



# GUIDELINES FOR THE PREPARATION OF SITE PLANS

Planning and Environmental Review  
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The following items shall be shown on all site plans, as applicable:

1. **SCALE** - The scale may not be less than 1 inch equals 20 feet. All site plans will be prepared using an engineer scale.
2. **LEGEND** - The legend must include the scale used and a description of all symbols used on the plan.
3. **TITLE BLOCK** - The Title Block shall be located in the lower right-hand corner and include: the name and phone number of applicant; address of project; name, address, and phone number of person preparing plan; and date of latest revision.
4. **VICINITY MAP** - A vicinity map at a scale of 1 inch equals 500 feet depicting the existing major street pattern, major watercourses, and flood control channels within ½ mile of the exterior boundaries of the site.
5. **DESIGNATIONS** – General Plan and Zoning designations for the subject parcel and all abutting parcels.
6. **PROPERTY BOUNDARIES** – Existing and proposed lot lines, dimensions, and acreages including easements.
7. **TOPOGRAPHY** – (Provide when grading or excavation will be required.) Existing and proposed contours at 2 foot intervals if the existing ground slopes is less than 10 percent and at not less than 5 foot intervals for existing ground slopes greater than or equal to 10 percent; spot elevations as needed to indicate slope. Existing contours shall be represented by dashed lines or by screened lines. Indicate the proposed tops and toes of manufactured slopes, including daylight lines. Delineate and label all natural slopes which equal or exceed a 20 percent gradient or more. Estimated quantities of cut and fill material (in cubic yards). Show existing and proposed building pad elevations, including adjacent grades within 100 feet of project boundary.
8. **TREES** – Location, existing grade, circumference, area of dripline, and species of all existing trees on site.
9. **STRUCTURES** – Location, dimensions, and use of existing and proposed structures. Show open stairways and other projections from building walls, including entrances and exits, and handicap ramps. Label structures as existing or proposed both on the site and within 50 feet of the project boundary.

10. **BUILDING ANALYSIS** – Provide square footage of habitable areas (measured from outside of exterior wall to outside of exterior wall), garage square footage (measured from outside of exterior wall to outside of exterior wall), non-habitable square footage (i.e. decks, balconies, loggias, etc), occupancy, height, type of construction, occupant load, and whether or not building is sprinklered.
11. **DENSITY** – Lot area, percent of building coverage, and area devoted to landscaping. For residential projects, include gross and net unit density calculations. Calculate Floor Area Ratio (FAR) both for existing development and with proposed development. Also, indicate maximum FAR and building coverage allowed, if applicable.
12. **YARDS** – Dimensions between exterior walls of structures and property lines.
13. **REQUIRED SETBACKS** – Indicate and dimension all setbacks required by the zoning ordinance. Provide mathematics verifying averaging when utilized.
14. **STREETS** – Completely dimension cross-sections of existing and proposed right-of-ways, both on-site and within 100 feet of the project boundary, including enriched parkways and all improvements (sidewalks, curbs, gutters, driveways and landscaping). Label centerline of all streets.
15. **PARKING AND CIRCULATION** – Label and dimension all required parking spaces. Completely dimension layout (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) and design elements required for compliance with Title 24, California Code of Regulations, State Building Code.
16. **DRAINAGE FACILITIES** – Location, type, and size (on-site and off-site). Show how project will handle storm water and cross drainage to or from adjacent properties.
17. **SPECIAL FLOOD HAZARD AREAS** – Delineate any such areas as shown on Flood Insurance Rate Maps (FIRMs) affecting the project site.
18. **FENCES AND WALLS** – Location, height, and materials of all garden walls, retaining walls, and fences both on the project site and within 100 feet of the project boundary.
19. **LIGHTING** – Location and size of all exterior lighting standards and devices.
20. **TRASH STORAGE/RECYCLING** – Location of refuse and recycling areas and method of screening.
21. **STORAGE** – Location of outside storage areas and indication of screening method.
22. **UTILITIES** – Location, sizes, and dimensions of underground and above ground utilities and equipment (both on-site and within 100 feet of the project boundary). List name, address, and phone number of all affected utilities.
23. **SIGN LOCATION** – Location of all existing and proposed signs.
24. **EASEMENTS** – Location of all proposed easements and existing easements of record both on-site and within 100 feet of the project boundaries.