

CITY OF SEASIDE - PLANNING DIVISION
440 HARCOURT AVE.
SEASIDE, CA 93955
831-899-6737 * 831-899-6211(FAX)

SINGLE FAMILY RESIDENTIAL - DEVELOPMENT APPLICATION
SUBMITTAL REQUIREMENTS

This list is intended to meet the requirements of Government Code Section 65940.

1. GENERAL REQUIREMENTS

- A. COMPLETED APPLICATION FORM.** A City application form shall be properly filled out and signed by the owner(s) of record and applicant(s), if different.
- B. APPLICATION FEE.** Varies with type of permit required. Please check with staff to verify current fee.
- C. DEVELOPMENT PLANS.** Plans shall be clearly and legibly drawn to scale on sheets a minimum size of 18" x 24" and up to a maximum size of 24" x 36" using either engineering or architect's scale. **Three (3) full-size folded copies** shall be submitted with the application for initial review. Once any revisions are made and the application is deemed complete, **seven (7) full-size folded copies and one (1) set of reduced copies** (11" x 17" or 8 1/2" x 11") of the amended plans will be required. The set of reduced plans may be submitted electronically in PDF format. The applicant will be notified if additional copies are required.

2. DEVELOPMENT PLAN REQUIREMENTS – ALL PLANS

The following information is provided to help you prepare complete and accurate plans for your project. All project applications are required to include development plans that illustrate existing and proposed site and structure conditions. Providing the information listed below will assist you in completing your project plans and help lead you to a successful project. By including the information listed below on your project plans, you can avoid mistakes early in the process, save time, and reduce processing costs. Figures 1 through 4 below illustrate the items identified in this section.

Development Plans shall contain the following information in order that the appropriate decision-making bodies may make a complete evaluation.

A. TITLE BLOCK (to appear on all sheets)

- 1. Brief Project Description, including all proposed improvements.
- 2. Property Address: If the property is a vacant lot please contact the Building Department for an address designation.
- 3. Legal description and Assessor Parcel Number(s) for the property(s) on which the development is proposed.
- 4. Owner's name(s), mailing address(es), email address(es), and phone number(s).
- 5. Designer's name(s), mailing address(es), email address(es), and phone number(s) of professional(s) involved in plan preparation.
- 6. Number of pages included in the plan set.
- 7. Date the plans were prepared.

B. PROJECT DATA TABLE (to appear on front sheet)

1. Include a vicinity map demonstrating the location of the project.
2. Existing building square footage, floor-to-area percentage, and site coverage percentage.
3. Proposed building square footage, floor-to-area percentage, and site coverage percentage.
4. Maximum building height allowed by zone and proposed building height.
5. Existing number of parking spaces (specify covered and uncovered).
6. Proposed number of parking spaces (specify covered and uncovered).
7. **Lot area and dimensions.**
8. Include existing number of trees and any proposed trees to be removed.
9. Provide the documentation from which the property line locations were determined. **Note:** Prior to issuance of a Building Permit the property corners are required to be located or set.

C. SITE PLAN

1. Each sheet or drawing must include a scale and north arrow. Site plans shall be drawn to either an engineers' scale of 1" = 10', 1" = 20' or 1" = 30' or the appropriate architect's scale.
2. Show all property lines and dimensions.
3. Show all adjacent streets and alleys.
4. Show any existing public easements.
5. Setbacks: Show and label all minimum setback dimensions measured from property lines.
6. Driveway location, width, length, and surface material.
7. Parking: Location and dimensions of all parking spaces.
8. Show location and specify the height and materials of all existing and proposed accessory structures (e.g., fences, retaining walls, patio covers, trellises).
9. Provide the location, footprint, and dimensions of all existing and proposed structures. The footprint must include the location of all architectural projections such as eaves, decks, porches, bay windows, and chimneys.

D. BUILDING DESIGN

1. Elevations: Drawings must be provided for all sides of the building and labeled to indicate the location, such as North, South, East, and West Elevation. All elevation plans must be accurately scaled and fully dimensioned.
2. Building height: Label distance measured from existing grade, as outlined in Zoning Code Section 17.30.030. **Note:** Building sections may
3. Exterior materials and colors: Provide information for walls/siding, roof, doors (including garage door), windows and frame (vinyl, aluminum, wood, etc.), location and type of exterior lighting, elevations and details of architectural projection, railings, skylights.

Note: A materials board is required for projects requiring Board of Architectural Review approval. The material board must include all paint, siding and accent material samples and manufacturer specifications for proposed light fixtures.

be required for second story additions. Please consult staff.

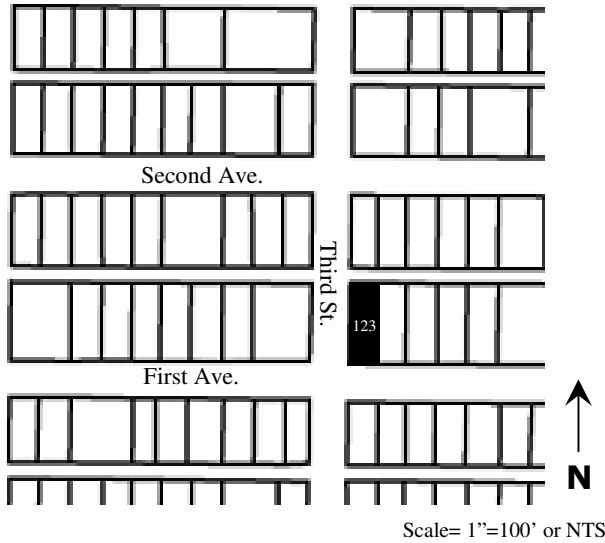
Proposed second-story additions and second-story design elements such as decks will require noticing of all property owners within 300 feet of the subject property. The applicant is required to provide the Assessors List and pre-addressed stamped envelopes for all listed properties.

E. LANDSCAPE PLAN (As required by 17.52.030.B.1 separate from site plan)

1. Include scale and north arrow.
2. Indicate building footprint and all existing and proposed structures.
3. Show and label property lines.
4. Outline the location of all existing impervious surfaces (driveways, walkways, paths, etc).
5. Tree location: Specify botanical and common name(s), diameter of tree trunk measured at 4'6" above existing grade, whether the tree(s) are to be removed or to remain. Indicate the existing trees to be removed with an "X".
6. Specify the location of the proposed landscape area.
7. Preliminary drainage plan: Provide notes regarding the collection, conveyance and on-site retention. Use arrows to indicate the direction of water flow.
8. Planting plan including the species, gallon or box size to be installed, type of plant (tree, shrub, etc).
9. Provide planting details for the following: Tree planting, Shrub/Vine Planting, and Groundcover Planting.
10. Provide irrigation plans in conformance with Zoning Code Section 17.30.040.I.

Figure 1: Project Data and Description Sample

VICINITY MAP



PLANNING INFORMATION

Project Description: Single-level addition and remodel of an existing single-family residence.

Property Address: 123 First Street
Seaside, CA 93955

APN: 011-123-456

Zoning District RS-12

Owner: Joe Smith
123 First Street
Seaside, CA 93955
(831) 123-4567 (P)
(831) 987-6543 (F)
Joe@owner.com optional

Designer: Jane Smith, AIA
321 Main Street
Seaside, CA 93955
(831) 765-4321 (P)
(831) 234-5678 (F)
jane@designer.com optional

PROJECT DATA TABLE

<u>Floor Area</u>	
Existing building (w/ accessory structures)	1,113 sq. ft.
Existing garage (over 440sf)	----- sq. ft.
Existing Floor Area	1,113 sq. ft.
Proposed additions (w/ accessory structures)	199 sq. ft.
Proposed garage (over 440sf)	---- sq. ft.
Proposed Floor Area	199 sq. ft.
Total Floor Area	1,312 sq. ft.
Floor Area Ratio (total floor area divided by lot area)	32 %
<u>Site Coverage</u>	
Lot area	4,063 sq. ft.
Existing building/impervious footprint	1,842 sq. ft.
Proposed building/impervious footprint	199 sq. ft.
Total building/impervious footprint	2,041 sq. ft.
Site Coverage	50 %
<u>Building Height</u>	
Maximum Building Height Allowed	24 ft.
Proposed Building Height	14 ft.
<u>Parking</u>	
Existing parking (covered/uncovered)	1 spaces
Proposed parking (covered/uncovered)	1 spaces
Lot Dimensions	80 ft. by 50 ft.
Landscaping	650 sq. ft. 16 %
Tree removal	1 tree removed

Project Description: Single-level addition and remodel of an existing single-family residence.
Property Address: 123 First Street
APN: 123-456-789

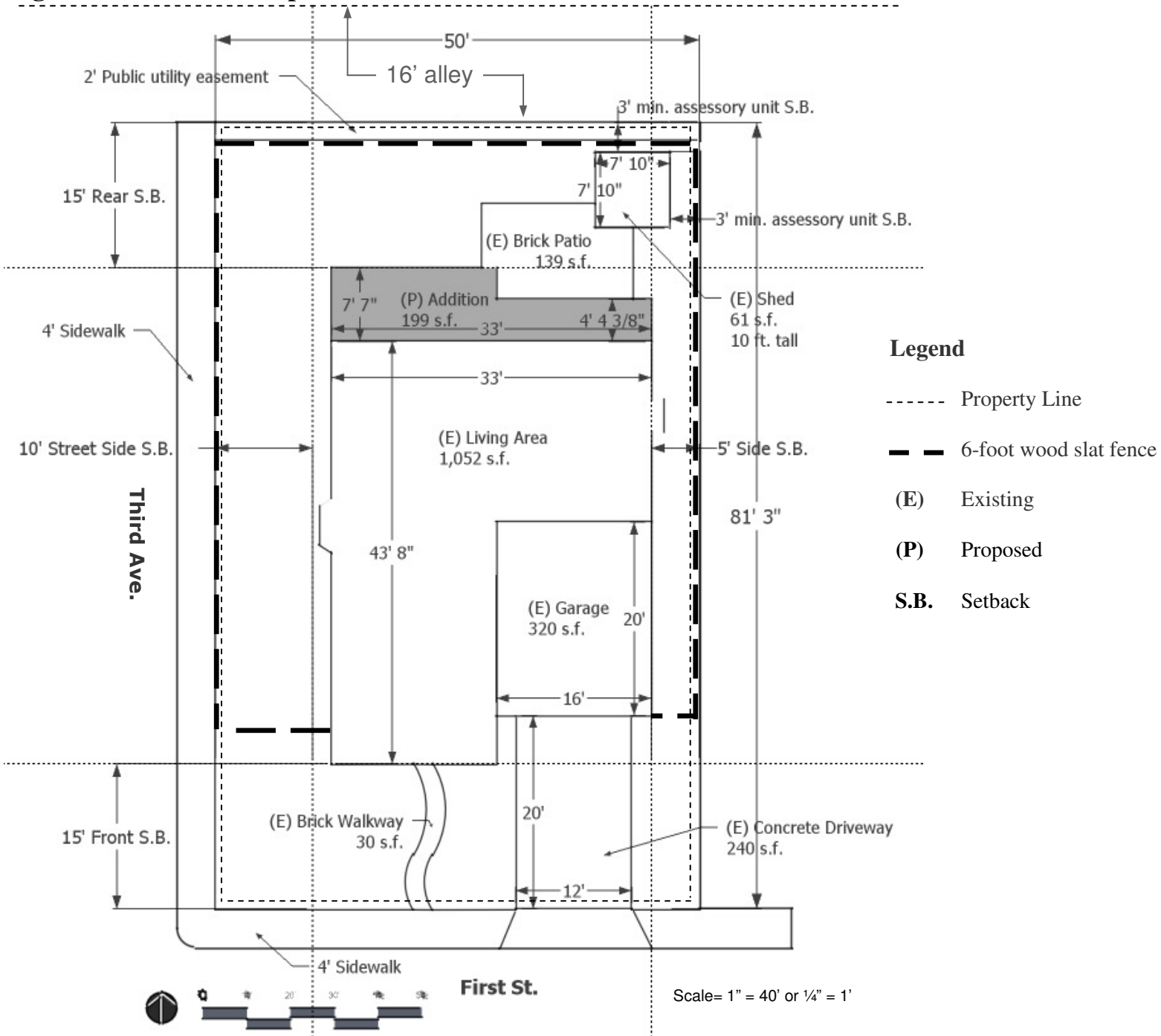
Designer: Jane Smith, AIA
321 Main Street
Seaside, CA 93955
(831) 765-4321
jane@designer.com optional

Owner: Joe Smith
123 First Street
Seaside, CA 93955
(831) 123-4567
joe@owner.com optional

Date prepared

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Figure 2: Site Plan Sample



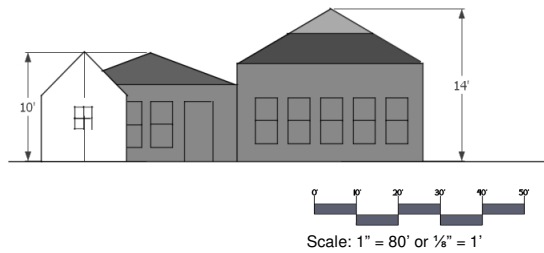
Project Description: Single-level addition and remodel of an existing single-family residence.
Property Address: 123 First Street **APN:** 123-456-789

Owner: Joe Smith
 123 First Street
 Seaside, CA 93955
 (831) 123-4567
joe@owner.com *optional*

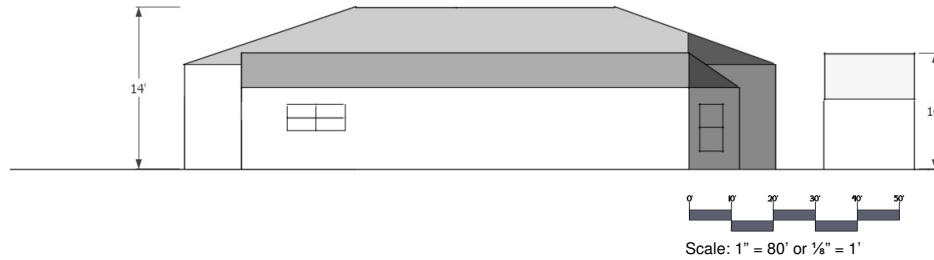
Designer: Jane Smith, AIA
 321 Main Street
 Seaside, CA 93955
 (831) 765-4321
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Date prepared

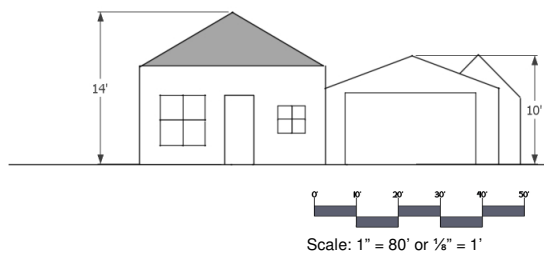
Figure 3: Building Elevation Sample



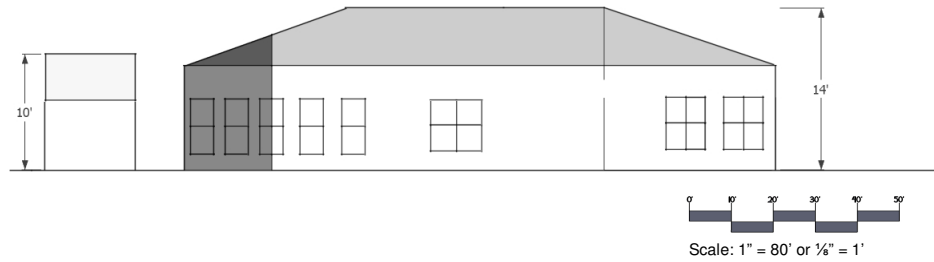
North (Back) Elevation



East (Right) Elevation



South (Front) Elevation





West (Left) Elevation


Legend

 **Proposed Additions**

Exterior Materials (Match Existing)

 **Eaves/Wood Fascia**
Painted Galvanized Gutters
(‘Chaparral’; General Paint Co. EF984)

 **Windows and Doors**
Vinyl, Painted 1/2 wood trim
(‘Forest Green’; General Paint Co. RW274)

 **Walls**
Painted stucco
(‘Desert Pearl’; General Paint Co. ER843)

 **Roofing**
Overlapping Clay tile
(‘California Red’; Roofs R’ Us)

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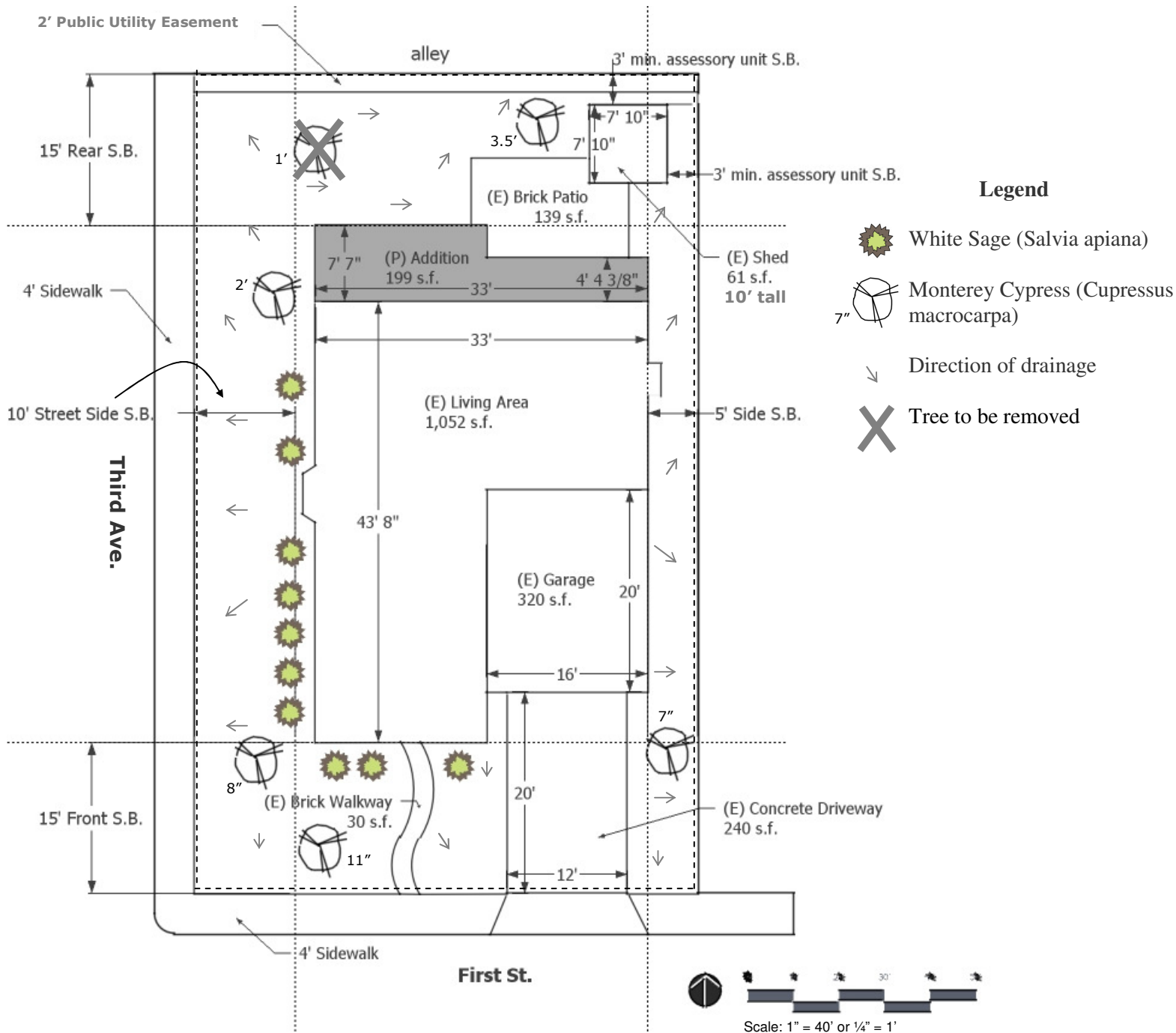
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Figure 4: Landscape Plan Sample



Project Description: Single-level addition and remodel of an existing single-family residence.
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