



APPLICATION SUBMITTAL CHECKLIST

Project Site / Address(es):

THIS CHECKLIST IDENTIFIES THE SUBMITTAL REQUIREMENTS FOR DISCRETIONARY REVIEW APPLICATIONS.

- **Prior to** submitting an application, please contact the Current Planning Division to obtain information specific to your proposed project, to be assigned a project planner, and to determine which items identified below are applicable.
- All items identified by the Current Planning Division and checked below must be included in the digital and paper copy application submittal. Consult with your case planner on the number of paper copies to submit.
- **Contact your project planner** to review application materials when all items have been completed and the application package is ready for submittal. Please bring this form for in-person submittals or upload to your electronic submittal.

REQUIRED FORMS AND RELATED MATERIALS:

- Completed [Project Application](#) form signed by the property owner or with a signed notarized letter of authorization from the property owner, if applicant is not the property owner.
- Proof of ownership (e.g., Grant Deed, Preliminary Title Report within six months, etc.).
- Completed [Authorization for Use and Copying of Architectural Drawing Form](#).
- [Storm Water Planning Program Priority Project Checklist](#).
- [Art in Public Places \(APP\) Intake Form](#). It is required for: a) New construction or remodeling of five or more residential units. b) New construction of commercial, industrial or public buildings with a valuation over \$500,000. c) Remodeling of commercial, industrial or public buildings with a valuation over \$250,000.
- Photographs of existing building or development from all viewpoints if the application proposes a physical change to the existing building or development.
- Photo simulations from four different angles incorporated into digital and paper plans.
- Technical Studies: _____
- Annotated list responding to staff's Preliminary Plan Review (PPR) comments/corrections.
- Preliminary Mobility & Transportation Demand Management (TDM) Plan.
- Preliminary Construction Management Plan (CMP).

- Business Operations Plan.
- Parking Operations Management Plan.
- Analysis of Required Findings for each requested entitlement. CCMC Section(s) _____. Please provide as an attachment.
- Public Notification: Three (3) sets of mailing labels, one (1) physical copy of the mailing labels, and one (1) digital copy of the mailing labels which shall identify the consecutively numbered properties including Assessor's Parcel Number (APN), owner names and mailing addresses of:
 - _____ All property owners.
 - _____ All occupants.
 - _____ Adjacent properties as noted.
 - _____ Adjacent properties as noted.
 - _____ Properties within 500 feet to the end of the block.
 - _____ Properties within 500 feet plus extended boundary as noted by Staff.
 - _____ Other:
- Radius map and certified property owner's list affidavit per Public Notifications Materials Package.
- Other _____

REQUIRED PLANS/DRAWINGS

Please staple plan sets along the left margin and fold to approximately 8 1/2" x 11" with the lower right-hand corner facing up. No dimension of the plan sheets should exceed 36 inches.

- One (1) digital set and four (4) sets of paper plans (two 24" x 36" and two 11" x 17") prepared by a qualified design professional and specifically including the plans checked below:
 - Site Plan Elevations Floor plan Roof plan, including all mechanical equipment placement and screening, height, etc.
 - Existing Existing Existing Existing
 - Proposed Proposed Proposed Proposed
- Colored Site Plan that distinguishes building area, parking area, pedestrian area, landscaped area and public right-of-way incorporated into digital and two (2) of the 11-inch by 17-inch paper plan sets.
- Site survey prepared by a licensed land surveyor registered in the State of California.
- Preliminary grading plan prepared by a licensed civil engineer registered in the State of California.
- Preliminary landscape plan showing the following (and in compliance with Zoning Code Section – 17.310.030):
 - _____ Proposed and existing buildings and structures to remain.

- ___ Proposed parking areas.
- ___ Proposed landscaped areas, including the dimensions and size of individual planters.
- ___ A calculation of the total hardscape and planted areas.
- ___ Preliminary list of plant materials, including street trees and parkways (groundcover, climbing vines, shrubs, and trees).

Additional instructions: _____

REQUIRED SITE PLAN

- Plans must be clear, legible, and scaled accurately.
 - Plans shall be drawn to the scale indicated on the plans and include a scale bar.
 - Plans shall include an arrow showing true north, and “project north” if different from true north. Verify “project north” with the Current Planning Division.
 - Plans must be to scale, using standard architect and/or engineering scale (1/8, 1/4, 1/16, etc. or 10, 20, 30, etc.).
- Address(es) of project site. A vicinity map showing nearest major cross streets.
- A Project Summary Table including the following information:
- ___ Detailed Project Description/Scope of Work.
 - ___ Legal description of property (lot, block, and tract).
 - ___ Assessor’s Parcel Number (Book, page and parcel).
 - ___ Total site area (Existing - dedications + acquisition = Net Area).
 - ___ Site coverage by structures.
 - ___ Total gross floor area of the existing and proposed buildings (also include gross floor area per floor).
 - ___ Specify the use of all existing and proposed buildings on the site.
 - ___ Provide a Parking Matrix with proposed amount of standard, compact, tandem, loading, guest, and accessible vehicle parking spaces including van-accessible and standard accessible. Also show how many of those spaces will include EV Chargers or be EV Capable or EV Ready.
 - ___ Bicycle parking provided, short term and long term.
 - ___ Loading spaces provided, medium, large, or extra-large.
 - ___ Landscape area required and provided.
 - ___ Open space required and provided (common and private).
 - ___ The number and sizes of residential units (if applicable).
 - ___ Storage area (in cubic feet) required and provided for residential projects.
- Show the following existing and proposed above-grade features and improvements for the project site and all property within 50 feet of the project site boundaries (including public right of way):
- ___ Outline the location and height of all buildings and structures.

- ___ Label the use of all buildings.
 - ___ All driveways and aprons.
 - ___ Backflow devices and Fire Department connections.
 - ___ Electrical transformers.
 - ___ Curbs, gutters and catch basins.
 - ___ Fire hydrants, streetlights, utility lines and poles.
 - ___ Traffic signal poles and public bus stops.
 - ___ Other:
- For the project site (including the public right of way), show the location of the following existing and proposed below-grade features and improvements:
- ___ Sewers and storm drains.
 - ___ Easements.
 - ___ Other utilities and related improvements.
 - ___ Other: _____
- For the project site indicate the following:
- ___ Dimensioned property lines and lot dimensions. (Include and label City limit lines, if applicable.)
 - ___ Building setbacks from all property lines and building separations.
 - ___ Existing buildings and structures that will remain or will be demolished.
- General location of existing and/or proposed Art in Public places artwork (if applicable).
- Dimensioned location and width of access, both pedestrian and vehicular, showing points of ingress, egress, and internal circulation pattern.
- Off street parking and loading facilities, including but not limited to, ramp grades & sections denoting overhead clearances for all subterranean, rooftop and structured parking facilities; consecutive numbering of parking spaces; width, length, backup space & angle of parking and loading spaces; designation of standard, compact, loading, visitor, accessible (standard/van) & tandem parking spaces.
- Off-street bicycle parking and end-of-trip facilities (e.g. showers and personal lockers).
- Lighting fixtures for all exterior building locations and parking lots. Include height of exterior fixtures on buildings; include location and height of light fixtures from grade for all light standards. (Show height of the base in these dimensions.)
- Location, type (materials, textures and colors), and height of all walls/fences.
- Location, dimensions, and construction design of trash enclosures.
- Drainage of the site indicated by flow lines.
- Location & dimensions of all properties to be dedicated for general public purposes or public utilities.
- Location of all existing and proposed signs including freestanding signs.

- If project is residential show location of windows of adjacent residential properties. (Proposed project windows should not align directly with windows of adjacent residential properties.)
- For multi-family developments, include neighborhood block typology data table comparing proposed project setbacks, height, lot coverage, and density to average and prevailing for the block.

REQUIRED ELEVATIONS

- Include elevations of all building(s) sides showing the following:
 - ___ Building and structure height in feet, including finished roof and top of parapet elevations.
 - ___ Elevations of all equipment on the roof or on the ground.
 - ___ Building width and dimensions of major elevation features (windows, pop-outs etc.).
 - ___ Indicate the materials of all major features (siding, roof, windows, doors, veneers etc.).
 - ___ Buildings on adjacent properties that abut & conceal all or part of a project building(s) elevation must be outlined to illustrate what portions of the elevation will be concealed and exposed.
- Colored elevations incorporated into digital and two (2) of the 11-inch by 17-inch paper plan sets.
- Building Color and Materials Sheet incorporated into digital and paper two (2) of the 11-inch by 17-inch plan sets.
- Three-Dimensional rendering of project incorporated into digital and paper plans.

FEES

- Application(s): \$ _____
- Environmental \$ _____
- Public Notification \$ _____
- Construction Surcharge \$ _____
- Other: \$ _____
- Total Culver City Application Fee \$ _____

* Please make your check payable to the City of Culver City.