improvements as determined by the construction management engineer prior to occupancy.	<input type="checkbox"/> Add this note: Two working days before commencing excavation operations within the street right-of-way and/or utility easements, all existing underground facilities shall have been located by Underground Services Alert (USA). Call 1-800-642-2444	

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.