



**City of Martinez Planning Department
General Submittal Checklist & Guidelines**

The following materials in the checklist below must be included in the application. Depending on the nature of the proposed project, the Planning Department staff may modify this list, as applicable. Please ask staff for more information.

All materials shall be provided in both paper and digital format. These documents shall be in “portable document format” (PDF), version 7 or later. Each PDF file must not exceed 25 MB. **Please submit digital documents on a flash drive or provide a link where the files can be readily downloaded.**

You may obtain the *Planning Application Form and Fees Schedule* at:
www.cityofmartinez.org/depts/planning/forms.asp

GENERAL SUBMITTAL CHECKLIST (REQUIRED):

- A. Project Summary** – A letter describing the proposed project/use/business.
- B. Findings for Approval** – Statement of how the proposal will meet the findings for approval based appropriate section of Martinez Municipal Code.
- C. Photos** – Photos of the project site and building(s).
- D. Plans** – Include **TWO copies** of each of the following plans:
 - D1. Site Plan** – Show the entire property at project location.
 - D2. Floor Plan** – Show the layout of the proposed use or business.
 - D3. Elevation Drawings** – Show the sides of the building/structure(s).
- E. Color and Materials Board** – Materials board showing proposed paint colors (paint samples), material specification sheets and small samples of exterior roofing.
- F. Landscape Plan** – Show all proposed plants, trees and preliminary irrigation system.

ADDITIONAL MATERIALS (Depending on nature of project):

- G. Stormwater Plan** – Projects that create/replace 2,500+ sq. ft. roof/pavement.
- H. Title Report** – Prepared within 3 months of application submittal date.
- I. Site Survey** – By licensed surveyor.
- J. Solid Waste Collection Plan** – Multi-family Res or Mixed-use Commercial.

GENERAL SUBMITTAL CHECKLIST GUIDE (REQUIRED):

A. PROJECT SUMMARY – A letter describing the proposed project, use, or business. Examples of helpful information include but are not limited to:

- Type of business or use.
- Accessory uses: Will any additional uses or activities be conducted along with the primary use (e.g., catering in association with a restaurant)? If there will be multiple uses or activities, indicate the proportion of the site and building(s) that will be dedicated to each use or activity.
- Days and hours of operation.
- Duration: Is the proposed use or business temporary or permanent? Year-round or seasonal? If temporary, for what length of time will it operate?
- Outdoor uses: Will any aspect of the business be conducted outside of the building (e.g., storage, sales, special events, customer seating)?
- Number of individuals (e.g., employees, clients, customers, spectators, teachers, students) anticipated to be at the site at peak times.
- If the proposed use is a restaurant, what type of service (e.g., table service, counter service, take-out).
- Traffic: How many vehicles will come to the site per day? What is the primary mode of travel (e.g., automobile, transit, bicycling, walking) people will use to get there?
- Circulation: How will vehicles, bikes, and pedestrians enter, exit, and move around the site?
- Parking: How many parking spaces are available on the site to serve the use? If in a shopping center, how many spaces will be available for this particular business?
- Exterior changes: Will the proposed use require exterior changes to the building (e.g., façade improvements, new exterior paint colors, new signs)?
- Hazardous materials: Will hazardous materials be stored or used in conjunction with the business? If so, what are the quantities?
- Alcohol: Will the business include the sale of alcohol? If so, include the type of license to be requested from the Department of Alcoholic Beverage Control (ABC).
- Cannabis: Does this business include the use of cannabis. If so, include the type of license to be requested from the State of California.
- Live entertainment: Will the business involve any live entertainment (e.g., live bands, karaoke)?
- Provisions for site maintenance or safety (e.g., trash clean-up, landscaping maintenance, call boxes, security personnel, caretakers).

B. FINDINGS FOR APPROVAL – In addition to, or as part of the project summary, include a statement of how the proposal will meet the findings for approval. These responses shall be based on the appropriate sections of the Martinez Municipal Code. (e.g Conditional Use Permits, Variances, etc)

C. PHOTOS – Photos of the project site and building(s).

D. PLANS – Include *three full-sized copies* of each of the following plans.

Staff may request additional copies and sizes as needed.

These plans shall be drawn to scale, unless otherwise noted.

- **D1. SITE PLAN** – A site plan shows the entire property on which the project will be located. At a minimum, a site plan shall include:

- Scale must either be 1" = 20' or 1" = 10', and include north arrow
- Property lines with length of each property line labeled
- Adjacent streets with names labeled
- Footprint (outline) of all buildings on the property, including all accessory buildings
- Existing setbacks (distances from sides of structures to property lines)
- Location of the proposed use or business within the property
- Parking stalls and parking aisles with dimensions
- Driveways and pedestrian walkways
- Bicycle parking locations
- Landscaped areas
- Trash receptacles and enclosures
- Fences and retaining walls
- Name of person who drew site plan

Depending on the project and property, a site plan may also need:

- Vicinity map
- Outline of structures on adjacent properties

- **D2. FLOOR PLAN** – A floor plan shows the layout of the proposed use or business. It shall include, at a minimum:

- Scale must be either 1' = 1/8" or 1' = 1/4"
- All walls, doors, and windows
- All rooms with the use of each room labeled
- For stores, restaurants and other commercial uses, general layout of installations/ furnishings (e.g., display shelving, check-out counters, customer seating areas)
- Any construction or tenant improvements that will be necessary to accommodate the business

- **D3. ELEVATION DRAWINGS** – Elevation drawings show the sides of the building(s) or structure(s). They shall include at a minimum:
 - Scale must either be 1' = 1/8" or 1' = 1/4"
 - Existing and proposed building forms and dimensions (photos may be sufficient)
 - Existing and Finished grade
 - Proposed height - as measured from the existing grade to the highest part of the roof exterior (cross sections may be required)
 - Exterior materials and colors
 - Type of windows (e.g., casement, slider, single- or double-hung), type of muntins, depth of window recessing from surrounding walls, dimensions of any surrounding sills or trim
 - Any architectural trim or detailing
 - Any mechanical equipment or other exterior equipment
 - Any exterior lighting that will be attached to or directed at the building
 - Any proposed signs

E. COLOR AND MATERIALS BOARD – One material board showing the proposed colors and paint samples, as appropriate. Include window manufacturer and models with specification sheets and samples of exterior materials and roofing.

F. LANDSCAPE PLAN – Plan showing all proposed plants, including sizes and species; existing mature trees; and the proposed irrigation system. If total landscape area is greater than 500 feet, provide proof of Water Efficient Landscape Ordinance compliance, see:

<http://www.water.ca.gov/wateruseefficiency/landscapeordinance>

ADDITIONAL MATERIALS GUIDE:

In addition to the basic requirements listed above, the following materials may be needed, depending on the nature of the project:

G. STORMWATER PLAN – Projects that create or replace 2,500 square feet or more of impervious surface (roofs or pavement) must incorporate one or more specified measures to reduce runoff, see:

<http://cccleanwater.org/Publications/Guidebook/2012/StormwaterControlPlanforSmallLandDevelopmentProjects2012-12-01.pdf>

For projects that create 10,000 square feet or more of impervious surface, see: http://www.cccleanwater.org/Publications/Guidebook/Stormwater_C3_Guidebook_6th_Edition.pdf

H. TITLE REPORT – A title report prepared within three months of the date of the application submittal.

I. SITE SURVEY – Conducted by licensed surveyor.

J. SLOPE DENSITY CALCULATION – Conducted by licensed surveyor

K. SOLID WASTE COLLECTION PLAN – For Multi-family residential, mixed-use and commercial projects. A written narrative explaining the amount and size of solid waste, recycling and green waste receptacles needed; the size and location of their storage rooms and explanation of how the contents will be collected.