Applicant's Name: _____

Phone Number: _____

Date of Submittal: _____

APPLICATION SUBMITTAL REQUIREMENTS
RESIDENTIAL ARCHITECTURAL DESIGN (RAD) REVIEW

Upon submittal of a RAD review application, the applicant must include the information outlined in this checklist. An application will not be accepted if information identified in this checklist is missing. Compliance with this checklist, as determined by staff, does not necessarily deem an application complete. Within 30 days of the submittal date, staff will conduct a thorough review of all the information submitted as part of this application. Only then will staff determine if an application is deemed complete or incomplete.

GENERAL INFORMATION	
Site Address:	Owner's Name/Address/Phone:
APN:	
Project Description:	Applicant's Address (if different from owner):
Zoning District:	General Plan Classification:

SUBMITTAL DOCUMENTS				
		Provided		
		Yes	No	N/A
Application Form	Application must be filled out with all signatures in tact.			
Plans	2 copies of full-scale plans drawn to a scale of 1" = 20'-0" site plan, 1/8" or 1/4" = 1'-0" elevations; and 2 copies of SCALABLE reduced plans (11"x17" or 12"x18"). Plans are to be fully dimensioned and stamped by a licensed civil engineer, surveyor, architect, or designer. Plans shall include:			
	Site Plan			
	Floor Plan			
	Elevations			
Fee	RAD:			

PLAN SUBMITTAL INFORMATION				
	All pages shall include the following information: Name of the Project, Owner and Architect's Information, Page Numbers, Site Address and Revision Dates.	Provided Yes	No	N/A
Site Plan	Owner and Architect's information			
	Vicinity Map			
	Site area and property lines			
	Setback Lines (dimensioned)			
	Building footprint (existing and proposed)			
	Accessory Structures (garages, sheds, etc.)			
	Proposed Project Area			
	Outline of Surrounding Structures (adjacent properties)			
	Driveway/Median Cuts			
	Public Right of Way Improvements (street names, sidewalks, curb, trees, fire hydrants, median, utility poles/boxes, etc.)			
	Fences and Retaining Walls			
	Existing Easements			
	Contour Lines on Lots Greater Than 10% Grade (10' Intervals)			
	North Arrow and Bar Scale			
	Project Information Table: Project Description Assessor's Parcel Number (APN) Zoning Lot Area and Building Area – existing and proposed Lot Coverage – existing and proposed Height – existing and proposed Off-Street Covered Parking – existing and proposed Percentage of Impervious Surface – existing and proposed Slope Calculation Any Legal Non-Conforming Conditions			
	Roof Plan/Overhangs			
Floor Plan	*All floors*			
	Dimension and label each room (existing and proposed)			
	Addition/Area of Work (highlight all changes)			
	Scale – Standard and bar			
Elevations	*All Sides (Front, Rear, and both Sides)*			
	Materials – Roof and siding (existing and proposed)			
	Height Dimensions			
	Property and Setback Lines			
	45° Inclined Setback Plane (measured from the setback lines)			
	Contour Points – top and bottom of finished grade			
	Fences and Retaining Walls			
	One Building Section			
	North Arrow and Scale – Standard and bar			