FORMAL APPLICATION CHECKLIST

Planning Division

Economic and Community Development
34009 Alvarado-Niles Road
Union City, CA 94578
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The following items are required for a Formal Review Submittal:

☐ **Application**
The formal application must be complete (with all fields filled) and signed. Please attached a letter of authorization signed by the property owner if needed.

☐ **Project Narrative**
The project narrative should provide all information necessary to allow for a thorough understanding of the proposed project.

☐ **Stormwater Requirements**
Projects that are not changing any site features (e.g., no new paving or building expansions) do not need to fill out this form; all other projects must complete the Stormwater Requirement Checklist and submit it with the application package

☐ **Building and Site Photos**
The Building and Site photos are aerial and ground-level photos intended to demonstrate the relationship between the subject site and adjacent developments or properties and show existing buildings and sites.

☐ **Building Occupancy Classification Form**
Project involving any the use, storage and/or handling of hazardous materials, must complete the Building Occupancy Classification Form and submit it with the application package

☐ **Statement of Use (*Use Permits Only*)**
The Statement of Use is only required for projects needing a use permit and is similar to the project narrative but focuses on providing a thorough description of the proposed use. The Statement of Use shall include:

STATEMENT OF USE			
	Business description and activities		Delivery or drop-off/pick-up hours and operations.
	Days and hours of operations.		Describe security protocols and measures (personnel or equipment).
	Shift description.		Site maintenance plan (landscape, trash, graffiti, etc.)
	Number of employees, employment status (full time, part-time, etc.), their roles.		Outdoor or any special events proposed (when and how often).
	Number of customers anticipated (average and maximum for weekday and weekends).		Potential for noise impacts (outdoor music, activities, truck delivery, etc.)
	Describe services offered or merchandise and food served (operation, floor area, goods/food sold).		Any other information that's relevant and specific to the business.

	Number of children/students and their age range. (If applicable)		An **Exit Analysis** showing the paths of travel from the building in an emergency

☐ **Project Plans**

The project plans are intended to show all proposed development activities. The project plans shall include:

PROJECT PLANS			
ALL SHEETS			
	Sheets must be no less than 11″ x 17″ and no greater than 24″ x 36″		Include North Arrow, date prepared, and bar scale.
	Name and phone number of the person preparing the plan		Address and Accessor Parcel Number
TITLE SHEET*			
	Name and scope of work.		Floodplain information applicable to the site.
	Address, Accessor Parcel Number, and year built.		Location map at 1" = 500' scale with site denoted.
	Table of contents listing all plan set sheets, their content and page number.		A vicinity map showing uses, structures, parking, etc. of neighborhood (within 100-300 feet).
	The name(s) of the present owner(s) of each separate legal parcel.		Completed Residential Project or Non-Residential Project datasheet
SITE PLANS			
	Existing and Proposed site plans are shown side-by-side.		Location and dimensions of all existing and proposed buildings
	Property lines, distance between the outer edge of the street curb, and the front/street side property lines		Location of all trees, shrubs, groundcover, and turf to be planted (Maybe shown on separate landscape plan)
	Location of all existing landscaping. Indicate any trees to be removed. Include circumferences of all trees. Provide species and common names of all trees.		Location and dimensions of existing and proposed driveways, garages, carports, required off-street parking spaces, and vehicle backup areas
	Building footprints and appropriate height of structures on adjacent lots		Location and dimensions of all existing and proposed buildings
	Location of the proposed development		Location of drainage ways and access easements
	Location of non-vegetative landscape improvements, such as paving, fences, retaining walls, and planters		Construction staging areas where the applicant intends to store equipment and materials during construction
ROOF PLANS			
	The direction of roof slope (indicated by downslope arrows) and roof pitch		Existing/proposed roof plans can be incorporated into the site plans if they can be depicted clearly.

	Proposed material and color.		All existing and proposed roof elements
FLOOR PLANS			
	Fully dimensioned and prepared to an appropriate scale		Show location of all existing and proposed windows and doors
	Rooms labeled for use		Ceiling heights of all interior spaces
ELEVATIONS			
	Existing and proposed construction and/or alterations. Existing and proposed views of each elevation should appear side by side on the plans		Details for fascia trim, windows, doors, trim, sills, railing and fencing, and final height of the building
	Location of exterior lighting and cut sheet/details of the type of lighting fixtures		Fully dimensioned and prepared to an appropriate scale
	The direction of building elevation (i.e., north, south, etc.)		Identify all materials, colors, and textures
	Location of proposed vents, gutters, downspouts, air conditioning equipment, antennas, all rooftop mechanical equipment, utility meters, transformers, and utility boxes		
PRELIMINARY LANDSCAPE PLAN - *(Refer to the City's Landscape Standards Policy Statement & Chapter 18.112, Water Efficient Landscaping for requirements.)*			
	The landscape plan must show the treatment of all unpaved areas not occupied by structures on the property.		Identify the irrigation types, standards for class of irrigation pipe, depth of pipe, and backflow preventers.
	Show the location, size, quantity, and the scientific and common names of plants of each tree, shrub, ground cover.		Show all property lines and street names, existing and proposed sidewalks, driveways, fences, pools, ponds, water features, and retaining walls.
	Provide an area calculation for the landscaping, broken down by living and non-living.		Include details of spray, ground cover, shrub, and tree irrigation installations.
	Single-family residential projects only need to include the front yard and street side or rear yard (if applicable) in the landscaping plan. **All other projects (multi-family, commercial industrial, etc.) must provide a landscaping plan for the entire site.**		
THE FOLLOWING SHEETS MAY BE REQUIRED – (*Staff will inform applicants if these sheets need to be provided*)			
	Preliminary Utility Plan		Topographic Lot Survey
	Section Drawings		Preliminary Grading and Drainage Plan
	Perspective Drawings		Technical Reports and Other Information

☐ **Land Modification Plans (*For Lot line adjustments, Tentative Maps, Parcel Maps and Plat Maps*)**

Land Modification Plans are only required Lot line adjustments, Tentative Maps, Parcel Maps and Plat Maps for must be prepared under the direction of a Licensed Land Surveyor or Registered Civil Engineer. The project plans shall include:

LAND MODIFICATION PLANS			
	All existing buildings on the subject property. Indicate if these buildings are to remain or be removed with the subdivision.		Any certificate statements, affidavits, and acknowledgments must be legibly stamped or printed upon the map.
	Show the location and dimensions of all existing and proposed public rights-of-ways, including adjacent streets, alleys, and railroad rights-of-way. Also, all existing and proposed public facilities (i.e., utilities, sidewalk landscaping, and signs)		All dimensions, both linear and angular, for locating the property's boundaries, lots, streets, rights-of-way, and easements within the subdivision, and building setback line adjacent to the proposed and existing streets within the subdivision shall be shown. Linear dimensions shall be expressed in feet and decimals of a foot, followed by the angle expressed in degrees, minutes, and seconds.
	Show any existing well(s) location on the subject property and whether they are to be capped or abandoned following Alameda County Water District (ACWD) standards.		Identify and dimension all existing and proposed public or private easements for utility, drainage, sewer, parking, access, and other purposes if the properties are held in common ownership.
	Locate all proposed public areas, such as school sites and park sites, within the proposed subdivision and on lands immediately adjacent to it.		Locate all potentially dangerous areas within and adjacent to the proposed subdivision, such as areas subject to flooding or geologic hazards.
	Show cross-sections for all existing and proposed public or private streets, including curb gutter, sidewalks, sound walls, median island, park strip, and travel ways, each fully dimensioned.		The shape, dimensions, and square footage of each proposed lot shall be delineated. Lots shall be numbered, beginning with one (1) and continue consecutively.
	Legal descriptions of the existing parcel(s) and the proposed parcel(s).		Indicate the radius of each right-of-way line for streets in the proposed subdivision.

☐ **Electronic Submittal Format**

Upload a PDF Copy of all submittal materials to box using the link below
https://cityofunioncitycalifornia.app.box.com/f/af07691dd69a4458b43666834fd959f5

☐ **Required Printed Plans** **The Project Planner may request additional plans as needed*

☐ **Administrative Projects (ASD, AUP)**
Drop off one (1) copy of the application, two (2)* sets of 24″ x 36″ plans and seven (7)* sets of 11″ x 17″ plans and three (3)* sets of supporting documents

☐ **All other Projects**
Drop off one (1) copy of the application, two (2)* sets of 24″ x 36″ plans and fourteen (14)* sets of 11″ x 17″ plans and three (3) sets of supporting documents