



Plan Preparation Guidelines and Minimum Plan Contents

PLAN PREPARATION GUIDELINES

All of the plans, except where noted, contained in these guidelines are required to be submitted to be considered a complete set.

Plans not conforming to the following guidelines will not be accepted for processing:

- All plans shall be drawn on uniform sheets, no larger than 24"X36".
- Development Plans shall be prepared by an architect or civil engineer licensed to practice in the State of California. Tentative subdivision maps shall be prepared by a licensed land surveyor or registered civil engineer authorized to practice land surveying in the State of California.
- All plans/maps shall be clearly labeled with sheet title, project name and project location.
- A one-sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet.
- All plans shall be folded to 8½"X11".
- All plans shall be clear and legible.

MINIMUM PLAN CONTENTS

Site Plan:

The site plan shall be drawn to an engineering scale no smaller than 1"=40' for large projects, 1/8"=1' for smaller projects, with the scale clearly labeled, and shall include the following minimum information:

- Name and address of developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions.
- Precise legal description.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Property lines and dimensions.
- A vicinity map showing the precise location of the project.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Show adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.

- Dimensions and nature of all easements.
- Existing topography on site, including natural ground (contours) and trees drainage courses, streets, trails, open space, slopes, etc.
- Street improvements (existing and proposed), including curbs, gutters, sidewalks, water lines, sewer lines, utility poles, fire hydrants, street lights, and street trees.
- Location of existing and proposed buildings and structures (with finished grades).
- Improvements on adjacent properties within 100 feet, of the subject site (with finished grades).
- Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Handicap parking spaces.
- Loading zones.
- Location, height, and composition of walls and fences (existing and proposed).
- Location of refuse areas, including wall and fence heights and materials.
- Location of any outdoor storage areas.
- Setback distances, yards, and building separations.
- Landscape areas (shaded).
- Location of all existing trees. Identify whether the trees are to be preserved, relocated or removed. This information should also include whether or not any Oak trees are located on site or within one hundred (100) feet of the site.
- Streets and rights of way, including existing and proposed cross sections, improvements, etc.
- A tabular summary, including the following information:
 1. Adjusted gross and net acreage;
 2. Gross floor area per building and total floor area for all buildings;
 3. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions);
 4. Lot coverage ratio (percentage of site covered by all buildings and structures, and paving for vehicular use);
 5. Floor area ratio (total floor area divided by the site area)

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- 6. Pervious Surface coverage Ratio (percentage of lot covered by pervious surfaces).
- 7. Front Setback/Buffer Landscape coverage ratio (percentage of Setback or buffer area covered by landscaping);
- 8. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable); and
- 9. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable).

If the project is to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase. All project phasing must be disclosed at the time of initial application submittal and review. A phased project that is not disclosed up front may require the filing of a supplemental application ("Modification"), with appropriate fees to defray costs associated with additional City review and expenses.

Floor Plan / Roof Plan:

Floor plans shall be drawn to an architectural scale no smaller than 1/8"=1'-0" and shall include the following minimum information:

- Interior layout and dimensions of all levels (including roof).
- Finished floor elevation of ground floors.

Exterior Elevations:

Building elevations shall be of sufficient size to show architectural detail and, generally, shall be drawn to an architectural scale no smaller than 1/8"=1'-0". The building elevations shall include the following minimum information:

- Illustrative elevations of all sides of all buildings and structures.
- All building materials labeled on each sheet of the elevations.
- Proposed building colors labeled on each sheet of the elevations.
- Heights of all structures.
- Conceptual sign locations, sizes and type.
- Elevations of all walls and fences.
- Cross sections and enlargements of architectural elements or details, as needed.
- Screening treatment for HVAC units (include a cross section if necessary).

Conceptual Grading/Drainage Plan:

The conceptual grading/drainage plan shall be drawn to an engineering scale no smaller than 1"=40', with the scale clearly labeled, and shall include the following minimum information:

- Show proposed grading, including buildings and structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding/berming, slopes, open space and trails, distances, spot elevations, gradients, contours, cross sections, flow arrows, etc.
- Show existing grading, including buildings and structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding/berming, slopes, open space and trails. All existing items/conditions shall be designated with short dashes or screened.
- Existing features within 100 feet beyond site boundaries, including natural ground (contours), trees, buildings and structures, drainage courses, drainage facilities (type and size), streets, trails, open space, slopes, etc.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain and cable TV).
- Provide scaled cross sections at all site boundaries, showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls) and elevation differences (maximum and minimum conditions) between off-site structures & those on-site. Sections should extend through building pads & streets.
- Location and dimensions of proposed pervious or landscaped areas after building and paving.
- Proposed drainage facilities to convey storm water runoff into proposed or existing pervious or landscaped areas.
- Proposed infiltration structures to comply with the City's NPDES Permit requirements.
- Proposed treatment devices (e.g., oil/water separators, drain inlet filters, etc.) to remove parking lot oils, sediment and litter for impervious areas directly connected to the City's storm drain system.
- Buildings and structures, indicating footprints, pad and floor elevations, retaining walls, stem walls, etc.
- Drainage and flood control facilities (type, size, etc.).
- Location and dimension of easements, property lines and rights-of-way.
- Natural areas to be preserved (undisturbed; no grading to take place).
- Location of all existing Oak trees. Identify whether the trees are to be preserved, relocated or removed.
- Retaining walls (top and footing elevations).
- Shade pavement and slopes greater than 3:1.

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Conceptual Landscape Plan:

The conceptual landscape plan shall be drawn to the same scale as the Site Plan and shall include the following minimum information:

- Conceptual location of plants and a planting legend which identifies trees, shrubs and ground cover, or other softscape elements. In addition, indicate the intended function of plants (e.g. accent trees, street trees, canopy shade trees, screening hedge, etc.).
- Location of all existing Oak trees. Identify whether the trees are to be preserved, relocated or removed.
- Water elements and public art.
- Berming and/or mounded areas, swales and/or basins (indicate height or depth, as applicable).
- Plazas, sidewalks, and other hardscape elements, such as special paving materials and rockscape.
- Walls and fences, and their materials and height.
- Location and design of community amenities and a legend which identifies such things as:
- Common or public open space/recreation areas.
- Tot lots, barbeque areas, pools/spas, recreation buildings, sports courts, etc.
- Primary and secondary project entry points and their treatments.
- A legend, including the following information:
 1. Common and botanical name of all plants;
 2. Size of all proposed plants;
 3. Pervious Surface calculations;
 4. Parking lot shading calculations

Lighting Plan:

The lighting plan shall be drawn to the same scale as the Site Plan and shall include the following minimum information:

- Location, type, height and style of lighting fixtures.
- Specification sheets for lighting fixtures.
- A photometric plan showing lighting levels for the entire site may be required

Tentative Subdivision Map: *(Only required with Parcel/Tract Map Applications and Parcel/Tract Map Revision Applications)*

The subdivision map shall be drawn to an engineering scale of 1"=50'. Other scales may be used with prior approval by the City Engineer or his representative. The map shall include the following minimum information:

- Name, address and phone number of the applicant, engineer and/or architect, as well as any soils engineers or geologists whose services were utilized in the preparation of the project.

- Date of preparation and/or revisions.
- Precise legal description.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- A vicinity map showing the precise location of the project.
- A tabular summary, including the following information:
 1. Gross and net acreage;
 2. Proposed density (for residential subdivisions);
 3. Minimum and average lot area;
 4. Minimum lot dimensions (width and depth) for interior and corner lots; and
 5. Assessor's parcel numbers.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Boundary of Tract/Parcel map with heavy lines (sometimes referred to as "blue border").
- Property lines and dimensions.
- Each lot/parcel shall be numbered. Common lots shall be lettered.
- The area/size of each lot/parcel shall be noted.
- Names of all public streets and their right-of-way width.
- Location and identity of all existing easements, with names of holder and recording information, and location and purpose of all proposed easements.
- Location and identity of adjoining tracts, other maps of public record, streets, and other public right-of-way.
- Dimensions and bearings, with precision compatible with data from which map was prepared, of boundary, proposed centerlines of street easements and dedications.
- Location and identity of any structures or obstructions within the proposed land subdivision and any significant topographical features inside the boundary or within 200 feet of the boundary, including existing water lines, sewer lines, drainage courses, railroads, driveways and the like.
- Layout of proposed streets (public and private), alleys, and other areas offered for dedication to public use. Streets and alleys shall be shown with approximate grade and general drainage pattern.
- Typical cross sections of all existing and proposed streets, alleys and easements, including railroads.
- Contour lines with intervals of five (5) feet or less to indicate terrain and drainage pattern of the area. Existing contours should extend a minimum of 50-foot past the map boundary.
- Location, size, and approximate grades of proposed sewer and storm drains.
- Location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain, street lights and cable TV).

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- Location and description of all existing structures within the subdivision boundary.
- Location of existing trees, specifically noting trees with a trunk diameter of 4-inches or greater.
- Location, height and materials of existing and proposed walls and fences, including height of retaining portions of walls.
- If the map is to be phased, indicate the limits of the phasing and off-site improvements to be constructed with each phase. All project phasing must be disclosed at the time of initial application submittal and review. A phased map which is not disclosed "up-front," will require the filing of a supplemental application ("Modification"), with appropriate fees to defray costs associated with additional City review and expenses.
- If a parcel map waiver is requested or if the subdivider desires to submit a map not based on a field survey, the tentative map shall show information from which it can be determined that sufficient survey information exists on filed maps to locate and retrace exterior boundaries of the map and that at least one boundary line is a line between two (2) existing monuments of record.

Oak Tree Location Map: *(only required when a Oak Tree Report is required)*

The site plan shall be drawn to an engineering scale no smaller than 1"=20' with the scale clearly labeled, and shall include the following minimum information:

- Name and address of developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions.
- Show existing and proposed development
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Precise legal description.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Property lines and dimensions.
- A vicinity map showing the precise location of the project.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Show adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.
- Dimensions and nature of all easements.
- Existing topography on site, including natural ground (contours) and trees drainage courses, streets, trails, open space, slopes, etc.
- Street improvements (existing and proposed), including curbs, gutters, sidewalks, water lines, sewer lines, utility poles, fire hydrants, street lights, and street trees.

- Location of existing and proposed buildings and structures (with finished grades).
- Improvements on adjacent properties within 100 feet, of the subject site (with finished grades).
- Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Handicap parking spaces.
- Loading zones.
- Location, height, and composition of walls and fences (existing and proposed).
- Location of refuse areas, including wall and fence heights and materials.
- Location of any outdoor storage areas.
- Setback distances, yards, and building separations.
- Landscape areas (shaded).
- Location of all existing Oak trees within two hundred (200) feet of the project or construction area (may include off-property trees.) Note: the surveyor must sign the plan.
- Exact dripline and protected zone of each tree.
- Tree tag number.

Topographic Map:

- Show existing topography on site and within 200 feet beyond site boundaries, including natural ground (contours) and trees drainage courses, streets, trails, open space, slopes, etc.

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ADDITIONAL SUBMITTAL REQUIREMENTS

Additional Plans and Information: Any of the following items may be required, based on further review of the application:

- Oak Tree Report:** An Oak Tree report, prepared by a certified arborist with experience dealing with Oak Trees, will be required for those projects that could result in the removal of existing Oak trees. They shall include the following:
 - Oak Tree Location Map.** For details see Oak Tree Location Map Requirements on this page.
 - Oak Tree Inventory.** – An Oak Tree inventory shall include the following data for each tree:
 - Tree tag number.
 - Species.
 - Diameter at four and one-half feet (4.5') above natural grade.
 - Height.
 - Canopy cover information, including condition of crown canopy (% shade), diameter and distance from natural grade to the first branch at eight compass points.
 - Health and vigor rating.
 - PRC valuation, including condition assessment and detailed calculations.
 - Existing environment, including slope and aspect, soil description, surrounding vegetation.
 - Physical structure defects.
 - Pest and disease assessment.
 - Vigor description.
 - Photograph of entire tree and photographs of specific problems (include distance and direction).
 - Recommendations to improve the health of the tree.
- Impact Analysis.** - Provide the following information for each Oak Tree:
 - Determination as to whether the tree will be removed, encroached upon/pruned, or not impacted.
 - For encroachments and pruning, a discussion on the amount of encroachment (e.g., percentage of the root zone impacted and how), number and size of branches to be removed, and a drawn cross-section illustrating the encroachment.
 - Proposed mitigation measures to reduce the direct impacts, including a protective fencing plan, observation, etc.

- Construction impacts must be included in the impact analysis, including footings, keyways for slopes, site access, utility trenching, etc.
- Justification and mitigation for the proposed impacts (e.g., payment of fees or planting of additional trees.
- Photosimulation / Perspective Drawing:** A photo simulation or perspective drawing may be required in addition to photos to show the impact of the proposal on views or a scenic corridor.
- Mock-up / Staking and Flagging:** A Mock-up may be required to show the height and mass and the impact of the proposal on views or a scenic corridor.
- View / Line of Sight Study:** A View / Line of Sight Study may be required to show the screening of a project and to analyze the impact of the proposal on views or a scenic corridor. This study is required for those projects visible from the Ventura (US 101) Freeway.
- A **Preliminary Title Report** may be required for those projects where the legal establishment of the project site cannot be determined.
- A **Biological Assessment** will be required for those projects that may result in a negative change in the diversity or number of any unique, rare or endangered species of plant, animal or habitat.
- An **Air Quality Study** will be required for those projects that exceed the thresholds established within the SCAQMD CEQA Handbook.
- A **Parking Study** will be required for those projects proposing a reduction in parking based upon shared parking or low demand.
- A **Preliminary Drainage/Hydology Study** will be required for those projects that would result in a substantial increase in storm water runoff or the project is proposed where an insufficient capacity for storm water runoff currently exists.
- An **Acoustical Analysis/Noise Study** will be required for those projects that would result in the exposure of persons to, or generation of, noise levels in excess of standards established in the general plan or noise ordinance, or applicable standards of other agencies.
- A **Traffic Study** may be required if:
 1. The project adds 100 or more new two-way peak hour trips to an intersection. Projects could include, but are not limited to, the development of 100 or more single-family residential dwelling units, 160 or more multi-

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family residential dwelling units, 27,000 or more square feet of shopping center space, 125,000 or more square feet of industrial space or 70,000 or more square feet of office space.

2. The preparation of a traffic study is warranted due to the size and nature of the project, or to address specific circulation, parking and/or neighborhood issues.
3. On phased projects to determine the construction timelines for required on and off site street and traffic improvements

A **Traffic Impact Analysis (TIA)** will be required when the trip generation for a project or group of projects is forecast to equal or exceed the County of Los Angeles Congestion Management Program (CMP) when it is determined that an Environmental Impact Report (EIR) is required, and the project does not meet any of the other provisions for exempt projects. The CMP is available on-line at www.metro.net.

The following projects, when subject to an EIR are exempt from the CMP requirements

1. Projects that entered into a development agreement with a local jurisdiction prior to July 10, 1989. Development agreements are obligations entered into on the part of a developer and a jurisdiction as specified under Sections 65864 through 65869.5 of the California Government Code. Revisions to existing development agreements that do not require an updated EIR are included within this definition.
2. Traffic generated by “set-aside” housing units for low and very low income persons. Definitions of low and very low income housing are provided by the California Department of Housing and Community Development as follows:
 - Low-Income: equal to or less than 80% of the median income, with adjustments for family size.
 - Very Low-Income: equal to or less than 50% of the median income, with adjustments for family size.
3. High density residential development located within one quarter mile of a fixed rail passenger station. State statute defines “high density” residential development as development which contains a minimum of 24 dwelling units per acre and a minimum density per acre which is equal to or greater than 120 percent of the maximum residential density allowed under the local general plan and zoning ordinance. A project providing a minimum of 75 dwelling units per acre is automatically considered high density.
4. Mixed use development located within one quarter mile of a fixed rail passenger station, if more than half of the land area, or floor area, of the mixed use development is used for high density residential housing, as determined by the lead agency. Mixed use development is defined by statute as development which integrates

compatible commercial or retail uses, or both, with residential uses, and which, due to the proximity of job locations, shopping opportunities, and residences, will discourage new trip generation.

5. Buildings or structures damaged or destroyed as a result of the January 1994 earthquake, which received entitlements for reconstruction prior to June, 1997.
6. Reconstruction or replacement of any residential or nonresidential structure which is damaged or destroyed, to the extent of not less than 50% of its reasonable value, by fire, flood, earthquake or other similar calamity.
7. Projects for which an NOP was prepared and distributed pursuant to CEQA prior to the local jurisdiction's adoption of the Land Use Analysis Program.
8. Phased development projects, or development projects requiring subsequent approvals, need not repeat this process as long as no significant changes are made to the project, and the lead agency determines that updating the project EIR is unnecessary.

Other Plans and Information. Any Other Plans or Information that the Planning Director deems necessary to facilitate processing of the application.