



City of Calexico
Community Development Department
Planning Division
608 Heber Avenue
Calexico, CA 92231
Tel: 760.768.2118
Fax: 760.357.7862
www.calexico.ca.gov

Submittal Requirements - Checklist Form for:

SPECIFIC PLAN

Items required for initial submittal of application to accurately analyze and efficiently process this land use proposal. If these items are not included the application will either not be accepted or will be deemed incomplete by the Project Planner.

- Deposits – The City works on a Cost Recovery Account System Basis (CRA). The amounts listed below are the estimated costs for this type of application. If, however, the application is delayed or if unusual circumstances arise, an additional deposit may be required. Likewise, if the project submittal is complete and there are no delays, a refund for unexpended monies will be returned to the applicant.
 - Planning Division \$22,595.00
- ☞ Note: This is only Planning Division processing fees. Contact the Engineering and the Building & Safety Divisions to determine other related plan check and inspection fees and required impact fees associated with your project.*
- Completed Application Form signed by applicant and property owner. The applicant may submit a letter of authorization from the property owner in lieu of having them sign the application.
- Information to support compliance with the California Environmental Quality Act (CEQA), which shall consist of One (1) copy of completed Environmental Information Form
- Ten (10) screen check “Word” and “PDF” documents in digital format containing the following information:
 - a) Executive Summary (summarize the following)
 - i) Issues and constraints.
 - ii) Project plan.
 - iii) Overall process and documents prepared for the Specific Plan.
 - iv) Organization of Specific Plan document.
 - b) Introduction (which shall include the following):
 - i) Project location.
 - ii) Project description.
 - iii) Objectives, scope, and purpose.
 - iv) Background.
 - v) Relationship to City’s General Plan (Government Code Section 65451(b)).
 - c) Existing Setting, including:
 - i) Onsite and surrounding land uses.
 - ii) Environmental setting (form environmental document).
 - iii) Describe appropriate public services and utilities (existing capacities, alignments, etc.).
 - iv) Issues and constraints.

- d) Development Plan.
- i) Land use plans (description, distribution, location, and extent of the land uses).
 - ii) Concept circulation plan (describe proposed highway, street, road, and pedestrian bicycle trail improvements).
 - iii) Concept public facilities and services plan (proposed distribution, location, and extent and intensity of public and private transportation, trails, sewage, water, drainage, solid waste disposal, energy, and other essential services and utilities proposed to be located near the plan area and needed to support the land uses described in the Specific Plan).
 - iv) Mitigation measures recommended in the environmental document incorporated as appropriate.
 - v) Improvements accepted in Development agreement (if prepared) incorporated as appropriate.
 - vi) Grading plans (describe grading operations, provide slope analysis and sections).
 - vii) Key issues.
 - viii) Project phasing.
- e) Design Guidelines (Purpose of Design Guidelines are to establish key visual themes and concepts to ensure long range design continuity.)
- i) Purpose and Intent.
 - ii) Architectural Guidelines.
 - (1) Residential Design Criteria
 - (a) Building massing and scale.
 - (b) Building heights and setbacks.
 - (c) Roof pitches and materials.
 - (d) Building materials.
 - (e) Windows and doors
 - (f) Garage doors.
 - (g) Balconies and handrails.
 - (h) Exterior stairs.
 - (i) Columns, archways, post and beams.
 - (j) Chimneys.
 - (k) Walls and fences.
 - (l) Details:
 - (i) Mechanical equipment.
 - (ii) Antennas.
 - (iii) Carport structures.
 - (iv) Accessory structures.
 - (v) Flashing, sheet metal, and vents.
 - (vi) Skylights.
 - (vii) Solar panels.
 - (viii) Trash enclosures.
 - (ix) Support facilities.
 - (2) Residential Site Planning Criteria
 - (a) General design criteria.
 - (b) Residential design criteria.
 - (3) Commercial and Industrial Architectural Design Criteria.
 - (a) General guidelines, themes, and principles.
 - (b) Architectural concepts.
 - (c) General design elements.
 - (i) Building mass, form, and scale.
 - (ii) Building materials and colors.
 - (iii) Roofs.
 - (iv) Refuse collection areas.

- (v) Site loading and special equipment areas.
 - (d) Signage.
 - (i) General signage regulations.
 - (ii) Prohibited signage.
 - (iii) Materials and color schemes.
 - (iv) Lighting.
 - (v) Monument signage.
 - (vi) Wall-mounted building signs.
 - (vii) Multi-tenant building signs.
 - (viii) Projecting signs.
 - (ix) Informational and directional signs.
 - (x) Temporary signs.
 - (xi) Stand traffic signs.
 - iii) Landscape Guidelines.
 - (1) Landscape design intent and requirements.
 - (2) Entry statements.
 - (3) Streetscapes.
 - (4) Parks and open spaces.
- f) Development Regulations.

The development regulations present those standards that implement the land use plan. The development regulations are intended to act as the zoning standards for the Specific Plan area. Note that if the intent is to utilize existing zoning and subdivision standards, appropriate sections of these standards may be reproduced and incorporated directly into the Specific Plan document. If the development regulations deviate from existing zoning and subdivision standards, a description of what these deviations are and explanation of why they occurred must be provided.
- g) Implementation.

A program of implementation measures including programs, public works projects, and financing options necessary to implement the build-out the Specific Plan must be provided.

 - i) Phasing and Scheduling Plan (timing and sequence of development including but not limited to levels of infrastructure, financing and timing of development.
 - ii) Monitoring (tracking of necessary phases, stages, and/or benchmarks of project).
 - iii) Site design review process (describe how and when process will occur).
 - iv) Incorporate agreements from Development Agreement (if prepared) as appropriate.
 - v) Incorporate mitigation measures contained in environmental documents as appropriate.
 - vi) Financing options (provide options and how these options can realistically provide financial assistance to the project). The following are potential financing options available to the project.
 - (1) Special Assessment Districts.
 - (2) Mello-Roos Community Facility Districts.
 - (3) Integrated Financing Districts.
 - (4) Developer funding.
- h) Graphics
 - i) Regional vicinity.
 - ii) Site location.
 - iii) Topography and slope.
 - iv) Geology and soils.
 - v) Vegetation and wildlife habitats.
 - vi) Hydrology.
 - vii) Biology.
 - viii) Cultural resources.

- ix) Streets and circulation.
- x) Public Services and utilities.
- xi) Onsite and surrounding land uses.
- xii) Zoning and General Plan designations.
- xiii) Development land use plan.
- xiv) Conceptual circulation plan (including street cross sections and trail plans).
- xv) Master water, sewer, and drainage plans.
- xvi) Public facilities and services districts.
- xvii) Site plans, architectural details, building plans, etc.

Following review of the application and documents, staff will notify the applicant to submit the following items.

- Twenty (20) revised documents.
- Three (3) sets of typed gummed address labels containing the book, block, parcel number, names and addresses of the owner for all parcels within a 300-foot radius of the exterior boundaries of the subject parcel. A copy of the Assessor's Parcel Maps illustrating the 300-foot radius and an affidavit certifying that this information was completed from the latest available assessment roll (specify the year) shall accompany these labels.

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*



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UNIFORM APPLICATION

APPLICANT:

Name: _____
 Company: _____
 Address: _____
 City/State/Zip: _____
 Telephone: (_____) _____
 Fax Number: (_____) _____
 E-Mail: _____

PROPERTY OWNER:

Name: _____
 Company: _____
 Address: _____
 City/State/Zip: _____
 Telephone: (_____) _____
 Fax Number: (_____) _____
 E-Mail: _____

Please check this box if you are willing to receive staff reports via email. If this box is not checked, staff reports will not be sent via US Mail.

Please check all that apply

- | | | |
|---|---|---|
| <input type="checkbox"/> Uniform Application | <input type="checkbox"/> Annexation | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Sphere of Influence | <input type="checkbox"/> Zone Change | <input type="checkbox"/> Specific Plan |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Tentative Parcel Map | <input type="checkbox"/> Tentative Tract Map |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Zone Ordinance Amendment | <input type="checkbox"/> Other |

ASSESSOR'S PARCEL NUMBER: _____

GENERAL LOCATION OF PROJECT / ADDRESS: _____

PROJECT DESCRIPTION (Attach a separate sheet if needed): _____

PROJECT INFORMATION:

Zoning: _____ General Plan Designation: _____
 Acreage: _____ Number of Buildings/Units: _____

AFFIDAVIT: *I hereby certify that the information furnished above is accurate, true, and correct to the best of my knowledge or belief.*

Applicant's Signature: _____ Date: _____

Type / Print Name: _____

Property Owner's Signature: _____ Date: _____

Type / Print Name: _____

**** By signing the above, owner consents to the processing of the above request by the applicant. A letter of authorization from the owner may be submitted in lieu of the property owner's signature. Additionally, applicant agrees to pay all required processing fees, including any and all outstanding fees incurred by the city as the result of project processing**

FOR OFFICE USE ONLY

Received By: _____ Date: _____

CRA Number: _____ Project Planner: _____

Uniform Application No.: _____ Development Review No.: _____



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ENVIRONMENTAL INFORMATION FORM

GENERAL INFORMATION

1. Developer or Applicant: _____
2. Contact Person: _____
3. Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
4. Address / APN of Project: _____
5. Identify any other related permits and other public approvals required for this project including those required by the City, regional, State, Federal agencies, not including approvals from the fire & Police departments, _____

6. Proposed Use of Site (project described in this form): _____

7. Surrounding Land Uses: _____

8. Site Size: _____
9. Number of Floors of Construction: _____

10. For Residential Development.

Number of Units: _____ Unit Sizes: _____

Units per Acre: _____ Lot Sizes: _____

Number of Required Parking: _____

11. For Commercial and Other Development.

Type of Development: _____

Scale of Development (neighborhood, City-wide, regional): _____

Number of Buildings: _____ Size of Buildings: _____

Number of Parking: _____

ENVIRONMENTAL INFORMATION
IT IS RECOMMENDED THAT PHOTOGRAPHS BE PROVIDED TO SHOW THE FOLLOWING:

- 12. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural or scenic aspects.
- 13. Describe any existing structures onsite, and use of these structures.
- 14. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects.
- 15. Describe the typed of surrounding land use, intensity of land use, and sale of development.
- 16. Discuss all items checked "yes" (attach additional sheets as necessary):

	<u>YES</u>	<u>NO</u>
A. Change existing features of the lake or substantial alteration to hills or of ground contours?	_____	_____
B. Change scenic views or vistas from existing residential areas or public lands or roads?	_____	_____
C. Change pattern, scale or character of general area?	_____	_____
D. Increase air emissions or ground water or any stream?	_____	_____

- | | | | |
|----|--|-------|-------|
| E. | Alter water quality or quantity of lake or ground
Water or any stream? | _____ | _____ |
| F. | Increase existing noise levels? | _____ | _____ |
| G. | Is site on filled land or on slopes of 10 percent or more? | _____ | _____ |
| H. | Use or disposal of potentially hazardous materials, such
as toxic substances, flammables or explosives? | _____ | _____ |
| I. | Change in demand for public services and utilities
(police, fire, water, sewer, etc.)? | _____ | _____ |

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

SIGNATURE: _____ DATE: _____

NAME OF PERSON COMPLETING FORM: _____

PHONE: _____