

Universal Planning Application- Contents of Plan Sheets:

Please refer to [chart for plan set requirements](#) that identify which type of plan sheets are necessary for your application.

Sheet No. 1. Title Sheet:

- a. Name of project and description of proposed use
- b. Listing of any prior development permits issued for the subject site
- c. Table of contents listing all plan set sheets, their content and page number

Sheet No. 2. Map of approved PD Zoning District:

Exact copy of approved Land Use Plan from the General Development Plan if already approved. No changes, additions or deletions can be made to the plan approved by the City Council. If proposal is for a new Planned Development Zoning, include the following information noted below. All plans in the plan set that following this sheet should be labeled as "Conceptual" (i.e. conceptual site plan, etc.):

- a. Location map at 1" = 500' scale with site denoted.
- b. Plan to scale of area to be rezoned showing:
 1. Proposed PD Zone boundaries fully dimensioned.
 2. All public and private use areas appropriately mapped, clearly identified, and shaded, including:
 - (a) All permitted land uses, including unit type (i.e. single family detached, condominium flats, apartments, etc.) and size for residential uses.
 - (b) Landscape areas, common open space, private open space, and public open space.
 - (c) All public streets, private streets and driveways within, and adjacent to, the proposed PD Zone, labeled "Public Street", "Private Street" or "Driveway" with total right-of-way width dimensioned (including crosssections).
 - (d) All public and easements, including parking, access, utility, and pedestrian easements showing purpose and beneficiary of each easement.
- c. A use table which identifies each requested land use.
- d. Additional graphic (i.e. mapped) information as applicable, including:
 1. The location of the closest building, both existing and approved, on all adjacent properties.
 2. All existing structures with disposition noted.
 3. Perimeter setbacks dimensioned.
 4. All significant existing natural features, including:
 - (a) "Ordinance size" trees (18" in diameter or larger) and smaller trees which are significant by virtue of their species, location and/or significance to the site due to the limited amount of existing vegetation.
 - (b) Creeks and waterways, including top of bank.
 - (c) Rock outcroppings.
 5. The location and required height of sound walls.
 6. Use Areas.
 - (a) General Building envelopes.
 - (b) General open space landscaping and recreation areas.
 - (c) Parking Areas.
 - (d) Internal circulation drives, width dimensioned.
 7. Any project interface problem and solution identified.

Sheet No. 2A. Development Standards.

- a) Notes which reference a straight zone, or modified to be project specific to include:
 - 1) All setbacks
 - 2) Building height (stories and feet)
 - 3) Parking ratios
 - 4) Minimum lot size, and dimensions if applicable
- b) Performance Standards:
 1. By reference to specific district in Zoning Ordinance, or

- 2. Modified to be project specific
- c) Clear descriptions of any required off-site work, including street and infrastructure improvements.
- d) Clear descriptions of any environmental mitigation requirements, if any.
- e) The Water Pollution Control Plant note (from application).
- f) Private Infrastructure standards note to meet or exceed Public Improvement standards.

Sheet No. 3. Site Plan (BASIC): (drawn to scale). May require more than one sheet labeled "Site Plan" to include the information listed below:

- a. Location map and Assessor's Parcel Number(s)
- b. Statement and tables:
 - 1. Total acres of subject property (net and gross)
 - 2. Total number of dwelling units
 - 3. Total existing and proposed gross square footage of floor space for each non-residential use
 - 4. Total number of existing and proposed off-street parking and loading spaces if an addition is proposed
 - 5. Residential density (number of dwelling units per acre)
- c. Use of all adjacent properties, including locations of any buildings or freeways within 50 feet of the proposed improvements.
- d. Dimensions of subject property and all existing lot lines. For a project that only affects a small portion of a property (i.e. less than 20% of site area) a partial site plan may be acceptable.
- e. All existing and proposed buildings, structures and wells and their proposed uses, including the proposed removal of any building (information should be clearly delineated on the site plan)
- f. Proposed off-street parking, loading, and circulation areas
- g. All existing and proposed easements for parking, access, and all easements on surrounding properties benefiting the subject property
- h. Location of existing and proposed on-site lighting fixtures
- i. Name(s) of creek(s) and/or stream(s) should be clearly labeled on the site plan

ALTERNATE Sheet No. 3. Site Plan (CONCEPTUAL): (drawn to scale). May require more than one sheet labeled "Site Plan" to include the information listed below:

- a. Location map and Assessor's Parcel Number(s)
- b. Statement and tables:
 - 1. Total acres of subject property (net and gross)
 - 2. Total number of dwelling units
 - 3. Total existing and proposed gross square footage of floor space for each non-residential use
 - 4. Total existing and proposed net square footage of floor space (85% of gross) for each non-residential use
 - 5. Total number of existing and proposed off-street parking and loading spaces
 - 6. Percentage of proposed site coverage for buildings, off-street parking and loading, and landscaping
 - 7. Residential density (number of dwelling units per acre)
- c. Use of all adjacent properties, including locations of any buildings or freeways within 50 feet of property lines
- d. Dimensions of entire subject property and all existing lot lines
- e. Note all existing and proposed buildings, structures, parking spaces, driveways/circulation elements, loading areas, landscaped areas, outdoor use areas fences and wells and their proposed uses, including the proposed removal of any building (information should be clearly delineated on the site plan)
- f. All existing and proposed public and private easements for utility, drainage, sewer, parking, access and other purposes, and all easements on surrounding properties benefiting the subject property
- g. Fully dimensioned public right-of-way improvements for both sides of adjacent streets showing accurate locations for existing and proposed, facilities such as streets, curbs, sidewalks, sidewalk planters, street trees, utility poles, electroliers, traffic signs and signals, storm sewers, sanitary sewers, fire hydrants, median island and median island openings, project driveways, driveways on opposite street frontages, bus stops, drainage inlets and manholes
- h. Cross-sections of the full right of way for all existing and proposed public and private streets, and driveways, each fully dimensioned
- i. Location of existing and proposed on-site lighting fixtures
- j. Name(s) of creek(s) and/or stream(s) should be clearly labeled on the site plan

ALTERNATE Sheet No. 3. Site Plan (COMPREHENSIVE): (drawn to scale). May require more than one sheet labeled "Site Plan" to include the information listed below:

- a. Location map and Assessor's Parcel Number(s)
- b. Statement and tables:
 1. Total acres of subject property (net and gross)
 2. Total number of dwelling units
 3. Total existing and proposed gross square footage of floor space for each non-residential use
 4. Total existing and proposed net square footage of floor space (85% of gross) for each non- residential use
 5. Total number of existing and proposed off-street parking and loading spaces
 6. Percentage of proposed site coverage for buildings, off-street parking and loading, and landscaping
 7. Residential density (number of dwelling units per acre)
- c. Use of all adjacent properties, including locations of any buildings or freeways within 50 feet of property lines
- d. Dimensions of entire subject property and all existing lot lines
- e. Note all existing and proposed buildings, structures, parking spaces, driveways/circulation elements, loading areas, landscaped areas, outdoor use areas fences and wells and their proposed uses, including the proposed removal of any building (information should be clearly delineated on the site plan)
- f. All existing and proposed public and private easements for utility, drainage, sewer, parking, access and other purposes, and all easements on surrounding properties benefiting the subject property
- g. Fully dimensioned public right-of-way improvements for both sides of adjacent streets showing accurate locations for existing and proposed, facilities such as streets, curbs, sidewalks, sidewalk planters, street trees, utility poles, electroliers, traffic signs and signals, storm sewers, sanitary sewers, fire hydrants, median island and median island openings, project driveways, driveways on opposite street frontages, bus stops, drainage inlets and manholes
- h. Cross-sections of the full right of way for all existing and proposed public and private streets, and driveways, each fully dimensioned
- i. Location of existing and proposed on-site lighting fixtures
- j. Name(s) of creek(s) and/or stream(s) should be clearly labeled on the site plan

Sheet No. 4. Grading and Drainage Plan:

- a. Topography with pad elevations for the site and all properties within 50 feet
- b. Existing trees, specifying size, species, condition and disposition
- c. All existing and proposed retaining walls, swales and inlets
- d. All existing and proposed contours, including slopes and identification of Top of Curb(TOC), Top of Wall(TOW), Base of Wall(BOW), invert and grate elevations
- e. Sections through the property to include adjoining properties, showing the grading and soundwall/fence at the property line
- f. Drainage flows and overland release flows
- g. Details of retaining walls, swales and drainage structures
- h. Paving materials

Sheet No. 5. Stormwater Control Plan: A Stormwater Control Plan is required for 1) all projects that are categorized as a land use of concern and creating, replacing or expanding impervious surfaces by 5,000 square feet or more; or 2) all other projects creating, replacing or expanding impervious surface by 10,000 square feet or more. Depending on your permit application there are different levels of detail that are required. Refer to the Stormwater Plan Preparation Checklist located at:

<http://www.sanjoseca.gov/DocumentCenter/View/75829> to determine the level of detail required. The project may be required to provide the following:

- a. Complete the Pervious and Impervious Surfaces Comparison Table located on Supplemental Form "A" (attached).
- b. All existing natural hydrologic features (depressions, names of watercourses, etc.) and significant natural resources.
- c. Specify soil type(s).
- d. Specify depth to groundwater.
- e. 100-year flood elevation.
- f. All existing and proposed topographic contours with drainage areas and sub areas delineated and arrows showing flow direction.
- g. Separate drainage areas depending on complexity of drainage network.

- h. For each drainage areas, specify types of impervious area (roof, plaza, sidewalk, streets, parking, etc.) and area of each.
- i. Location, size, and identification (including description), of types of source control measures, water quality treatment control measures such as swales, detention basins, infiltration trenches, etc.
- j. Details of all proposed water quality treatment control measures.
- k. Location, size and identification of proposed landscaping/plant material.
- l. Ensure consistency with Grading and Drainage Plan and Landscape Plan.
- m. Calculations illustrating water quality treatment control measures meet numerical standards set forth in Post-Construction Urban Runoff Management Policy No. 6-29.
- n. Name and location of receiving water body
- o. Identify pollutants and pollutant source areas, including loading docks, food service areas, refuse areas, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing.
- p. Water quality Treatment Control Measure maintenance requirements.

Sheet No. 6. Stormwater Hydromodification Management (HM) Plan/Report: A Stormwater HM Plan/Report is required for all projects that 1) Create and/or replace one acre or more of impervious surface; and 2) Are in the Green or Pink areas of the HM Applicability Map. The HM Applicability map is available online at: <http://www.sanjoseca.gov/DocumentCenter/Home/View/368>. The HM Plan and Report must demonstrate that post-project runoff shall not exceed estimated pre-project rates and durations. Sizing of HM control(s) shall comply with the City of San Jose Council Policy 8-14: Post-Construction Hydromodification Management.

- a. The HM Report must include, at a minimum, the following items:
 - 1. Discussion of the setting and proposed
 - 2. stormwater infrastructure.
 - 3. Discussion of the technical approach and modeling.
 - 4. Conclusion based on the analysis.
 - 5. Table that summarizes the post project DMA's. These values should be the same as the DMA's listed on the TCM summary Table.
 - 6. Table that summarizes the dimensions, treatment area and underdrain size of each TCM proposed in the HM modeling.
 - 7. Table that summarizes the dimension and features of any proposed HM systems (i.e. vaults).
 - 8. Flow-duration curves and model analysis sheets for pre- and post-project conditions with the report.
 - 9. Site Plan
- b. Use a continuous simulation hydrologic computer model with a long-term rainfall record (30 years minimum) to simulate the runoff from the project site under pre- and post-project conditions. The City strongly encourages the use of the Bay Area Hydrology Model (BAHM) to help facilitate plan review.
- c. Submit a CD or USB Flash Drive of the BAHM (or other hydrologic modeling program used) computer model files.
- d. Submit plans showing the location, size, and identification (including description) of types of HM controls such as detention basin, bio-detention unit(s), etc.
- e. Include inspection and maintenance information for the HM control(s) on the Stormwater Control Plan(s).

Sheet No. 7. Building Elevations:

- a. Dimensioned elevations of all exterior walls (Photographs may be substituted for existing elevations to remain unchanged)
- b. Type of roof, wall and trim materials, colors and textures
- c. Attached and detached sign details, designs and locations
- d. Changes or additions to existing buildings or materials clearly identified

Sheet No. 8. Building and Site Photos: This sheet is used as a substitute for the creation of a drawing with Building Elevations where there are no exterior changes proposed.

- a. Photographs of all building elevations, areas of the site and adjacent buildings on the same side of street. Labels shall provided on each photo to describing the photo (i.e. front elevation of subject building, adjacent building to the south, etc.)
- b. Changes or additions to existing buildings or materials clearly identified

Sheet No. 9. Floor Plans:

- a. Total gross floor area
- b. Total square footage of leasable floor area (i.e. 85% of gross)
- c. Identify location of exterior doors and windows

Sheet No. 10. Landscape Plan:

- a. All areas to be landscaped, whether maintenance is to be public or private (Public maintenance areas are subject to City Standards and must be included in improvement plans for a Public Works Clearance)
- b. Location, size and identification of each tree, shrub, ground cover and other landscape feature
- c. All property lines and street names
- d. Location of existing and proposed walks, driveways, fences, pools, ponds, water features, retaining walls
- e. Standards for class of irrigation pipe, depth of pipe and backflow preventers
- f. Typical details of spray, ground cover, shrub, and tree irrigation installations

Note: A conceptual irrigation plan is required for many projects once the site layout is resolved. Refer to the City of San Jose Landscape and Irrigation Guidelines for required details.

Sheet No. 11. Lighting Plan:

- a. Details for the location of freestanding light fixtures within all outdoor areas.
- b. Details for the height and type of freestanding light fixtures within all outdoor areas.

Sheet No. 12. Details:

- a. Details for proposed fences, walls, trash enclosures, roof equipment screening and lighting
- b. Details for any atypical building features

Tentative Maps and Parcel Maps: Tentative Maps and Parcel Maps must be prepared under the direction of a Licensed Land Surveyor or registered Civil Engineer. It must be clearly and legibly drawn to scale, be of the size and form prescribed by the Director of Planning, and must clearly show and contain the following information:

- a. The map shall be legibly drawn and titled. Any certificate statements, affidavits, and acknowledgments must be legibly stamped or printed upon the map.
- b. The scale of the map shall be large enough to show all details clearly and several sheets can be used to accomplish this end.
- c. Each sheet shall be no larger than 24" x 36". Sheets of larger size shall require prior approval before filling the application.
- d. The sheet number and total number of sheets comprising the Tentative Map shall be stated on each sheet (For example: Sheet 1 of 2).
- e. A margin line shall be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch.
- f. A block reserved for revision dates and space for certificates and approvals (at least 3" x 3") shall be located on the map, preferably in the lower right hand corner.
- g. A bar scale, north arrow, and date of initial drawing shall be shown on the map. Whenever possible, north shall be oriented toward the top of the map.
- h. A heavy line shall be used to draw the subdivision boundaries, dimensions and locations of all permanent and proposed monuments together with a description of their size.
- i. The shape, dimensions, and square footage of each proposed lot shall be delineated. Lots shall be numbered beginning with one (1) and continue consecutively. Any "designated remainder" must be so identified and labeled with the name of the property owner and the phrase "Designated Remainder."
- j. A location map shall be provided to a scale of 500 feet to the inch, showing the property in relation to the adjacent public streets and freeways. Orient the location map to match the Tentative Map.
- k. All dimensions, both linear and angular, for locating the boundaries of the property, lots, streets, right-of-ways and easements within the subdivision and building setback line adjacent to the proposed and existing streets within the subdivision shall be shown. Linear dimensions shall be expressed in feet and decimals of a foot, followed by the angle expressed in degrees, minutes and seconds.
- l. Show city limit lines which cross or adjoin the subdivision.
- m. Locate all existing buildings on the subject property. Indicate if these buildings are to remain or be removed with the subdivision. Proposed structures should not be indicated on a Tentative Map unless building footprints are necessary to identify proposed Public Service Easements.

- n. Show the location of any existing well(s) on the subject property and whether they are to capped or abandoned in accordance with Santa Clara Valley Water District (SCVWD) standards.
- o. Locate all potentially dangerous areas within and adjacent to the proposed subdivision, such as areas subject to flooding or geologic hazards.
- p. Locate all proposed public areas, such as school sites and park sites, within the proposed subdivision and on lands immediately adjacent thereto.
- q. Label all adjacent land uses surrounding the subject property.
- r. Label the names of property owners and/or tract numbers of adjacent properties.
- s. Identify and dimension all existing and proposed public or private easements for utility, drainage, sewer, parking, access and other purposes. If the properties are held in common ownership.
- t. Indicate the radius of each right-of-way line for streets in the proposed subdivision.
- u. Indicate the angle of intersecting streets if such angle deviates from a right angle by more than four (4) degrees.
- v. Label proposed streets or alleys and identify whether public or private.
- w. Show the location and dimensions of all existing and proposed public rights-of-ways, including adjacent streets, alleys and railroad rights-of-way. Also locate and dimension all existing and proposed public facilities such as curbs, sidewalks, sidewalk planters, street trees, utility poles, electroliers, traffic signs and signals, storm sewers, sanitary sewers, fire hydrants, median island and median island openings, project driveways, driveways on opposite street frontages, bus stops, drainage inlets and manholes.
- x. Show cross-sections for all existing and proposed public or private streets, including curb gutter, sidewalk soundwalls, median island, park strip and travel ways, each fully dimensioned.

Note: Dedications may be required as specified in the Subdivision Map Act (Section 66475). Any required dedications will be identified and conveyed, in writing, to the applicant during the review of the project.

Plat Map (8 ½ x 11): The plot plan should be 8 ½" x 11", but may be increased to a maximum size of 11" x 17". These should be clearly labeled "Exhibit B," and drawn to scale. The plan must include the following information:

- a. Location of the property to be zoned relative to existing and proposed public streets.
- b. Boundary dimensions of the property to be zoned.
- c. Each separate legal parcel within the area to be zoned.
- d. The name(s) of the present owner(s) of each separate legal parcel.
- e. A north arrow and bar scale.
- f. The date the plot plan was prepared.
- g. The location of any active or deactivated water well(s) on the property.
- h. Exact locations of any buildings, structures, and significant physical features such as rock outcroppings, trees, and riparian corridors.
- i. All plats provided should have the original or wet stamp by the licensed civil engineer.

Management Plan: This is only required for projects proposing late night uses and/or drinking establishments.

- a. Provide details of proposed security measures that the private management staff will provide to address queuing in the public right-of way due to occupancy limitations and/or when cover charges are collected, the number of security staff proposed and the hours for such personnel.
- b. Identify how and where extra security lighting may be provided and how issues with loud interior and exterior noise will be addressed to avoid impacts to surrounding uses.