



## APPLICATION REQUIREMENTS

Your application requires the following information to be submitted in electronic form:

- Completed Application form
- Letter of authorization from the property owner
- Legal description of the property
- Letter of explanation regarding the project
- Business plan (including hours of operation, # of employees, customer base, etc.)
- Plan Set Including:**
  - Site plans & floor plans with dimensions (including scale and north arrow)
  - Color building elevations with dimensions
  - Landscaping plans and Irrigation plans (can defer to plan check)
  - Parking lot Plan and Photometric study (can defer to plan check)
  - Color and materials sheet
  - Photos of the site (digital photos or jpegs preferred)
- Application Fee (non-refundable) payable to the City of San Pablo

The following will be required at the Plan Check Stage:

- Stormwater Control Plan (please visit <https://www.sanpabloca.gov/1142/Construction-Requirements> to see to see what requirements are in place for your project)
- Stormwater Control Plan for small projects (please visit <https://www.sanpabloca.gov/1142/Construction-Requirements> to see to see what requirements are in place for your project)/ Irrigation Plan
- Water Efficiency Landscape Ordinance (WELO). See this website for information: <https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Model-Water-Efficient-Landscape-Ordinance>
- Geotechnical Report for properties in the Hillside Overlay District
- Other \_\_\_\_\_

Once we have determined that your application is complete, City staff will schedule the item for a Planning Commission hearing (if applicable to this project). Public notice of the hearing will be given by mail to all property owners within 300ft of the subject property and it will be published in the local newspaper, in accordance with the requirements of Government Code Section 65905. The Commission holds meetings on the fourth Tuesday of each month at 6:00 PM in the Council Chambers, 1000 Gateway Avenue, San Pablo, CA 94806 and are also livestreamed. You will be placed on the first available meeting agenda, generally forty-five (45) days from the determination of a complete application. If you would like staff to conduct a preliminary plan review before you submit the formal application, please contact Planning at (510) 215-3030 or via email at [planning@sanpabloca.gov](mailto:planning@sanpabloca.gov).

Planning staff is available from 7:30 a.m. to 6:00 p.m. Monday through Thursday on an appointment basis. If you have any questions, please contact us at (510) 215-3030 or via email at [planning@sanpabloca.gov](mailto:planning@sanpabloca.gov). We appreciate your business and cooperation. Thank you.