


UNION CITY PLANNING – MASTER CHECKLIST

Date: ___/___/___

Project Address: _____

Staff Initials: _____

INCLUDED?	REQUIREMENTS
<input type="checkbox"/> Y <input type="checkbox"/> N	<p>APPLICATION – A completed and signed preliminary application or formal application (with all fields completed) is required. Please attached a letter of authorization signed by the property owner if needed. All projects are required to start in the preliminary review process before a formal application package can be submitted.</p>
<input type="checkbox"/> Y <input type="checkbox"/> N	<p>APPLICATION FEES – Refer to the Planning Fee Schedule for all application fees.</p>
<input type="checkbox"/> Y <input type="checkbox"/> N	<p>ELECTRONIC SUBMITTAL – PDFs copies of all submittal materials must be uploaded to Box using the URL below.</p> <ul style="list-style-type: none"> • The documents must be grouped by type (all the pages of the application must be in one PDF file; all the sheets of the project plan must be in one single PDF file). • The files naming format: <i>“Address – Document Type.pdf”</i> see examples below: 1234 Main Street – Application.pdf 1234 Main Street – C3 Stormwater Worksheet.pdf 1234 Main Street – Project Plans.pdf <p style="text-align: center;">Please upload the electronic files here: </p> <p style="text-align: center;">Full link: https://cityofunioncitycalifornia.app.box.com/f/af07691dd69a4458b43666834fd959f5 Shortened link: https://bit.ly/2Wxr52g</p>
<input type="checkbox"/> Y <input type="checkbox"/> N	<p>STORMWATER REQUIREMENTS – Projects that are not changing any site features (e.g. no new paving or building expansions) do not need to fill out this form, all other project must complete the Stormwater Requirement Checklist and submit it with the application package.</p>
<input type="checkbox"/> Y <input type="checkbox"/> N	<p>BUILDING AND SITE PHOTOS – Provide two (2) sets of color photos showing all existing elevations, the project site, building interiors if appropriate, and photos of adjacent buildings. Labels each photo to provide context (i.e. front elevation of subject building, adjacent building to the south, etc.)</p>
<input type="checkbox"/> Y <input type="checkbox"/> N	<p>STATEMENT OF USE – <i>Required for Use Permit or Administrative Use Permit requests.</i> Please attach/staple one printed copy of the Statement of Use to each set of plans. <i>Statement of Use Checklist - page 2</i></p>
<input type="checkbox"/> Y <input type="checkbox"/> N	<p>PROJECT PLAN – <i>Required for all development projects.</i> The project plans must include all required items and be stapled and organized in a similar format to the checklists. <i>Project Plan Checklist - pages 3 to 7</i></p>
<input type="checkbox"/> Y <input type="checkbox"/> N	<p>LAND MODIFICATIONS – <i>Required for projects that proposes lot tine adjustments, subdivisions, merger of properties, etc.</i> <i>Land Modification Checklist - pages 8 to 9; Plat Map Checklist - page 10</i></p>

Please contact a member of staff if you have questions about the submittal requirements.
 Staff is available via email at planning@unioncity.org or phone at 510-675-5319.

STATEMENT OF USE CHECKLIST

One printed and legible copy of the statement of use must be stapled to each plan set. The statement should clearly describe the proposed business or use and include the following information (as appropriate):

<input type="checkbox"/> Y <input type="checkbox"/> N	Business description and activities
<input type="checkbox"/> Y <input type="checkbox"/> N	Days and hours of operations.
<input type="checkbox"/> Y <input type="checkbox"/> N	Shift description.
<input type="checkbox"/> Y <input type="checkbox"/> N	Number of employees, employment status (full time, part-time, etc.), their roles, and whether any training or certifications is required.
<input type="checkbox"/> Y <input type="checkbox"/> N	Number of customers anticipated (average and maximum for weekday and weekends).
<input type="checkbox"/> Y <input type="checkbox"/> N	Describe services offered or merchandise and food served (operation, floor area, goods/food sold).
<input type="checkbox"/> Y <input type="checkbox"/> N	Number of children/students and their age range.
<input type="checkbox"/> Y <input type="checkbox"/> N	Describe security protocols and measures (personnel or equipment).
<input type="checkbox"/> Y <input type="checkbox"/> N	Delivery or drop-off/pick-up hours and operations.
<input type="checkbox"/> Y <input type="checkbox"/> N	Parking operations, layout.
<input type="checkbox"/> Y <input type="checkbox"/> N	Site maintenance plan (landscape, trash, graffiti, etc.)
<input type="checkbox"/> Y <input type="checkbox"/> N	Outdoor or any special events proposed (when and how often).
<input type="checkbox"/> Y <input type="checkbox"/> N	Potential for noise projections (outdoor music, activities, truck delivery, etc.)
<input type="checkbox"/> Y <input type="checkbox"/> N	Any other information that's relevant and specific to the business.

THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE PLAN SET.

<input type="checkbox"/> Y <input type="checkbox"/> N	An Exit Analysis showing the paths of travel from the building in an emergency.
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PROJECT PLAN CHECKLIST

Preliminary Review

- ___ Ten (10) reduced sets (11"x17")
- ___ One (1) full-sized set (2'x3')

Formal Review

- ___ Twenty (20) reduced sets (11"x17")
- ___ Two (2) full-sized set (2'x3')

Additional plan sets with colored elevations and colored perspective views are required for public hearing items.

SHEET 1 – TITLE SHEET

<input type="checkbox"/> Y <input type="checkbox"/> N	Name and description proposed project/scope of work.												
<input type="checkbox"/> Y <input type="checkbox"/> N	Address, Accessor Parcel Number, and year built.												
<input type="checkbox"/> Y <input type="checkbox"/> N	Table of contents listing all plan set sheets, their content and page number.												
<input type="checkbox"/> Y <input type="checkbox"/> N	The name(s) of the present owner(s) of each separate legal parcel.												
<input type="checkbox"/> Y <input type="checkbox"/> N	Floodplain information applicable to the site.												
<input type="checkbox"/> Y <input type="checkbox"/> N	Earthquake hazard information applicable to the site.												
<input type="checkbox"/> Y <input type="checkbox"/> N	Location map at 1" = 500' scale with site denoted.												
<input type="checkbox"/> Y <input type="checkbox"/> N	A vicinity map showing uses, structures, parking, etc. of neighborhood (within 100-300 feet).												
<input type="checkbox"/> Y <input type="checkbox"/> N	<p>Data table comparing applicable required and proposed development standards, including, but not limited to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 5px;">___ Setbacks (front, sides, and rear)</td> <td style="width: 50%; padding: 5px;">___ Lot coverage</td> </tr> <tr> <td style="padding: 5px;">___ Building height (stories and feet)</td> <td style="padding: 5px;">___ Floor Area Ratio (FAR)</td> </tr> <tr> <td style="padding: 5px;">___ Lot area/size</td> <td style="padding: 5px;">___ Landscaped area</td> </tr> <tr> <td style="padding: 5px;">___ Total floor area</td> <td style="padding: 5px;">___ Parking count (automobile, truck, bicycle)</td> </tr> <tr> <td style="padding: 5px;">___ Total floor area broken down by floor, use, etc.</td> <td style="padding: 5px;">___ Number of dwelling units (broken down by unit size)</td> </tr> <tr> <td colspan="2" style="padding: 5px;">___ Other applicable performance standards</td> </tr> </table>	___ Setbacks (front, sides, and rear)	___ Lot coverage	___ Building height (stories and feet)	___ Floor Area Ratio (FAR)	___ Lot area/size	___ Landscaped area	___ Total floor area	___ Parking count (automobile, truck, bicycle)	___ Total floor area broken down by floor, use, etc.	___ Number of dwelling units (broken down by unit size)	___ Other applicable performance standards	
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___ Lot area/size	___ Landscaped area												
___ Total floor area	___ Parking count (automobile, truck, bicycle)												
___ Total floor area broken down by floor, use, etc.	___ Number of dwelling units (broken down by unit size)												
___ Other applicable performance standards													

SHEET 2 – SITE PLANS

<input type="checkbox"/> Y <input type="checkbox"/> N	Existing and proposed plans shall be shown side-by-side. The side-by-side plans may be shown in reduced scale or shown as larger scale on two separate pages if necessary.
<input type="checkbox"/> Y <input type="checkbox"/> N	Label parcel dimensions, including measurements of all property lines and required setbacks.
<input type="checkbox"/> Y <input type="checkbox"/> N	Show the location, width and purpose of all existing and proposed public and private easements on the property.
<input type="checkbox"/> Y <input type="checkbox"/> N	Show all existing buildings and structures. Note their location, size, and existing uses, including the location and use of the nearest structures on adjacent property. Call out distances between structures on the property to those on adjacent properties.
<input type="checkbox"/> Y <input type="checkbox"/> N	Identify the location of windows on neighboring residential structures adjacent to the site.
<input type="checkbox"/> Y <input type="checkbox"/> N	Show all proposed buildings, structures (and signs if applicable). Note their location, size, and proposed uses, including the location and use of the nearest structures on adjacent property. Call out distances between structures on the subject property and those on adjacent properties.
<input type="checkbox"/> Y <input type="checkbox"/> N	Show the location of walls and fences with materials of construction and heights from grade called out.
<input type="checkbox"/> Y <input type="checkbox"/> N	Access and off-street parking. Clearly identify the location, number of spaces and dimensions of parking areas, internal circulation pattern and points of ingress and egress for pedestrian and vehicular traffic, aisle and driveway widths.
<input type="checkbox"/> Y <input type="checkbox"/> N	Existing and proposed streets (including edge of pavement including width of right-of-way), ways, sewers, storm drains, fire hydrants, gas, water, power and telephone and other public utilities for the development.
<input type="checkbox"/> Y <input type="checkbox"/> N	Label the location and species and size of existing trees on the property.
<input type="checkbox"/> Y <input type="checkbox"/> N	Demonstrate that the project is compliant with accessibility. For example, all stairs, landings, driveway and pathway slopes and dimensions shall be shown.
<input type="checkbox"/> Y <input type="checkbox"/> N	Construction staging areas shall be shown on the plans to indicate where the applicant intends to store equipment and materials during construction.
<input type="checkbox"/> Y <input type="checkbox"/> N	Location, size, nature and use of all machinery, equipment, or materials to be erected, maintained or stored on the property exterior to any building. Include a north arrow and scale bar.
<input type="checkbox"/> Y <input type="checkbox"/> N	Provide a “permitted site plan” showing only structures and buildings that were constructed with permits (require for active code enforcement cases only).

SHEET 3 – ROOF PLANS

(The existing/proposed roof plans can be incorporated into the site plans if they can be depicted clearly.)

<input type="checkbox"/> Y <input type="checkbox"/> N	Note the direction of roof slope (indicated by downslope arrows) and roof pitch.
<input type="checkbox"/> Y <input type="checkbox"/> N	Note the material and color.
<input type="checkbox"/> Y <input type="checkbox"/> N	Include a north arrow and scale bar.

SHEET 4 – FLOOR PLANS

<input type="checkbox"/> Y <input type="checkbox"/> N	The floor plans shall have same scale, labelled as “existing (first, second, etc.) floor plan” or “proposed (first, second, etc.) plan.”
<input type="checkbox"/> Y <input type="checkbox"/> N	Clearly indicating areas of the following that are to be removed entirely, to be removed and replaced, and that are to remain untouched (floors, ceilings and/or roofs, interior and exterior walls).
<input type="checkbox"/> Y <input type="checkbox"/> N	Show all floor levels clearly indicating access, circulation, labeling of proposed uses (including high-pile storage for industrial/commercial uses) in each space.
<input type="checkbox"/> Y <input type="checkbox"/> N	Show the location of all windows and doors on each floor plan.
<input type="checkbox"/> Y <input type="checkbox"/> N	Show a partial outline of the buildings on the adjacent properties with the locations of existing windows and doors if the project is a multi-story development (i.e. any two-story or taller projects).
<input type="checkbox"/> Y <input type="checkbox"/> N	Include a north arrow and scale bar.
<input type="checkbox"/> Y <input type="checkbox"/> N	Include a “permitted floor plan” showing the floor plan that was constructed with permits <i>(required for active code enforcement cases only)</i> .

SHEET 5 – ELEVATIONS

(Photographs may be substituted for existing elevations with no changes.)

<input type="checkbox"/> Y <input type="checkbox"/> N	Existing and proposed plans should be shown side-by-side and include all sides of structures indicating their form and general treatment.
<input type="checkbox"/> Y <input type="checkbox"/> N	Clearly label each elevation (front, sides, and rear or north, south, east, and west).
<input type="checkbox"/> Y <input type="checkbox"/> N	Show the finished grade in each elevation and note the height of structures at the finished floor(s) and top of roof/ceilings.
<input type="checkbox"/> Y <input type="checkbox"/> N	Identify all materials, colors and textures; all changes or additions to existing buildings or materials clearly identified.

SHEET 6 – PRELIMINARY LANDSCAPE PLAN

(Refer to the City's [Landscape Standards Policy Statement](#) & [Chapter 18.112, Water Efficient Landscaping](#) for requirements.)

<input type="checkbox"/> Y <input type="checkbox"/> N	The landscape plan must show the treatment of all unpaved areas not occupied by structures on the property.
<input type="checkbox"/> Y <input type="checkbox"/> N	Single-family residential projects only need to include the front yard in the landscaping plan, properties located on a corner site must include the street-facing side yard in the landscape plan, and double frontage properties (where the lot is between two street at the front and the rear) must include the rear yard in the landscape plan. <i>All other projects (multi-family, commercial industrial, etc.) must provide a landscaping plan for the entire site.</i>
<input type="checkbox"/> Y <input type="checkbox"/> N	Provide an area calculation for the landscaping, broken down by living and non-living.
<input type="checkbox"/> Y <input type="checkbox"/> N	Show the location, size, quantity, and the scientific and common names of plants of each tree, shrub, ground cover.
<input type="checkbox"/> Y <input type="checkbox"/> N	Show all property lines and street names, existing and proposed sidewalks, driveways, fences, pools, ponds, water features, and retaining walls.
<input type="checkbox"/> Y <input type="checkbox"/> N	Identify the irrigation types, standards for class of irrigation pipe, depth of pipe and backflow preventers.
<input type="checkbox"/> Y <input type="checkbox"/> N	Include details of spray, ground cover, shrub, and tree irrigation installations.
<input type="checkbox"/> Y <input type="checkbox"/> N	Include a north arrow and scale bar.

THE FOLLOWING SHEETS DO NOT NEED TO BE SUBMITTED FOR THE INITIAL REVIEW; STAFF WILL INFORM APPLICANTS IF THEY WILL BE REQUIRED AFTER THE PRELIMINARY REVIEW

SHEET 7 – PRELIMINARY UTILITY PLAN

<input type="checkbox"/> Y <input type="checkbox"/> N	Dimensions of entire subject property and all existing lot lines.
<input type="checkbox"/> Y <input type="checkbox"/> N	Show all existing and proposed buildings, structures, driveways, sidewalks, curbs, sidewalk planters, street trees, utility poles, transformers, 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, etc.
<input type="checkbox"/> Y <input type="checkbox"/> N	Show 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.
<input type="checkbox"/> Y <input type="checkbox"/> N	Show the existing and proposed location and connections to each utility and the size of connections as applicable.

<input type="checkbox"/> Y <input type="checkbox"/> N	State whether there will be an increase in the electrical energy of the structure(s) (e.g., amps increased), whether the main electrical service equipment be modified, and if there will be any new aerial wires and/or related electrical components (e.g., transformers).
<input type="checkbox"/> Y <input type="checkbox"/> N	Include a north arrow and scale bar.
SHEET 8 – TOPOGRAPHIC LOT SURVEY & PRELIMINARY GRADING AND DRAINAGE PLAN <i>(A site survey may be required or properties in older neighborhoods, and a grading and drainage plan is required when a project will be bringing in 50 cubic yards or more of fill, is located on a hillside with a 5 percent slope or higher, and either or both of the plans may be required at the request of staff.)</i>	
<input type="checkbox"/> Y <input type="checkbox"/> N	Topography with pad elevations for the site and the adjacent rights-of-way.
<input type="checkbox"/> Y <input type="checkbox"/> N	Topography with pad elevations for the site and the adjacent rights-of-way.
<input type="checkbox"/> Y <input type="checkbox"/> N	Existing trees, specifying size, species, condition and disposition.
<input type="checkbox"/> Y <input type="checkbox"/> N	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.
<input type="checkbox"/> Y <input type="checkbox"/> N	Sections through the property to include adjoining properties, showing the grading and sound wall/fence at the property line (if requested).
<input type="checkbox"/> Y <input type="checkbox"/> N	Drainage flows and overland release flows.
<input type="checkbox"/> Y <input type="checkbox"/> N	Details of retaining walls, swales and drainage structures.
<input type="checkbox"/> Y <input type="checkbox"/> N	Note the paving materials.
<input type="checkbox"/> Y <input type="checkbox"/> N	Include a north arrow and scale bar.
SHEET 9 – SECTION DRAWINGS <i>(Sectional drawings indicating the heights of the buildings, structures, fill, etc., from the original grade, extent of any excavation, hillside cut, screening, existing and proposed grades, relations of site buildings, parking and landscaping to finish grade, and effects on views of development from neighboring properties. These drawings may be required to better understand the floor plans and may be required to show the extent of proposed cut/fill.)</i>	
SHEET 10 – PERSPECTIVE DRAWINGS (These drawings may be required for larger project or when deemed appropriate by staff for public hearing items)	
TECHNICAL REPORTS & OTHER INFORMATION <i>(Geotechnical report, Phase I/Phase II investigation, historic report, etc. may be required depending on the project.)</i>	

LAND MODIFICATION CHECKLIST

Lot Line Adjustments, Tentative Maps, and Parcel Maps must prepare under the direction of a Licensed Land Surveyor or registered Civil Engineer. The drawings must be clearly and legibly drawn to scale, and must clearly show and contain the following information:

<input type="checkbox"/> Y <input type="checkbox"/> N	The map shall be legibly drawn and titled. Any certificate statements, affidavits, and acknowledgments must be legibly stamped or printed upon the map.
<input type="checkbox"/> Y <input type="checkbox"/> N	The scale of the map shall be large enough to show all details clearly and several sheets can be used to accomplish this end.
<input type="checkbox"/> Y <input type="checkbox"/> N	Each sheet is no larger than 24" x 36".
<input type="checkbox"/> Y <input type="checkbox"/> N	The sheet number and total number of sheets comprising the Tentative Map shall be stated on each sheet (For example: Sheet 1 of 2).
<input type="checkbox"/> Y <input type="checkbox"/> N	A margin line shall be drawn completely around each sheet, leaving an entirely blank margin of one (1) inch.
<input type="checkbox"/> Y <input type="checkbox"/> N	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.
<input type="checkbox"/> Y <input type="checkbox"/> N	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.
<input type="checkbox"/> Y <input type="checkbox"/> N	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.
<input type="checkbox"/> Y <input type="checkbox"/> N	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."
<input type="checkbox"/> Y <input type="checkbox"/> N	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.
<input type="checkbox"/> Y <input type="checkbox"/> N	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.
<input type="checkbox"/> Y <input type="checkbox"/> N	Show city limit lines which cross or adjoin the subdivision.

<input type="checkbox"/> Y <input type="checkbox"/> N	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/Utility Easements.
<input type="checkbox"/> Y <input type="checkbox"/> N	Show the location of any existing well(s) on the subject property and whether they are to be capped or abandoned in accordance with Alameda County Water District (ACWD) standards.
<input type="checkbox"/> Y <input type="checkbox"/> N	Locate all potentially dangerous areas within and adjacent to the proposed subdivision, such as areas subject to flooding or geologic hazards.
<input type="checkbox"/> Y <input type="checkbox"/> N	Locate all proposed public areas, such as school sites and park sites, within the proposed subdivision and on lands immediately adjacent thereto.
<input type="checkbox"/> Y <input type="checkbox"/> N	Label all adjacent land uses surrounding the subject property.
<input type="checkbox"/> Y <input type="checkbox"/> N	Label the names of property owners and/or tract numbers of adjacent properties.
<input type="checkbox"/> Y <input type="checkbox"/> N	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.
<input type="checkbox"/> Y <input type="checkbox"/> N	Indicate the radius of each right-of-way line for streets in the proposed subdivision.
<input type="checkbox"/> Y <input type="checkbox"/> N	Indicate the angle of intersecting streets if such angle deviates from a right angle by more than four (4) degrees.
<input type="checkbox"/> Y <input type="checkbox"/> N	Label proposed streets or alleys and identify whether public or private.
<input type="checkbox"/> Y <input type="checkbox"/> N	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.
<input type="checkbox"/> Y <input type="checkbox"/> N	Show cross-sections for all existing and proposed public or private streets, including curb gutter, sidewalks, sound walls, median island, park strip and travel ways, each fully dimensioned.
ADDITIONAL ITEMS REQUIRED	
<input type="checkbox"/> Y <input type="checkbox"/> N	Legal descriptions of the existing parcel(s) and the proposed parcel(s).

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. In addition, Public Works will require a legal description for the modified or newly created lots.

PLAT MAPS CHECKLIST

The plot plan should be 8.5 by 11-inch sheet of paper. The maximum size of 11 by 17-inch is allowed. These should be drawn to scale. The plan must include the following information:

<input type="checkbox"/> Y	<input type="checkbox"/> N	Location of the property to be zoned relative to existing and proposed public streets.
<input type="checkbox"/> Y	<input type="checkbox"/> N	Boundary dimensions of the property to be zoned.
<input type="checkbox"/> Y	<input type="checkbox"/> N	Each separate legal parcel within the area to be zoned.
<input type="checkbox"/> Y	<input type="checkbox"/> N	The name(s) of the present owner(s) of each separate legal parcel.
<input type="checkbox"/> Y	<input type="checkbox"/> N	A north arrow and bar scale.
<input type="checkbox"/> Y	<input type="checkbox"/> N	The date the plot plan was prepared.
<input type="checkbox"/> Y	<input type="checkbox"/> N	The location of any active or deactivated water well(s) on the property.
<input type="checkbox"/> Y	<input type="checkbox"/> N	Exact locations of any buildings, structures, and significant physical features such as rock outcroppings, trees, and riparian corridors.
<input type="checkbox"/> Y	<input type="checkbox"/> N	All plats provided should have the original or wet stamp by the licensed civil engineer.