



City of Calexico
Community Development Department
Planning Division
608 Heber Avenue
Calexico, CA 92231
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www.calexico.ca.gov

Submittal Requirements - Checklist Form for:

SITE PLAN CONTENT REQUIREMENTS

All plans shall be drawn at an easily readable scale (i.e. 1/8" = 1', 1/4" = 1', or 1' = 20') and be fully dimensioned. All sheets shall be the same size and shall be a minimum size of 18" x 24". All sheets shall be folded to a maximum size of 8 1/2" x 11". All plans shall be consistent with all other required plans and shall be drawn to the same scale, except building elevations.

GENERAL INFORMATION TO BE SHOWN ON ALL SHEETS

1. Name, address, and telephone number of owner and developer of subject property.
2. Name, address and telephone number of person preparing plan.
3. North arrow and scale. North arrow must point to top of sheet.
4. Vicinity map showing site location and major cross streets.
5. Legal description of subject property (i.e. APN) and street address of subject property (if assigned).
6. Date plans were prepared.

INFORMATION SPECIFIC TO SITE PLANS (The site plan, drainage and grading plan, and landscape plan may be combined into a single plan as long as the details are legible).

7. Existing and proposed Zoning of subject property and surrounding properties.
8. Existing and proposed General Plan designation of subject property and surrounding properties.
9. Existing land uses of surrounding properties.
10. Name and address of utility companies, including water, sewer, electric, gas, cable, and telephone companies.
11. Net lot area and gross lot area.
12. Dwelling units per acre, if applicable.
13. Number of proposed units.
14. Total square footage of each dwelling unit, number and size of dwelling units and number of bedrooms, if applicable.
15. Total square footage of each building, including customer area/non-customer area for restaurants.
16. Percentage of area covered by buildings on each parcel.
17. Percentage of area covered by pavement on each parcel.
18. Uses of all buildings (existing and proposed) on subject property.
19. Type of construction and occupancy per Uniform Building Code.
20. Computation of total covered and uncovered parking spaces for each parcel and the number of proposed to meet the requirement.
21. Property lines and lot dimensions of subject property.
22. Names and width of adjacent streets and alleys.
23. Street or alley dedications, if applicable.
24. All existing and proposed public improvements within adjacent streets and alley right-of-way (curb, gutter, street lights, sidewalks, parkways, power poles, fire hydrants, etc.)
25. Existing or proposed public right-of-way within subject property.
26. Existing or proposed easements within or immediately outside subject property.
27. Physical features on property lines and within 25' of the boundaries of the site for residential projects (fences, walls, power poles, buildings, slopes, etc.).
28. Physical features on property lines and within 50' of the boundaries of the site for commercial or industrial projects (fences, walls, power poles, buildings, slopes, etc.).
29. Location of all buildings (main and accessory), fences and/or walls, paved areas and landscaped areas labeled existing or proposed.
30. Location of proposed septic system, if applicable.

31. Dimension from building(s) to property line and to other buildings on subject property.
32. Off-street parking including dimensions of individual parking spaces dimensions of loading spaces, internal circulation pattern for pedestrian and vehicular traffic, wheel stops, and type of surfacing proposed.
33. Driveway widths and type of surfacing proposed.
34. Residential trash pad (minimum 3' x 7') or trash enclosures.
35. Location and proposed screening of any outdoor equipment.
36. Location of outdoor storage areas.
37. Exterior architectural projections.
38. Location of all entrances and loading doors, if applicable.
39. Signs, including area, location, height, and illumination.
40. On-site lighting.
41. Proposed phases, if any.

ITEMS SPECIFIC TO PRELIMINARY GRADING AND DRAINAGE PLAN

42. Estimated quantities of earth to be moved.
43. Direction of drainage flow with slope in percentage.
44. Location of on-site and off-site drainage facilities.
45. Proposed grades and elevations.
46. All existing contours and structures on the site and within 25' of the boundaries of the site.
47. Location and elevation of all existing and proposed circulation and drainage improvements and drainage courses within 100' of the boundaries of the site.

ITEMS SPECIFIC TO PRELIMINARY LANDSCAPE PLAN

48. Computation of landscape and the square footage proposed to meet the requirement.
49. Location of landscaping including existing and proposed trees (including existing street trees), shrub masses, and ground cover area.
50. Plant list, including botanic name, number and sizes.

INFORMATION SPECIFIC TO ELEVATIONS

51. All sides of all proposed structures, including screening.
52. Height of all buildings and structures.
53. Exterior building materials, textures, and colors.
54. Cross section of structures.

Following review of the application and prior to scheduling the project for Planning Commission Hearing, staff will notify the applicant to submit the following items.

- Fifteen (15) additional complete sets of plans showing all information required in Item 4 as well as any additional information requested by the Planning Division. *(Ten (10) additional sets are required in the event plans are amended resulting from plan check and/or comments).*
- An 8 1/2" x 11" reproducible reduction of all sheets.

Notice to Applicant:

1. *Acceptance of application at the counter does not represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness.*
2. *The applicant will be sent a letter upon acceptance of application indicating a) project name/reference and b) Project Planner.*
3. *The applicant will be sent a letter within 30 days from the date of submittal stating that the application is complete or that additional items are necessary.*
4. *Please note that the Project Planner will have little information regarding the status of your project until the end of this 30 days period. During the 30 days, the project will be circulated to internal and outside agencies and the Project Planner cannot respond until all comments are received.*
5. *A Public Hearing/Public Meeting date cannot be set until the project is reviewed and any additional information or revisions to existing plans are made by the applicant.*
6. *It is recommended that the applicant, representative, or property owner be present at all hearings.*
7. *All correspondence and reports will be mailed to the project applicant only.*
8. *If you have any questions regarding the above, please call the Planning Division at (760) 768-2118. Please ask for your Project Planner, if known, or Administrative Assistant.*

REQUIRED COMPLETE FORMS:

1. *Form No. CLX PD 21*
2. *Form No. CLX PD 19*
3. *Form No. CLX PD 02*