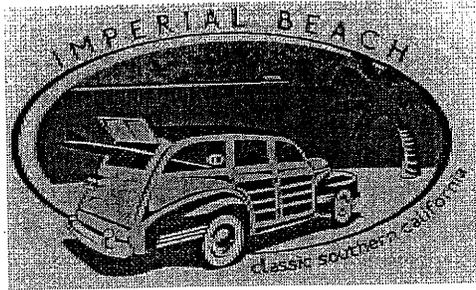


REQUIRED PLAN INFORMATION CHECKLIST

Submittal Requirements and Checklist



1. SITE PLAN:

- North arrow and graphic scale
- Vicinity Map showing distances to nearest cross streets
- Property Address
- Assessor's Parcel Number and Legal Description
- Existing and proposed zoning and general plan designation
- Property Owner's name, address and phone number
- Applicant's name, address, and phone number
- Architect's and/ or Engineer's name, address and phone number
- Property lines, lot dimensions, and easements, and any existing or proposed encroachments into a Public easement or Public right-of-way
- Indicate distances from all structures to property lines and to other structures on the project site
- Location of existing and proposed buildings/ structures, including those within 10 feet of the site boundary
- Location of off-street parking and loading facilities
- Location and dimensions of existing and proposed street right-of-way and public improvements
- Location of walls, fences and hedges, and associated height and materials of construction
- Location of refuse collection/ enclosures, indicate height and materials of construction
- Identify existing trees (ten feet or greater), to remain or to be removed
- Locations and calculations of areas of required open space and landscaping
- Delineate all exterior lighting standards and devices
- Preliminary grading information including but not limited to pad elevations, finish floor elevations, hard surface drainage patterns and associated structures, and amount of earth to be moved (total cut and fill quantities)
- Location and connections to utilities (gas, electricity, water, sewer)
- Location of all water courses, if applicable

2. ELEVATIONS:

- Provide North, South, East and West elevations (to scale) of all exterior building walls, including courtyard elevations (1/4 inch = 1 foot minimum scale)
- Identify and label all building materials and colors
- Indicate the height of buildings and structures from existing and finished exterior grade
- Relationship of proposed additions to existing buildings/ improvements

3. FLOOR PLANS:

- Provide floor plans for each floor. Indicate and dimension building elements that extend beyond exterior or building walls

4. PRELIMINARY LANDSCAPE PLANS:

- Indicate the botanical name, common name, and size and location of existing and proposed landscape plant material.
 - Provide a plant schedule
 - If applicable, include a parkway planting and irrigation plan (to include street trees).

5. SIGNAGE PLAN: (Refer to Sign Permit Submittal Requirements and Checklist)

Please remember to check-off list items at application submittal. A copy of this checklist form should be submitted with the application.
City of Imperial Beach Community Development Department 825 Imperial Beach Boulevard, Imperial Beach, CA 91932 619.628.1356 Phone 619.424.4093 Fax