CITY OF CHULA VISTA

Coastal Development, Design Review, Variance

SUBMITTAL CHECKLIST:

Please ensure that you have read through the items below and mark whether you have included it in your submission (Y = Yes, N = No, N/A = Not Applicable).

Y	N	N/A	ITEM
☐	☐	☐	Review **Fees/Deposits - See Master Fee Schedule**
☐	☐	☐	**Completed Application Form (check Variance if applicable)**
☐	☐	☐	**Sewer Intake Form**
☐	☐	☐	**Project Information Form**
☐	☐	☐	**Site Plans (provided on a flash drive AND an online link to all documents)**
☐	☐	☐	A. Project location, legal description, and Assessor's Parcel Number (APN)
☐	☐	☐	B. Lot size (square footage, acres)
☐	☐	☐	*C.* Property owner's name and address
☐	☐	☐	D. Name of person/firm who prepared the plans & preparation date (indicate Architect/Engineer)
☐	☐	☐	E. Provide a Vicinity Map & North Arrow
☐	☐	☐	F. Boundaries of subject property with dimensions & setbacks between property lines & buildings
☐	☐	☐	G. All existing & proposed buildings/structures (include freestanding signs)
☐	☐	☐	H. Distance between buildings & structures
☐	☐	☐	I. Provide property zoning/land use and adjacent zoning/land use or the applicable Sectional Planning Area (SPA)
☐	☐	☐	J. Provide use and square footage for each building
☐	☐	☐	K. List number of existing/proposed dwelling units, types of dwelling units (Single Family, Multi-Family), number of bedrooms, density.
☐	☐	☐	L. Show existing and proposed walls, fences, etc. (indicate height, design, materials)
☐	☐	☐	M. Parking Layout: existing parking, required parking calculations, dimensions of parking spaces, pedestrian pathways, and loading area(s)
☐	☐	☐	N. Lot coverage and floor area ratio (FAR)
☐	☐	☐	O. Label adjacent streets, alleys, properties & structures
☐	☐	☐	P. Trash areas with screening and dimensions (Refer to Recycling and Solid Waste Planning Manual)
☐	☐	☐	**Floor Plans**
☐	☐	☐	A. Provide square footage for each unit & total floor area

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☐	☐	☐	B. Provide private storage areas: location and size per unit (for condominiums only)
☐	☐	☐	C. Label interior use and square footage of each area or room of the building
☐	☐	☐	D. Trash enclosure detail – type and size of bins
☐	☐	☐	**Elevations**
☐	☐	☐	A. All four sides of each new building (N/S/E/W)
☐	☐	☐	B. Building height(s) - existing and proposed
☐	☐	☐	C. Provide all exterior building materials - on each elevation
☐	☐	☐	D. Trash enclosure(s) – building material, height
☐	☐	☐	**Conceptual Landscape Plan**
☐	☐	☐	A. Provide a landscape plan with exterior lighting, irrigation, planting, hardscape, and accessory structures
☐	☐	☐	B. Provide lot coverage for proposed landscape (minimum 15% required for new construction or any proposed site improvements)
☐	☐	☐	C. For minor changes to the site, provide any landscape improvements, existing/proposed hardscape, irrigation, and planting, or note there will be no changes to the landscaping of the site
☐	☐	☐	D. Statement of Compliance with Chula Vista Landscape Water Conservation Ordinance MC 20.12
☐	☐	☐	E. Landscape Self-Certification Pilot Program (informational)
☐	☐	☐	F. Landscape Self-Certification Agreement
☐	☐	☐	**Conceptual Grading Plan**
☐	☐	☐	A. Provide the storm drain, sewer, retaining walls, and building footprints
☐	☐	☐	B. Provide the proposed cubic yards of earthwork (required for > 250 CY)
☐	☐	☐	**Environmental/Technical Studies (based upon project scope)**
☐	☐	☐	A. Noise/Acoustical Study (carwashes, mixed-use, major roadway adjacent)
☐	☐	☐	B. Biology Study (> 1 acre of impact or sensitive habitat)
☐	☐	☐	C. Paleontological/Cultural Study (vacant land)
☐	☐	☐	D. Air Quality/Greenhouse Gas Emissions Study (> 50 residential units and/or > 900 metric tons of C02 for non-residential square footage)
☐	☐	☐	E. Lighting/Photometric Plan (sports fields, parks, adjacent to sensitive habitat, etc.)
☐	☐	☐	F. Phase 1 Environmental Analysis (vacant land, former gas stations, etc.)
☐	☐	☐	G. Transportation Study (increase in trips)
☐	☐	☐	H. Other (specify)
☐	☐	☐	**Engineering Reports (for new construction)**
☐	☐	☐	A. Drainage Report

Y	N	N/A	ITEM
☐	☐	☐	B. Geotechnical Report/Soils Report
☐	☐	☐	C. Stormwater Quality Management Plans (SWQMP) - if applicable from Stormwater Applicability Checklist