



City of San Bernardino

Community Development Department | Planning Division

ARCHITECTURAL SITE PLAN – SUBMITTAL REQUIREMENTS

The following list outlines the submittal requirements for architectural site plans for entitlement review. Please consult the San Bernardino Development Code and the Planning Division with any questions. Architectural site plans must comply with the following requirements/include the following information:

DIMENSION / ORIENTATION

1. The site plan shall be fully dimensioned.
2. The site plan shall be at least 24 x 36 inches in size, FOLDED to no larger than 8.5 x 14 inches.
3. The scale shall not be less than 1 inch = 20 feet.
4. The legend must include the scale and description of all symbols used on the plan.

TITLE BLOCK

The Title Block shall include:

- The address of the project
- The Assessor's Parcel Number(s)
- The name, address, and phone numbers or email addresses of:
 - Applicant
 - Person preparing the plan and their license/seal/expiration signature and date signed
 - Property Owner
- Date of latest revision. Any future revisions shall be clearly annotated.

VICINITY MAP

1. Provide a vicinity map at a scale of 1 inch = 500 feet depicting the existing major street pattern, major watercourses, and flood control channels within ½ mile of the exterior boundaries of the site.
2. Provide a north arrow and a graphic of numeric scale.
3. The project location shall be identified on the map.

PROJECT INFORMATION LIST

1. Identify the current zoning of the subject parcel and all abutting parcels.
2. Identify the current General Plan land use designation of subject parcel and all abutting parcels.
3. Identify the current Specific Plan designation of the subject parcel and all abutting parcels, if any.

LOT AREA

1. Identify the existing and proposed percent of building coverage. For residential projects, include gross and net unit density calculations.
2. Identify the existing and proposed percent of landscaped area(s) of the project area.

3. Identify the existing and proposed permeable paving or special drainage structures.
4. Delineate any FEMA Flood Zones as shown on Flood Insurance Rate Maps (FIRMs) and Special Flood Hazard Areas affecting the project site or immediately adjacent sites including the base flood elevation(s), building finished floor elevations, drainage structure information, etc.
5. Identify all existing and proposed parking by layout and in tabular form. Include all existing and proposed parking by use, along with loading, handicap, and bicycle parking.
6. Show fully dimensioned all streets, trails and other mapped items on and within 100 feet of the site.

PROPERTY BOUNDARIES, EASEMENTS, STREETS AND LAYOUT

1. Show existing and proposed lot lines, dimensions, and acreages.
2. Identify existing and proposed easements of record both on-site and with 100 feet of the project boundaries (water, sewer access, parking, reciprocal, fire, etc.).
3. Provide completely dimensioned layout of internal driveways, aisles, parking stalls, loading spaces, pedestrian ways, ingress and egress to buildings, and path of travel both on-site and from the public right-of-way, including:
 - Location
 - Width
 - Surface type
 - Proposed grades
 - Fire Department turnarounds
 - Existing and proposed access gate locations
 - Sight distance/Traffic safety sight areas
 - Drive-thru queuing areas
 - Landscape planters, curbing and landing zones/walkways
4. Identify all required handicap paths of travel.
5. Show all existing and proposed building and/or setbacks (from property lines to structures) and between buildings and structures (measured in feet).
6. Show all public and private streets on the site and within 100 feet of the project boundary, including the following improvements:
 - Delineation of the right-of-way for public streets and easement line with the recorded document number for private streets (map notation).
 - Street name
 - Completely dimensioned cross-sections, including all existing and proposed improvements (sidewalks, parkways, curbs, gutters, driveways, landscaping, etc.)
 - Edge of pavement
 - Location of all existing and proposed freestanding signs
 - Streetlights and utility poles
 - Bicycle lanes
 - Transit lanes
 - Islands and medians
 - Areas to be dedicated for road widening purposes

TOPOGRAPHY

Show spot elevations as needed to indicate slope and structure and pad elevations.

TREES/VEGETATION/HABITAT

1. Show the location and existing grade of all existing mature trees onsite and within 20 feet of the property lines. Also identify on the plan:

- Trunk diameter
- Area of dripline
- Disposition of each tree

2. Show the approximate delineation of all native vegetation or biological resources items identified in a biological or plant report(s) for the project.
3. Delineate setbacks from habitat areas.

STRUCTURES

1. Show the location, dimensions and use of all existing and proposed structures on the site and within 100 feet of the site.
2. Provide the following details for all existing and proposed on-site structures:
 - Type of construction (call out all unreinforced masonry structures)
 - Square footage (total, by floor, and by use)
 - Height
 - Whether or not the building is fire-sprinklered
 - Occupancy or occupant load
 - Open stairways and other projections from building walls, including entrances and handicap ramps
3. Show the footprint and all projections (eaves, chimneys, bay windows, etc.) into setback areas.
4. Identify the finished floor elevation of all structures.
5. Provide the location, height and materials of all garden and retaining walls and fences both on the project site and within 100 feet of the project boundary.
6. Provide the location, dimensions, and materials used in the construction of all existing and proposed refuse and recycling areas on the project site.
7. Show the location of all existing and proposed freestanding signs on the project site.

UTILITIES

Identify all existing and proposed utility lines and easements on the project site.

STORAGE

1. Delineate all existing and proposed inside storage areas, including locations of hazardous materials handling and storage.
2. Delineate all existing and proposed outdoor storage areas and method of screening.

LIGHTING

Show the location and size of all exterior lighting standard and devices and provide a photometric plan for the proposed exterior lighting, which demonstrates that no off-site glare or light spillover will occur.

DRAINAGE

Show references to location, type and size (on-site and off-site) of all drainage structures detention basins, retention areas, treatment devices, and facilities, existing and proposed on-site and within 100 feet of the property as shown on the Civil Plans.

COMMON AREAS, COMMON/OPEN SPACE PARCELS, PARKS AND TRAILS

1. Show all parcels to be held in common.
2. Show all parcels or areas proposed for dedication to others (for parks, schools, conservation, utilities, HOA, etc.).
3. Show all common area amenities (buildings, parks, playgrounds, trails, pools utilities, etc.).