



# Development Application Process (DAP) Submittal Checklist

CITY OF COLTON - Development Services Department (Updated March 2015)

The following information is required in order to submit a DAP to be reviewed by the Administrative Review Committee (ARC) and/or the Planning Commission (PC). Prior to submitting an application, please contact the planning staff at the Development Services Department to check off which checklist items are required for your proposal and which are not applicable.

- Development Application Packet [DAP] (required of all applications).** Proof of ownership (copy of a recorded **Grant Deed**) required if property owner is different than that shown on County Assessor records.
- Fee (required of all applications).** *Please see fee schedule. There may be additional fees, including but not limited to fees related to environmental review for certain projects and reimbursement agreements.*
- Sets of project plans (required of all applications).** Nine (9) full-sized (24" x 36") copies, folded to 8-1/2" x 11" size, with the information noted on Page 2 of this checklist. *Check with the planner if you would like to propose a different size.* Please note that additional copies (as well as digital versions) may be required before confirming a DRC or PC meeting date.
- Tentative map sheets (if applicable).** Twenty-two (22) full-sized (24" x 36") copies, folded to 8-1/2" x 11"
- Reduced copy of project plans (all applications).** One (1) black & white copy of a full set of project plans (and tentative maps) that are reduced to 8-1/2" by 11" size paper.
- Colorized elevation (if applicable).** Two (2) colorized copies of elevation sheets, sized 11" x 17".
- Sample board (if applicable).** One (1) board or sheet, maximum size 8-1/2" x 14", providing samples (or otherwise showing the color and material (texture)) of items shown on elevations and/or other plans, keyed (1,2,3, etc) to those plans.
- Operations statement (if applicable).** Description of proposed operation (hours of operation, number of employee/occupants/students (per shift), duration for temporary/seasonal uses, timeline for phasing, etc.)
- Tenant list/ parking analysis (if applicable).** *For sites with multiple tenants/uses with shared parking.*
- Preliminary Title Report (if applicable).** And any other documents (easements, agreements) identified in the title report required to make the application complete.
- Preliminary Water Management Quality Plan (if applicable).** Two (2) copies.
- Mailing list (if applicable)** *For applications with public hearings (conditional use permits, variances, tentative tract maps, zone changes, and general/ specific plan amendments).*
  - A map (maximum size 11" x 17") showing a radius measured six hundred and sixty (660) feet from the exterior boundaries of the subject lot(s) that make up the project site and providing a key (1,2,3,etc) for each property and resident/tenant located within the six hundred and sixty (660) foot radius.
  - Ownership/Residents/Tenants addresses:** list for the properties keyed on the map. The information on the list shall match the latest ownership rolls of the respective County Assessor's Office. The list shall be in label format so it may be copied to make labels, with the key identification to the map, assessor's parcel number, owner's name, mailing address provided for each property.
  - Three (3) sets of self-adhesive gummed mailing labels of the mailing list.
  - Letter of certification signed by the preparer of the map and ownership list.



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- Existing “as-built” Site Plan (required of all applications)** *For applications with no new construction or where feasible, this plan may be combined with the proposed site plan. Please consult with the planner.*
  - North arrow and scale. (*This scale of this plan may be different than the proposed site plan to provide space for information on one sheet.*)
  - Provide the same information provided on the proposed site plan as it exists in actual field conditions within the subject property. Location and distance to the edge of project site of the closest fire hydrant.
  - In addition, provide information on parts of abutting lots for at least 25 feet from any shared property line or across right-of-ways (alleys or streets), such as existing buildings, easements, fencing, paved areas, unpaved areas, drive approaches, and trees. *Information for a greater distance may be required depending on the scale of the project. Please consult with planner.*
  
- Proposed Site Plan (required of all applications)**
  - North arrow and scale (engineer scale of one inch equals 20-feet recommended).
  - Dimensions of the lot(s), easements, and adjacent rights-of-ways (street, alley).
  - Building line and roofline footprint and dimensions, with door openings labeled.
  - Setbacks between buildings and between lot lines and buildings.
  - Outlines and dimensions of paved areas (walkways and driveways, label surface material) and unpaved (planting, unimproved) areas.
  - Location, height, and material of accessory structures, such as walls, fences, gates, light standards, trash enclosure, etc.
  - Location of utility poles, ground-mounted mechanical equipment, electric service panel, transformer pad.
  - Off-street parking and loading areas and outdoor display or storage areas (if applicable).
  - Pedestrian, vehicular, and utility service access with points of ingress/egress indicated.
  - Location of improvements within public right-of-way, such as curb, gutter, sidewalk, drive approaches, street trees, fire hydrants, and equipment adjacent to the site. Label distance from curb face to adjacent lot lines.
  - Project summary with lot size, building size(s), parking required/provided, and landscaping square footage.
  
- Floor Plan (if applicable).** *For applications with no new construction, the floor plan information may be provided on the site plan without providing a separate floor plan sheet. Please consult with the planner.*
  - Label overall footprint dimensions to match the site plan.
  - Show existing and/or proposed individual rooms, walls/partitions, openings (doors, windows).
  - Indicate the use of each room (i.e. bedroom, storage, office).
  
- Building Elevations (if applicable).**
  - Scale of drawings.
  - Label direction of elevation (i.e. north, south, east, west).
  - Overall and incremental building height (e.g. base, ceiling, roofline behind parapet, parapet).
  - Dimensions of windows, doors, trims, eaves, architectural features.
  - Label the exterior color and material of each element, keyed (1,2,3,etc) to a sample board.
  
- Roof Plan (if applicable)** *information may be shown on site plan. Consult with planner.*
- Fencing Plan (if applicable)** *information may be shown on site plan and/or elevations. Consult with planner.*
- Sign Plan (if applicable)** *information may be shown on site plan and/or elevations. Consult with planner.*
- Lighting Plan (if applicable)** *may be combined with site plan and/or elevation. Consult with planner.*
- Preliminary Landscape Plan and/or Hardscape Plan (if applicable)**
- Preliminary Grading/Drainage/Topography Plan (if applicable)**
- CEQA Determination/Filing/Fee** *Consult with planner.*