



## MODIFICATION

A Modification is a change to a previously approved or existing project. The Community Development Director is authorized to review and approve Modifications related to small revisions to architectural details, floor plans, parking lot layouts, shopping center building pad locations, Planned Sign Programs, and changes because of new information during the preparation of the plans. Major changes are subject to the original approval body, which include new exterior designs and/or substantive changes in floor plan sizes, revisions to street alignments, and substantial revisions in building locations or site layout. Depending on the volume or type of changes, such as total redesign, changes may require submittal of a new development application.

### SUBMITTAL REQUIREMENTS

The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

**Initial Study**

The Initial Study form shall be completed and submitted with the application. Depending on the type of environmental review required for the project, separate payment will be required to file a Notice of Exemption or Notice of Determination with the Solano County Clerk. Please include a separate check for \$50.00 check, made payable to Solano County, for the County Clerk processing fee. Additional environmental fees not listed here may be required by the California Department of Fish and Wildlife.

**Detailed Project Description**

A detailed written description shall be submitted with the application. At a minimum, the description shall include the following information: building square footage, lot size, number of employees, hours of operation, products made or sold, services performed, special equipment used, and parking requirements.

**Site Plans**

Ten (10) full size copies of an accurately drawn plan (minimum scale 1" = 10') are required. An alternate scale may be approved depending on plan legibility and area of the site. Plans shall delineate the following:

1. Site/Project Information (i.e., Zoning, Assessor's Parcel Number(s), site area, building square footage, code-required parking ratios for all uses, building setbacks, types of uses, building height).
2. All property lines with dimensions.
3. Locations of all existing or proposed structures, with dimensions of all wall lines and distances to nearest property lines noted.
4. Existing frontage improvements (curbs, sidewalks, edge of paving, sewer and water mains and laterals, etc.).
5. Adjoining streets (names, location), including driveway locations at adjoining properties.
6. Existing or proposed driveways, parking, and service areas, fully dimensioned and labeled, including compact spaces.
7. Locations, dimensions, and use of any outdoor activity areas.
8. Location and type of existing and proposed fencing.
9. Sight triangle(s) at all driveways and intersections per City Standard 3-04A and 3-04B and residential driveways per standard 3-05 on both civil and landscape plans.

**Preliminary Landscape Plan**

The preliminary landscape plan may be incorporated into the site plan. Ten (10) full size copies of a preliminary landscape plans are required showing the following:

1. All proposed parking lot trees demonstrating compliance with the 50% shading requirement.
2. Lawn and landscape areas demonstrating compliance with the Water Efficient Landscape Regulations in effect at the time the application is submitted.
3. Existing trees including species, trunk size, location, and grade and whether they are to be retained or removed. Any large trees on adjacent properties which are within 50 feet of the project site must also be shown.
4. Relationship of proposed landscaping to any building signage, whether existing or proposed.
5. Slopes.
6. Parking lot and street lighting plans showing coordination with proposed landscaping.

**Exterior Elevations and Floor Plans**

Ten (10) full size copies of accurately drawn elevations and floor plans (minimum scale of 1/8" = 1') are required. All sides of each structure shall be shown, noting materials, treatment, colors, and details, including signage.

**Sample Board**

A sample board shall be submitted with samples of the following (catalog cuts, paint swatches, and small tile samples are sufficient):

1. Exterior siding materials.
2. Roof samples (not required for flat roof).
3. Paint chips for all exterior painted surfaces.
4. Glazing (if other than clear).

**Electronic Copies**

Digital (PDF/Word) copies of all submittal items shall be included with the application.

**Mailing Notice Requirements**

A mailing list and adhesive labels of property owners and site occupants within **400 ft.** of the project site shall be submitted with the application; projects that require Planning Commission review must provide labels for a **600 ft.** radius. The list shall include the names, addresses and Assessor's Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.

**Posting of On-Site Signage (for items going to Planning Commission and/or City Council)**

At least ten (10) calendar days before the scheduled public hearing, the project site shall be posted by the applicant, to the satisfaction of the Director, with one or more signs describing the project and advertising the public hearing(s). The sign(s) shall be visible from an adjacent street or other public right-of-way and placed on the site in a location determined by planning staff. Photo documentation shall be sent to the project planner at least ten (10) calendar days before the scheduled public hearing. Failure to do so may result is the postponement of the hearing.

**Grading Information**

Ten (10) full size copies of Preliminary Grading Plan showing existing and proposed grading for the project site. For projects with significant grade differences, include cross sections. Show Project Post-Best Management Practices of cleaning storm water before it goes into the public system. The

Grading Plan shall show all existing trees with elevations and identified protection zones, and the location and elevations of proposed retaining walls (including bottom of wall and top of wall).

**Utility Information**

Ten (10) full size copies of Preliminary Utility Plan showing (1) all service connections and connections to existing utilities and (2) all proposed layouts of future utilities.

**Supplemental Studies**

One (1) full size copy of supplemental studies (will be determined at pre-application/completeness review), which may include, but not limited to, a Preliminary Drainage Study, Preliminary Water System Analysis, Traffic Report, Preliminary Sewer System Analysis, or Soils Report.

**Topographic Boundary Survey**

Ten (10) full size copies of Topography Boundary Survey (Topo Map) of entire site and outside areas as needed. The survey must illustrate the project's property boundaries, existing easements, along adjacent properties and street improvements, both sides of the street (including right-of-way) and 100 feet on either side of the project boundaries. This should include striping, driveways and curbs, and dimensions of street widths.

**Title Report**

One (1) copy of Title Report with up-to-date information on all easements on the subject property. Title reports can be obtained from any Escrow and/or Title Company.

**Deviations**

Deviations to standards shall be identified on the plan and a written justification for the deviation shall be provided. If no deviations to standard, identify this on the plan. Any deviation not shown on the plan risks not being evaluated by Public Works and may require an approved project to go back through the process.