



**Planning Division**  
525 Henrietta Street  
Martinez, CA 94553  
Tel. (925) 372-3515  
[www.cityofmartinez.org](http://www.cityofmartinez.org)

## **PLANNING DIVISION SUBMITTAL CHECKLIST & GUIDELINES**

This checklist is intended to cover all types of development, large and small. Not all items may be applicable for the scope of your project. Depending on the nature of the proposed project, Planning Division staff may modify this list, as applicable, by waiving submittal requirements or imposing project-specific submittal requirements.

All materials shall be provided in PDF format and submitted via link (e.g., Google Drive, Box, Drop Box, etc.) to [dutyplanner@cityofmartinez.org](mailto:dutyplanner@cityofmartinez.org) where the files can be readily downloaded. Your application will be considered once application materials, including all applicable fees, have been received and considered complete.

1.  **Planning Application Form(s):**
  - a. Completed [Standard Application Form](#).
  - b. Application cannot be accepted without a property owner's signature. Signatures can be completed via wet signature and scanned or via digital signature using [these instructions](#).
2.  **Application Fees or Deposit:**
  - a. Current [Planning Fee Schedule](#).
  - b. All fees can be paid via check (personal or cashier's) or debit/credit card. Fees exceeding \$4,000.00 must be made with a check in person or via mail.
  - c. Any fees paid via debit/credit card must be done in person and cannot total more than \$4,000.00.
  - d. If choosing to pay fees in person, please note our hours of operation are Monday through Friday from 9:00 a.m. to 3:00 p.m.
3.  **Photos:**
  - a. Photos of the existing site and building(s) taken from multiple vantage points along with a plan showing the location and orientation where each photo was taken.
4.  **Written Project Narrative:**
  - a. Project Title: Name of proposed subdivision, residential development, commercial/industrial center, or anchor tenant?
  - b. Use: Proposed use? Hours/days of operation? Number of employees? Number of individuals (e.g., employees, customers, spectators, etc.) anticipated to be at the site at peak times? Other licenses/approvals required (i.e., liquor license). Surrounding uses? Accessory uses (e.g., catering in association with a restaurant)?

- c. Parking: How many parking spaces are available on the site to serve the use? If in a shopping center, how many parking spaces will be available for the subject business?
- d. Transportation: What is the primary mode of travel (e.g., automobile, transit, bicycling, walking) people will use to get there? How will vehicles, bikes, and pedestrians enter, exit, and move around the site?
- e. Exterior changes: Will the proposed use require exterior changes to the building (e.g., façade improvements, new exterior paint colors, new signs)?
- f. Environmental: Will hazardous materials be stored or used in conjunction with the business? If so, what are the quantities and have you had any previous contact with [Contra Costa Health Services](#)? To your knowledge, are there any environmental considerations that should be taken into account (i.e. cultural, biological, agricultural, etc.)?
- g. Maintenance and Safety: Provisions for site maintenance or safety (e.g., trash clean-up, landscaping maintenance, call boxes, security personnel, caretakers).

5.  **Project Plans:**

- a. Include project name/address in email subject line and body.
- b. Be prepared, signed, and stamped by a licensed professional(s).
- c. All plans shall include the date of preparation and dates of each revision; north arrow, scale, graphic scale, proposed modifications clearly identified, and title block.
- d. Incorporate all the required plan sheets, inclusive of architectural, civil, and landscaping sheets, into a single PDF document.
- e. Project plan PDFs should be legible and at least 300 DPI (dots per inch).
- f. Project Plans Checklist: Please include the provided “General Submittal Checklist” with your submittal with the sheets outlined below. Include the reference sheet number for all applicable items.
- g. Pursuant to [SB 1214](#), architectural plans and details, including, but not limited to, building design, cross-sections, elevations, floor plans, visual simulations, and construction plans are deemed protected information and cannot be distributed for public dissemination (with exceptions). If you desire your plans to not be posted on the City’s website with the agenda meeting packet, then please submit a separate “site plan” and/or “massing diagram” for posting on the internet and for copying. If the architect elects not to submit either of these documents, then the Planning Division is deemed to have obtained the permission for purposes of allowing copying and posting of architectural plans.

6.  **Additional Materials:** In addition to the materials above, the following items may be requested in addition depending on the nature of the project. It is recommended that interested applicants review this list and reach out to Planning staff to determine if any of the following may be required.

- a. Response to Findings Worksheet: Include the required “Findings” describing how the proposal will meet the findings for approval. Please contact staff for more information.
- b. Stormwater Control Plan: Projects which create or replace [2,500+ square feet](#) or [10,000+ square feet](#) of impervious surfaces are required to incorporate specified measures to reduce runoff.
- c. Water Efficient Landscape Ordinance (WELO) Requirements: Required for new construction projects with a total landscape area greater than 500 square feet or rehabilitations of existing landscape with a total landscape area greater than 2,500 square feet. More information can be found [here](#).
- d. Arborist Report: Projects proposing to remove protected trees, or conduct work next to protected trees, may require an Arborist Report prepared by a qualified arborist.
- e. Tree Removal Permit: Consistent with [Martinez Municipal Code Section 8.12.020](#), if proposing to trench, grade, or fill within the dripline of a protected tree or cut down, destroy, trim by topping or remove any protected tree, a [tree removal permit](#) is required. Tree Removal Permits may require an arborist report.
- f. Solid Waste Collection Plan: For multifamily residential, mixed-use, and commercial projects. A written narrative explaining the amount and size of solid waste, recycling, and organic waste receptacles needed; the size and location of their storage rooms and explanation of how the contents will be collected.
- g. Phase I Environmental Site Assessment (ESA): If project site’s prior uses include former light or heavy industrial uses (e.g., laundromat, machine shop, service station, etc.), a Phase I ESA may be required. Depending on the findings of the Phase I ESA, a Phase II ESA may also be required.
- h. Title Report or Condition of Title Guarantee: A Title Report or Condition of Title Guarantee prepared within six months of the date of the application submittal, providing a legal description of the property and listing ownership, easements, defects, encumbrances, restrictions, and agreements.
- i. Site Survey: A site survey conducted and prepared by licensed surveyor to confirm lot dimensions, easements, and location of existing structures with distance to property lines. Required for projects that propose development within five feet of a required setback.
- j. Exterior Light Fixture Cutsheet: For projects proposing exterior lighting, please provide cutsheets for all proposed fixtures.
- k. Lighting and Photometric Plan: Projects proposing exterior lighting may be required to provide a lighting and photometric plan demonstrating lighting doesn’t spillover into adjacent properties.
- l. Preliminary Grading Plans: Required for any projects proposing grading.
- m. Cultural Resources Study: If proposing alteration or demolition of structures older than 45 years old, staff may contract with a third party to complete a cultural

resources study to determine if the proposed project would affect a historic property.

- n. Preliminary Soils Report: Required for projects proposing significant soil disturbance or in geologically sensitive areas.
- o. Colors and Materials Board: Projects proposing exterior modifications to a structure may be required to provide a colors and materials board. Colors and materials boards shall include the manufactures' specifications for body/siding, trim, windows, roof, fences, walls and retaining walls, and hardscape.
- p. Photo Simulations, Story Pole Plan, or Other Visual Analysis: Projects which are visually prominent or located in a visually prominent area (such as areas on hillsides, ridgelines, etc.) may be requested to complete photo simulations, story pole plan, or some other visual analysis demonstrating existing and proposed conditions.
- q. Traffic Impact Analysis: Projects which have the potential to generate a significant number of vehicle trips require a Traffic Impact Analysis.
- r. Other Information: Planning staff may request additional information which is pertinent to the project.

## GENERAL SUBMITTAL CHECKLIST

As described above, **please include the following checklist with your submittal with the sheets outlined below.** Failure to complete this list will result in an incomplete application. Include the reference sheet number for all applicable items. Staff understands not all items may be necessary or applicable – for these items, please include “N/A.”

Title/Cover Sheet	Reference Sheet Number
Contact information for property owner, architect, landscape architect, arborist, engineer, surveyor, and other project professionals.	
Vicinity map.	
Project data: <ul style="list-style-type: none"> <li>• Lot area</li> <li>• Existing Uses</li> <li>• Zoning District</li> <li>• Floor area for each use (existing and proposed)</li> <li>• Site coverage (existing and proposed)</li> <li>• Height and setback information</li> <li>• Parking Inventory (table format preferred for multiple tenants)</li> </ul>	
For residential projects: <ul style="list-style-type: none"> <li>• Number of existing units, demolished units, and new units</li> <li>• Unit types and count (e.g., two studios, three one-bedroom, etc.)</li> <li>• Square footage of open space provided (common and private)</li> </ul> If proposing affordable housing: <ul style="list-style-type: none"> <li>• Number of Below Market Rate (BMR) units and associated levels of affordability</li> <li>• Levels of affordability associated with unit types</li> <li>• If utilizing State Density Bonus, include density bonus calculations and proposed concessions/waivers</li> </ul>	
Project address, Assessor’s Parcel Number(s) (APN).	
Table of Contents.	
Brief description of proposed scope of work.	
<b>Site Plan (Scale must either be 1” = 20’ or 1” = 10’)</b>	<b>Reference Sheet Number</b>

Property lines with dimensions.	
Existing Site Plan with outline of all buildings on property, including accessory structures.	
Proposed Site Plan with outline of all buildings on property, including accessory structures.	
Existing and proposed topography with contour lines.	
Approximate locations and setbacks of neighboring buildings and windows.	
Easements (public or private; specify who easement benefits).	
Dimension all required setbacks.	
Dimension all proposed setbacks.	
Outdoor mechanical equipment (pool equipment, HVAC units, etc.).	
Location, size, and species of all existing and proposed trees. Clearly indicate if any trees are proposed for removal with an "X".	
Parking stalls and parking aisles with dimensions.	
Driveways and pedestrian walkways.	
Bicycle parking locations (short and long term).	
Fences and retaining walls.	
<b>Floor Plan (Scale must either be 1' = 1/8" or 1' = 1/4")</b>	<b>Reference Sheet Number</b>
Existing floor plans with all walls, doors, and windows.	
Proposed floor plans with all walls, doors, and windows.	
All rooms with the use of each room labeled.	
Dimensions for all interior spaces.	
For retail and other commercial uses, general layout of installations/furnishings (e.g., display shelving, check-out counters, customer seating areas, etc.).	
Any construction or tenant improvements.	
Indicate walls to remain, walls to be removed, and proposed walls.	
<b>Elevations (Scale must either be 1' = 1/8" or 1' = 1/4")</b>	<b>Reference Sheet Number</b>
Existing elevations of all sides of building(s), including building forms, dimensions, and height (as measured to highest part of the roof exterior). Label elevations as north, east, south, and west.	
Proposed elevations of all sides of building(s), including building forms, dimensions, and height (as measured to highest part of the roof exterior). Label elevations as north, east, south, and west.	
Proposed elevation transposed with adjacent existing properties and buildings.	
Existing and finished grade.	

Existing and proposed materials and colors for siding, roofing, trim, windows, entry, garage doors, stairs, balconies, doors, railing, and other architectural features.	
Type of windows (e.g., casement, slider, single- or double-hung), type of mullions and muntins, depth of window recessing from surrounding walls, dimensions of any surrounding sills or trim.	
Any exterior lighting that will be attached to or directed at the building.	
Any mechanical equipment or other exterior equipment.	
Any proposed signs.	
<b>Sections (Scale must either be 1' = 1/8" or 1' = 1/4")</b>	<b>Reference Sheet Number</b>
Provide a lengthwise section drawing through the building(s) showing internal details. Include a minimum of one longitudinal and one transversal section.	
<b>Roof Plan</b>	<b>Reference Sheet Number</b>
Show roof pitches and dimension overhang depths. Include arrows that indicate the direction of the slope of the roof and include the slope of the roof in each direction.	
Differentiate between the wall lines and the location of the eaves.	
Indicate roof material.	
<b>Color and Materials</b>	<b>Reference Sheet Number</b>
Proposed color and materials palette.	
Window specifications, including manufacturer and models.	
<b>Landscape Plan</b>	<b>Reference Sheet Number</b>
Location of all existing trees, clearly indicating if any trees are proposal for removal.	
Location of all proposed landscaping, including trees, plants, paving, grasses, ground cover, etc.	
Plant list table for proposed planting plan, including: quantity, sizes, and species.	
Proposed irrigation system, including: location of irrigation components, proposed water source, estimated water usage, flow rates, pressure requirements, water metering, and backflow prevention.	
<b>Grading and Drainage Plans</b>	<b>Reference Sheet Number</b>

Clearly indicate the total volume of grading proposed. Indicate the specific amounts of cut, fill, import and/or export which account for this total amount.	
A full site plan showing existing and finished contour lines. These lines should somehow be distinguished from each other (either different line weights, styles, or alternative method). This site plan should also show the outline of the building(s) and all retaining walls.	
All retaining walls should be labeled using top-of-wall, bottom-of-wall nomenclature.	
Several, detailed cross sections.	
State the approximate load capacity of the hauling trucks to be used and estimate the number of truck trips which will be generated.	
Provide the haul route to and from the site.	
Give approximate itemized grading calculations for the entire grading proposal. Also, please detail which components of the building's construction will account for the specific volumes (i.e., 500 cubic yards of cut for the driveway, 130 cubic yards of fill for the pad, etc.).	
Drainage plan detailing drainage, flood control and stormwater treatment features and location.	

### **BEYOND THE REQUIREMENTS – SUGGESTIONS FOR SUCCESS!**

Presentation can greatly affect the success of your project. Clear and concise plans can be processed faster and more effectively. Below are some tips on how your plans can read better!

#### Light Line Weights:

- Existing topography
- Existing trees (“X” for trees to be removed)
- Existing structures (to be maintained)

#### Dashed Lines:

- Existing structures (to be removed)
- Existing elevations (superimposed over proposed)

#### Shaded, Hatched:

- Proposed additions
- Proposed impervious surface
- Proposed native trees and plants

#### Dark/Heavy Line Weights:

- Proposed topography
- Proposed trees

#### Red Lines and Callouts:

- Highlight changes to plan set from previous submittal