

The following provides instructions for preparing the various plan sheets and reports associated with the submittal of Planning applications. **Please refer to the specific application to determine the plan sheets that must accompany the application submittal.** All submittals shall be in conformance with the [City's Universal Digital File Standards](#). Proposed improvements shall be consistent with adopted City standards, including the [Design and Construction Manuals](#) and [Fire Standards](#).

The information required for each plan sheet is as follows:

Annexation Boundary Map Sheet is required for all Pre-Zoning Applications and shall include:

- Project name
- Boundaries of each parcel proposed to be pre-zoned

Approved Tentative Map is required for Tentative Map Extensions only, must be the tentative map that was approved by the review authority along with any approval documents.

Approved Conditional Use Permit, Design Review, Hillside Development and/or Landmark Alteration Plans are required for other Planning Entitlement Extensions and should include approved plans including but not limited to floor plans, elevations, and site plans.

Architectural Details Plan Sheet is required for Landmark Alteration Permits only for new construction or when exterior building modifications are proposed, and shall include:

- Project name
- Any proposed detailed design elements and cut-sheets for new siding, roofing, molding, windows, doors, downspouts, railings, signage, etc.

Conceptual Grading, Drainage and Utility Plan Sheet(s) are required for all projects that include a new building or the expansion of a building footprint greater than 10 square feet and shall include:

- Project name, north arrow and scale (scale to match site plan)
- Grades at high and low points of the site and directional arrows or elevations showing existing and proposed drainage patterns
- A minimum of one cross section at each property line showing the final proposed grading conditions
- Grading sheet must match designs submitted under any required Preliminary SWLIDS submittal. Show the location of all required post-construction BMPs.
- All cut/fill slopes
- Grades and slopes for all accessible paths of travel
- Location and elevations of proposed retaining walls
- A water, sewer and storm drain plan indicating the point of connection to the City's system and a preliminary design of the pipe locations and sizes
- Method of drainage
- Chart showing total amount of additional impervious surface, as well as pre and post development runoff calculations

- A written statement from the design engineering verifying that the public downstream drainage facilities have been analyzed and that the project is not anticipated to generate any additional offsite drainage impacts. If offsite impacts are anticipated, the project shall prepare and submit a formal drainage analysis and identify all impacts and corrective measures
- The location, size and depth of any proposed storm water detention or retention facilities
- Any natural features including wetlands, streams, slopes, etc.
- All existing trees with elevations, protected zones and numbered to correspond to the arborist report

Concept Landscape Plan is required for all Concept Design Review applications and shall include:

- Project name, north and scale (scale to match site plan)
- Planting plan with trees, ground cover and other plantings
- Existing trees proposed for removal and preservation
- Demonstrate that the plan will be in compliance with the City's Water Efficient Landscape Ordinance

Creek Cross Section Sheet is required for all development projects if development or improvements are proposed within 75 feet of the perceived top of bank and shall include:

- The top of creek bank
- Any proposed improvements or construction with distance between improvements and top of bank identified
- Review [Zoning Code Section 20-30.040](#) for additional information

Diagram Amendment Sheet is required for a Plan Amendment to change to land use or other plan diagram and shall include the following:

- Project name
- A map or diagram from the Plan document showing the project site (and proposed land use or other diagram change)
- Surrounding area with existing information

Existing and Proposed Elevations Sheet(s) are required for all projects which modify the exterior of an existing building, or construct a new building or structure, and shall include:

- Project name and scale (no smaller than 1/8" = 1')
- Existing building elevations (drawings or photographs) – each elevation must be represented (indicate direction)
- Proposed building elevations - each elevation must be represented (indicate direction) and indicate exterior grades, roof and story heights from finished grades. All building materials and colors – indicated and labeled
- All building details, including wall-mounted lights, access ladders, etc.
- Colored elevations depicting proposed colors and materials

Exterior Lighting Plan Sheet(s) are required for all projects that include a new building or alter building or site lighting (including the improvement of a parking lot) and shall include:

- Fixture types and location on the project site
- Adjacent tree cover must be indicated for freestanding or pole lighting on the project site
- Photometric analysis to demonstrate each light fixture shall be directed downward and away from adjoining properties and public rights-of-way, so that no on-site light fixture directly illuminates an area off the site
- Please review the City's [Outdoor Lighting Ordinance](#) for additional details

Fence Site Plan Sheet is required for all Residential Fence Minor Conditional Use Permit Applications and shall include:

- Project name
- Must include a scale or dimensions
- All site property lines, easements and existing development, with dimensions shown to the proposed fence
- Abutting sidewalks and onsite or adjacent driveways, with dimensions shown to the proposed fence

Floor Plan Sheet(s) are required for all projects that include a new building or the expansion of a building footprint and shall include:

- Project name, north arrow and scale
- Show view from above of rooms, hallways, and other physical features at one level of a structure
- Clearly show any windows, doors, or other architectural features that may be shown on elevations including chimneys
- For commercial uses, each room's intended use should be labeled, with square footage included for all rooms and areas

Landscape Plan Sheet(s) are required for all projects that include a new building or whenever landscape changes are proposed and shall include:

- Project name, north arrow and scale (scale to match site plan)
- Location of all existing trees. Any tree removal proposal must include the following data for each tree: Tree species, tree height, diameter at breast height. All trees, including preserved trees, trees proposed for removal must be shown.
- Location of all proposed trees and a Tree Legend indicating: botanical name & common name; quantity; size; and water usage (L,M,H)
- Location of proposed turf (grass) areas
- A Plant Legend in table form for all shrubs and ground cover. Include the following information in the Plant Legend: botanical & common name; size; and water usage (L,M,H); height & width for mature shrubs. Replace height & width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided.
- Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.)
- Detail of pedestrian plazas/site furniture and enhanced paving enhanced paving if not shown on site plan
- The height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping
- Demonstrate that trees in parking areas are consistent with the City's Zoning Code which requires one tree for every five vehicle spaces. Trees should be planted in parking areas to provide maximum and evenly distributed shade, referred to in the City's Design Guidelines as [Orchard style planting](#).
- An irrigation concept and statement of compliance with the City's Water Efficient Landscape Ordinance
- Please review [Zoning Code Section 20-34.050](#) for landscaping requirements

Material/Color Details Sheet is required for all projects that include a new building or modify the exterior of an existing building and shall include:

- Project name

- Details of proposed colors, finishes and materials
- Details must be keyed to elevations

Plan Details Sheet is required for all projects that include the installation of equipment, trash enclosures or fencing. shall include:

- Project name
- Details of trash enclosures, utility structure screening, fences/walls, and screening of mechanical equipment

Proposed Modified Map is required for all Modification to Final Subdivision Map applications, and must be clean, clear, high-contrast with high quality black lines. Each of the items shown on this [Map Requirements](#) must be included.

Site and Building Section Sheet is required for all projects that include a new building or the expansion of a building footprint and shall include:

- All significant measurements must be dimensioned
- At least two sections (longitudinal and lateral) are required for all expansions or if excavation is involved (i.e. ground floor development)
- For longitudinal sections, show the relation between the street, front property line, subject building, rear yard and rear property line
- For lateral sections, show the relation between the subject building and the outline of each adjacent building

Site Cross-Sections Sheet is required for development or improvements on a site containing a 10% or greater slope and shall include:

- Project name and scale
- Front to back sections on sites with a 10% or greater slope
- All retaining walls, berms, or similar features

Sign Elevations Sheet(s) are required for all Sign Permits, Sign Program and Sign Variance Applications and shall include:

- Project name
- Elevations for each proposed sign which include materials, relief and illumination details
- Colors for all areas of the signs
- Sign area calculations consistent with the [City's Sign Ordinance](#) for both proposed and existing signs

Sign Site Plan Sheet is required for all Sign Permits, Sign Programs, and Sign Variance Applications and shall include:

- Project name
- A scale and dimensions
- Existing and proposed signs
- All setbacks, easements and proposed and existing development; development includes primary structures, in addition to any site improvements including hardscapes, retaining walls, etc.
- Adjacent structures, access and driveways
- If a freestanding sign is proposed on a corner lot, comply with the "vision triangle" height limits pictured in [Figure 3-4](#) and described in [20-30.070\(E\)](#).

Site Plan Sheet(s) are required for all applications which propose new structures or uses and shall include:

- Project name, north arrow and scale (engineer's scale - no smaller than 1" = 40')
- Property lines, building setback lines, and all easements of record
- Proposed buildings and structures including fences
- Top of bank of any creek within 75 feet of development and distance shown between the top of bank and any improvements
- Existing buildings and other structures on-site and on adjacent properties
- Existing and proposed driveways and parking spaces
- Tabulation of site coverage and parking, both required and provided.
- All planted areas and areas to be planted (include location of existing trees)
- Accessibility requirements (as required by Uniform Building Code and American Disabilities Act)
- Entrances, exits, and walkways
- Exterior lighting including type, location, height, and method of shielding light
- A vicinity map
- Adjacent Street name(s), dimensions to street centerline, street widths, curb location, planter widths, sidewalk widths, dimensions from street Centerline to property line.

Please note that the site plan shall incorporate any right-of-way and easement dedications and public improvement as specified under Chapter 18-12 of the Santa Rosa City Code. Contact the Engineering division at engineering@srcity.org or 707-543-3200 in order to determine the specific public improvement and dedication requirements that will be placed on the project.

Slope Analysis and Topographic Map is required development or improvements on a site containing a 10% or greater slope and shall include:

- Project name and scale
- A topographic map of the entire parcel with a contour interval of two feet
- The proposed building site, and all areas of the site with slopes of less than 10 percent, all areas of the site with slopes between 10 percent and 25 percent, and all areas of the site that are more than 25 percent
- The three slope ranges should be color coded, or easily differentiated from one another

Streetscape Rendering Sheet is required for all projects that exceed 10,000 square feet of new building area and shall include:

- A rendering of the proposed development, including abutting development, as viewed from the street
- Depict existing and proposed landscaping
- Existing or proposed public improvements (sidewalks, planter strips, street trees and above-ground utilities).

Tentative Parcel Map or Tentative Map is required for all Tentative Map (Major) and Tentative Parcel Map (Minor) applications, and must be clean, clear, high-contrast with high quality black lines. Each of the items shown on this [Map Requirements](#) must be included.

Zoning and Existing Land Use Map Sheet is required for all Zoning Map Amendments and Pre-Zoning Applications, and shall include:

- Project name
- Subject parcel and surrounding parcels 400 feet from the site
- Current zoning and existing land uses should be clearly displayed for all properties

For general questions regarding plan sheet requirements, please contact Planning Division staff at 707-543-3200 or planning@srcity.org.

