



## APPLICATION REQUIREMENTS

Your application requires the following information to be submitted:

- Completed Application form
- Stormwater Control Plan (for all projects that impact more than 10,000 sf and auto service facilities, gas stations, restaurants, and uncovered parking lots that impact more than 5,000 sf)
- Runoff Reduction Measures Form (for projects that impact more than 2,500 sf)
- Water Efficiency Landscape Ordinance (WELo). See this website for information: <https://water.ca.gov/LegacyFiles/wateruseefficiency/landscapeordinance/docs/Title%2023%20extract%20-%20Official%20CCR%20pages.pdf>
- Letter of explanation regarding the project
- Business plan (including hours of operation, # of employees, etc.)
- Letter of authorization from the property owner
- Legal description of the property
- Scale and North arrow on plans
- Site plans & floor plans with dimensions (3 sets-full size)
- Color building elevations with dimensions (3 sets-full size)
- Landscaping plans (3 sets-full size) with Irrigation plans
- CD or flashdrive with site and floor plans, and building elevations as part of the application submittal. A digital set of final site, and floor plans, and building elevations will be required.
- Color and materials board
- Photos of the site (digital photos or jpegs preferred)
- 8 ½" x 11" reduction of the site plans, floor plans & elevations
- Application Fee (non-refundable) payable to the City of San Pablo
- Other \_\_\_\_\_

Once we have received your complete application, we 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 every fourth Tuesday of each month at 6:30 PM in the Council Chambers, Building 2 at 13831 San Pablo Avenue, San Pablo, CA 94806. You will be placed on the first available meeting agenda, generally thirty (30) days from submittal 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.

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. We appreciate your business and cooperation. Thank you.