



**MULTI-FAMILY RESIDENTIAL, COMMERCIAL MIXED-USE,  
COMMERCIAL OR INDUSTRIAL PROJECTS**  
Application Submittal Checklist

The following materials are required at minimum in order to submit an application for a multi-family, commercial-mixed use, commercial or industrial development project. Additional materials may be required by the Community Development Director depending on the complexity of the project.

- PLANNING APPLICATION FORM**
- PLANNING AND ENVIRONMENTAL REVIEW FEES**
- ENVIRONMENTAL INFORMATION FORM**
- TITLE REPORT** - Provide a preliminary or final title report prepared by a title company within the last three months.
- PROJECT DESCRIPTION AND PHASING PLAN**
- SUBMITTAL PLANS REQUIRED FOR INITIAL REVIEW**
  - 1 full-sized set of plans at 24" by 36"
  - 1 reduced-sized set of plans at 11" by 17"
- ONE-PERCENT FOR PUBLIC ART ON PRIVATE PROJECTS PROGRAM**
  - Projects initiated after August 8, 2017 shall comply with Richmond Municipal Code (RMC) Chapter 12.62, which incorporates Ordinance 14-17 N.S. (One-Percent for Public Art on Private Projects Program)
  - Applies to all zoning districts
  - Applies to New Commercial Structures, New Industrial Structures, and New Multi-family Residential projects of ten (10) or more Dwelling Units
  - Applies to all construction of building additions and/or renovations exceeding \$500,000 in Building Development Costs
  - Private Developers subject to RMC Chapter 12.62 shall either:
    - (a) Include on-site publicly accessible art valued at least One Percent (1%) of the total Building Development Cost, or
    - (b) Pay an In-Lieu Contribution to the City's Public Art Projects Account as set forth in RMC Section 12.62.050
- TITLE SHEET** - Include:
  - Title block with the project name, address, assessor's parcel number and contact information
  - Vicinity map with north arrow, project location and major cross streets
  - Data table with the general plan and zoning designations, lot sizes, lot widths, project density, total building area and floor-to-area-ratios, number of building stories and heights, percent lot coverage, percent landscaped area, percent common and private open space, total impervious surface area (new and/or replaced), and parking by type.
- SITE PLAN** (1'-0" = 1/8" min. scale) - Show:
  - Property lines with dimensions
  - Footprints and dimensions for all existing, proposed structures, and structures to be removed
  - Location and dimensions of parking spaces, back-up, loading areas, and circulation patterns
  - Location of all natural features such as creeks, ponds, drainage swales, wetlands, etc., extending 50 feet beyond the property line

- Location, dimension and purpose of all existing public or private easements
  - Topographic contours for lots exceeding 15% slope. Contours must extend 50 feet beyond the property boundaries at intervals of 5 feet for slopes over 5% and show outline of structures on adjacent lots.
  - Existing and proposed frontage improvements (i.e. paving, curb, gutter, sidewalk, planter strip, street trees and storm drainage)
- CONTEXTUAL MAP** (1'-0" = 1/8" min. scale) - Provide a map showing the relationship of the project to structures within 300 feet of the subject site. Show:
- Footprints, pad elevations, heights, and setbacks of all structures
  - Land uses, general plan and zoning designations on all lots
  - Property lines and dimensions of the subject site and adjacent properties
  - Addresses and assessor's parcel numbers of all lots shown
- LANDSCAPE PLANS** (1'-0" = 1/8" min. scale) - Show:
- Applicable site plan information
  - Plant arrangement
  - Table with plant names (common and botanical), quantities and sizes
  - Method of irrigation
  - Location and design of all hardscapes
  - Location and details of all site furnishings
  - Location of trash enclosures and storage areas
  - Location, height, and partial architectural elevations of all fences
  - Location of utility fixtures, meters and boxes
  - Location of all site light standards
- SITE CROSS-SECTIONS** (1'-0" = 1/8" min. scale) - Provide cross-sections of the subject site drawn at an appropriate scale using a 1:1 horizontal-vertical axis ratio. A minimum of two site cross-sections are required. Site cross-sections must be through critical portions of the site. Site cross-sections must include existing topography, final grades, location and height of existing and proposed structures, fences, walls, roadways, parking areas, landscaping, trees, and property lines. Section locations shall be identified on the proposed site plan.
- BUILDING ELEVATIONS** (1'-0" = 1/8" min. scale) - Provide building elevations drawn at an appropriate scale for each building design. Each building elevation must be fully dimensioned and:
- Show all four sides of the building (including existing portions)
  - Show details of all architectural ornamentation (eaves, brackets, soffits, corbels, etc.)
  - Show details of how dissimilar materials connect (siding to windows, siding to roofs and parapets, eaves, railings, corners, connections to existing structures)
  - Show details of attachments to buildings (such as railings and awnings)
  - Show details and location of vents, gutters, downspouts, scuppers, chimneys, etc.
  - Identify all exterior materials (siding, trim, roof, etc.) with a reference to the Material Samples Board.
  - Identify all exterior colors with a reference to the Color Samples Board
  - Identify the location of all wall mounted exterior lighting with a reference to the Exterior Lighting Board.
  - Show finished floor elevations for lots exceeding 15% slope
  - Identify all building cross-section locations
- BUILDING CROSS-SECTIONS** (1'-0" = 1/8" min. scale) - Provide building cross-sections drawn at an appropriate scale for each building design. A minimum of two building cross-sections for each primary building design and one cross-section for each accessory building design are required. Building cross-sections must show all roofing materials, roof mounted equipment and proposed method of screening.
- FLOOR PLANS** (1'-0" = 1/8" min. scale) - Provide floor plans drawn at an appropriate scale for each building design. Label all rooms, dimensions, and floor area calculations. Show all window and door schedule details including, but not limited to, type, size, model, manufacturer, and mullion color. Also show locations of all additional fenestration.
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- ROOF PLANS** (1'-0" = 1/8" min. scale) - Provide a roof plan drawn at an appropriate scale for each building design. Include property lines, building footprints, roof pitches, ridgelines, valleys, flat roof areas, roof pitch, and rooftop mechanical equipment, and method of screening.
- LIGHTING AND PHOTOMETRIC PLAN** (1'-0" = 1/8" min. scale) - Provide a lighting and photometric plan showing the location and type of all outdoor lighting including but not limited to exterior building lighting (both fixed and freestanding), any and all lights for circulation, security, landscaping, and building accent.
- PRELIMINARY UTILITY PLAN** (1'-0" = 1/8" min. scale) - Show the location and dimensions of existing and proposed utilities including water supply system, sanitary sewers and laterals, drainage facilities/storm drainage system, septic tanks, underground and overhead electrical lines, above ground utility vaults and meters, transformers, underground drainage lines, backflow prevention and reduced pressure devices, electroliers, lighting fixtures, street lights, traffic signal poles, traffic signal pull boxes, signal cabinets, etc.
- TREE SURVEY** (1'-0" = 1/8" min. scale) - Provide a tree survey prepared by an ISA Certified Arborist drawn at an appropriate scale. Show all existing trees on the site and adjacent to the site with a trunk diameter of 4" or greater (measured at 4.5' above grade). For each tree, specify the species, size (circumference or diameter), and base elevation and clearly indicate if it is to be preserved or to be removed.
- SIGN PLANS** (1'-0" = 1/8" min. scale) - Provide sign plans drawn at an appropriate scale. Include dimensions, total sign area, colors, materials, sign copy, font styles, sign returns, sign type, illumination method, method of installation, and any other details for all signs. Show dimensioned location and mounting details of signs on building elevations and include a site plan referencing all sign locations. Provide a colored rendering of all signs.
- MATERIAL SAMPLES BOARD** - Provide a material samples board with samples of materials representative of actual exterior materials to be used such as siding, trim, detailing and roof materials. Identify the manufacturer, product, identification numbers and other pertinent information on the material samples board. Material samples boards should be no larger than 11" by 17."
- COLOR SAMPLES BOARD** - Provide a color samples board with samples of the color palette representative of the actual colors to be used. Identify the manufacturer, product, identification numbers and other pertinent information on the color samples board. Color samples board should be no larger than 11" by 17."
- EXTERIOR LIGHTING BOARD** - Provide listings and catalog pictures for each type of light fixture to be used. Identify the manufacturer, product, identification numbers and other pertinent information on the exterior lighting board. Exterior lighting board should be no larger than 11" by 17."
- INCLUSIONARY HOUSING STATEMENT** - All applications for ten or more residential units must be accompanied by a written statement explaining how the project will satisfy the City's inclusionary housing requirements (see Section 15.04.603 of the Richmond Zoning Ordinance).
- SOILS AND GEOLOGICAL REPORT** - Provide a soils and geological report prepared by a registered civil engineer specializing and recognized in soil mechanics and foundation engineering, and based upon adequate test borings. The report must contain adequate data as well as the following:
  - Description of subsurface conditions substantiated by adequate test borings
  - Analysis of areas immediately adjacent to the proposed subdivision that might have an adverse effect upon it or, conversely, might be affected by the subdivision soil conditions
  - General indication of both surface and subsurface drainage facilities necessary to secure stability of native soil or compacted fill
  - Statement as to the location of areas within the subdivision boundaries which the subdivider can feasibly and safely develop or intends to develop for building sites
  - Statement of guidelines to be used to adequately and properly develop and maintain the area under consideration, such as the desirable heights of cuts and fills, desirable steepness of slopes, necessary corrective measures, etc.

- STORMWATER CONTROL PLAN AND REPORT** - Projects creating 10,000 square feet or more of impervious surface are required to submit a Stormwater Control Plan prepared according to the latest edition of the Contra Costa Clean Water Program's Stormwater C.3 Guidebook available at [www.cccleanwater.org](http://www.cccleanwater.org). The Stormwater Control Plan and report must contain all the information and data discussed in Chapter 3 of the guidebook.
  
- PRELIMINARY GRADING AND DRAINAGE PLAN** - Provide a preliminary grading and drainage plan prepared by a licensed civil engineer and drawn at an appropriate scale. Include the following:
  - Topographic contours for lots exceeding 15% slope. Contours must extend 50 feet beyond the property boundaries at intervals of 5 feet for slopes over 5% and show outline of structures on adjacent lots
  - Average slope and percentage of slope for all finished slopes, driveways, roadways, and trails or pathways
  - Calculation of amount of earth in cubic yards to be moved, imported or exported from the site, if total is greater than 50 cubic yards
  - Direction of drainage, location of catch basins and off-site connections with details of swales and drainage structure

SIGNATURE OF PREPARER: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT FULL NAME: \_\_\_\_\_

- PLANNING DIVISION USE -	
Project:	Notes:
Location:	
Staff :	
Date:	