



## PLANNING REVIEW PROCESS

The Planning Review Process allows City staff to review proposed projects for consistency and compliance with City codes. Review applications are filed with the Community Development Department – Planning Division. The applications provide the City with full and complete information so that processing will not be delayed due to incomplete or lack of information.

### 1. Projects that require Planning Review and Approval

- Over-the-Counter Review include:
  - Accessory Structures (e.g. patio)
  - Fences/block walls
  - Interior Remodels (Residential)
  - Swimming Pool / spa
  - Temporary Banner Permit
  - Tenant Improvement (Commercial)
  - Window / Door change-out
  - Revisions to the above approved projects
- Site Plan Review include:
  - Accessory Dwelling Units (ADUs)
  - Residential Additions
  - New Homes in R-1 Zone
- Precise Plan of Design include:
  - Commercial / Industrial Projects
  - New Homes in R-2 and R-3 zones
  - Projects involving several new units
- New Sign or Text Change
- Master Sign Plan
- Solar (Building Review)
- Conditional Use Permit
- Temporary Use Permit
- Variance
- Tentative Tract/Parcel Map
- General Plan Amendment / Zone Change
- Sidewalk Dining

## 2. Submittal Checklist

### A. Over the Counter

- i. Accessory Structures
  - Planning Application Form
  - Site Plan Review Items
- ii. Fences/block walls
  - Planning Application Form
  - Site plan (PDF)
  - Block Wall Location Agreement Form (if applicable)
- iii. Interior remodels
  - Planning Application Form
  - Site Plan
  - Floor Plan
- iv. Swimming Pool
  - Planning Application Form
  - Site Plan
- v. Temporary Banner Permit
  - Banner Application Form
  - Photo with dimensions of banner
- vi. Tenant Improvement
  - Planning Application Form
  - Site Plan
  - Floor Plan
- vii. Window Change-Out
  - Planning Application Form
  - Floor Plan
  - Photographs of existing house/windows
  - Cut Sheet/Brochure of Window
  - NOTE: Egress Requirements for Residential Bedrooms
    - May limit size and type; Verify prior to buying windows

## B. Site Plan Review / Precise Plan of Design / General Plan Amendment / Zone Change

### i. Planning Application Form

### ii. PDF set of plans

- Site Plan
- Floor Plan
- Roof Plan
- Elevations
- Cross-sections
- Window/Door Details (if applicable)
- Rafter Details (if applicable)
- Color Materials Board (if applicable)
- Radius Map and Labels (if applicable)
- Rendering (if applicable)
- Neighborhood Analysis (if applicable)
  - a. Include google street-view photo simulation for a Front Elevation with neighboring houses in analysis
- Landscape and Irrigation Plans (if applicable)
- Preliminary Grading Plans (if applicable)

## C. New Sign / Text Change

### i. Planning Application Form

### ii. PDF set of plans

- Site plan indicating the location of existing signs to be retained and all new signs
- Building elevations
- *Sign illustration.* Scaled drawing at a scale of not less than " = 1', indicating dimensions, colors, material, copy, illumination, and exterior structural features of each sign on the site.
- *Color photographs.* Color photographs of the building facade(s) of the building or unit where the sign(s) are proposed to be located, except in any new construction. Photographs shall also be submitted after the sign(s) have been installed and before the permit is finalized.
- *Change of sign copy.* For a change of sign copy, only a sign illustration shall be required.

#### D. Master Sign Plan

- i. Sign Program Write-up
- ii. Site Plan
- iii. Elevations
- iv. Cross-section Detail
- v. Existing photographs
- vi. Color and Material Board

#### E. Conditional Use Permit

- i. Planning Application Form
- ii. PDF Set of Plans
- iii. Catalog cut sheets (PDF)
- iv. Color and Material Board (PDF)
- v. Radius Map and Labels
- vi. Project Description

#### F. Temporary Use Permit

- i. Planning Application Form
- ii. PDF Set of Plans
- iii. Written description of event

#### G. Variance

- i. Planning Application Form
- ii. PDF Set of Plans
- iii. Written description of the hardship creating the necessity of a variance
- iv. Radius Map and Labels

#### H. Tentative Tract/Parcel Map

- i. Planning Application Form
- ii. PDF Set of Plans
- iii. PDF set of Tentative Map

#### I. Sidewalk Dining

- i. Planning Application Form
- ii. Site Plan (PDF)
- iii. Photographs of the area for sidewalk dining
- iv. Catalogue/brochure sheets of furniture, portable heaters, and barrier materials (if applicable)
- v. Copy of insurance certification

### 3. Payment Process

#### A. Pay by check

- By mail,
- By dropbox in front of City Hall, or
- By drive thru appointment (Building only)
- Include the account holder name, account holder address and phone number listed along with project address in the memo.
- Include project number and address on the envelope

### 4. Next Steps After Project Receives Planning Approval

- Send email to [commdevinfo@sqch.org](mailto:commdevinfo@sqch.org)
- Attach PDF files include Planner approval email; approved stamped plans, approval letter (if applicable)
- Receipt of payment for Planning review
  - Building will collect the following Planning payments after their review:
    - Accessory Structures
    - Fences/block walls
    - Swimming Pool / Spa
    - Window / Door change-out
    - New sign / Text change
    - Solar
- Completed Plan Check Form
- Completed Building Permit form (for over the counter permit issuance)
- Construction details, drawings, and compliance reports that show calculations