



# Community Development

## Site Plan Application - Minimum Requirements Checklist

Site Plan Application – Submittal Documents			Applicant (A)	City (C)
<b>Required Documents</b>	Scope of Work	A project narrative or statement of work. The purpose of this document is to provide a clear and concise statement that provides an understanding of the proposed development.	<input type="checkbox"/>	<input type="checkbox"/>
	Site Plan	A schematic, scaled drawing of a lot, parcel, or tract which indicates existing and proposed conditions for a given area which is to be modified.	<input type="checkbox"/>	<input type="checkbox"/>
	Landscaping Plan	A schematic, scaled drawing of proposed living material—trees, shrubs, groundcovers, and their placement on site. Must include irrigation plans.	<input type="checkbox"/>	<input type="checkbox"/>
	Building Elevations	Drawings that show the exterior sides of the proposed building, from ground level to the top of the structure.	<input type="checkbox"/>	<input type="checkbox"/>
	Photometric Plan	A lighting strategy for your site; allows you to view the proposed lighting levels on-site.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Optional Documents</b>	Materials Palette	A visualization that presents sample materials from the design concept being proposed on the building. Must include a colors board/palette.	<input type="checkbox"/>	<input type="checkbox"/>
	Renderings	An architectural illustration that creates three-dimensional images or animations showing the attributes of a proposed design.	<input type="checkbox"/>	<input type="checkbox"/>
*Submit a site plan application and pertaining documents to <a href="#">CityInspect</a> . The Site Plan Application can be found within the 'Development' module, under the 'Permit Type' drop-down menu.				
*Sign, date, and upload this form to your <a href="#">CityInspect</a> permit file.				
*The standards and requirements of this form shall also apply to Site Plan Amendment Applications (Major or Minor).				
*Applications will not be accepted unless the submittal is considered complete based on compliance with the <u>minimum</u> requirements set forth in this document. In addition, all site plan application fees must be received, processed, and finalize before an application is accepted (see <a href="#">Vineyard City Fee Schedule</a> for all site plan and site plan amendment application fees).				
*Site Plan applications should be submitted at least six (6) weeks prior to the desired Planning Commission Agenda. Please note, dates for applications to be reviewed by the Planning Commission are issued at the sole discretion of the Community Development Director.				
*The Vineyard City Community Development Department strongly encourages applicants to seek the professional assistance of a licensed/certified planner, engineer, architect, etc. in the preparation of the above listed documents.				
*The following specifications lay out the <u>minimum</u> requirements for all site plan applications. Elements missing from this list will render any application incomplete and will therefore not be accepted until necessary revisions are made and resubmitted. For a comprehensive list of all site plan application requirements, see <a href="#">Permitted Uses</a> , <a href="#">Site Planning and Building Design Requirements</a> , <a href="#">Parking and Loading Requirements</a> , and <a href="#">Landscaping</a> .				

<b>Required Document: Scope of Work (Narrative) Submittal Specifications</b>	<b>(A)</b>	<b>(C)</b>
Statement describing the terms and conditions under which the property shall be developed and maintained after development. Such statements shall include any conditions, performance standards, and other reasonable restrictions as may be necessary to ensure the development and maintenance of the property in accordance with the approved development plan.	<input type="checkbox"/>	<input type="checkbox"/>
A description of the objectives to be achieved by the development concept.	<input type="checkbox"/>	<input type="checkbox"/>
Consistency with the General Plan and compliance with the Development Code and other City codes and regulations.	<input type="checkbox"/>	<input type="checkbox"/>
Compatibility of proposed use with adjacent property/properties.	<input type="checkbox"/>	<input type="checkbox"/>
Site and building design with exterior lighting with reference to adjacent properties.	<input type="checkbox"/>	<input type="checkbox"/>
Address ingress and egress to the property and proximity to driveways and street intersections.	<input type="checkbox"/>	<input type="checkbox"/>
Internal vehicular circulation including emergency and delivery vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian and alternative vehicle considerations for the proposed use.	<input type="checkbox"/>	<input type="checkbox"/>
Volume and character of traffic as well as off-street parking and loading.	<input type="checkbox"/>	<input type="checkbox"/>
Impact of public services, including utilities, schools, and recreation.	<input type="checkbox"/>	<input type="checkbox"/>
Screening and buffering of uses.	<input type="checkbox"/>	<input type="checkbox"/>
Proposed outdoor activities and/or storage.	<input type="checkbox"/>	<input type="checkbox"/>
Hours of operation and number of employees.	<input type="checkbox"/>	<input type="checkbox"/>
Noise, smoke, odor, dust, vibration, and/or illumination created by the proposed use.	<input type="checkbox"/>	<input type="checkbox"/>
Additional information as requested.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Required Document: Site Plan Submittal Specifications</b>	<b>(A)</b>	<b>(C)</b>
Name and address/location of the development	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity Map showing area within 1/2 mile of the subject site.	<input type="checkbox"/>	<input type="checkbox"/>
Name, address, and phone number of developer and/or property owner.	<input type="checkbox"/>	<input type="checkbox"/>
Name, address, phone number, signature, and professional seal of engineer/architect or firm preparing plans.	<input type="checkbox"/>	<input type="checkbox"/>
Date of plan preparation and subsequent revision dates.	<input type="checkbox"/>	<input type="checkbox"/>
North arrow and scale of not less than 1" = 100'.	<input type="checkbox"/>	<input type="checkbox"/>
Legend of line-types, symbols, and hatches.	<input type="checkbox"/>	<input type="checkbox"/>
All existing and proposed improvements.	<input type="checkbox"/>	<input type="checkbox"/>
Above-ground structures (buildings, monument signs, fences, walls, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Subsurface improvements (curb and gutter, asphalt, sidewalks, trails, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Legal description.	<input type="checkbox"/>	<input type="checkbox"/>
Zoning of all abutting and/or adjacent properties.	<input type="checkbox"/>	<input type="checkbox"/>
Development schedule (including phasing schedule)	<input type="checkbox"/>	<input type="checkbox"/>
Current dimensions of all property lines.	<input type="checkbox"/>	<input type="checkbox"/>
Provide an interconnected system of open space areas.	<input type="checkbox"/>	<input type="checkbox"/>
Location, identification, and dimensions of the following existing and proposed site elements:	<input type="checkbox"/>	<input type="checkbox"/>
Existing adjacent and/or on-site streets and street right-of-way.	<input type="checkbox"/>	<input type="checkbox"/>
Proposed right-of-way dedications and improvements.	<input type="checkbox"/>	<input type="checkbox"/>

	Proposed street cross-sections.	<input type="checkbox"/>	<input type="checkbox"/>
	Existing and proposed ingress/egress points (indicate full access, right-in/right-out only, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
	On-site vehicular and pedestrian circulation elements (i.e., sidewalks, walkways, driveways, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
	Provisions for ADA accessibility including, but not limited to wheelchair ramps.	<input type="checkbox"/>	<input type="checkbox"/>
	Parking areas, vehicular and bicycle, including setbacks to property lines.	<input type="checkbox"/>	<input type="checkbox"/>
	Bus stop locations designed in accordance with MAG Supplemental Detail A1260.	<input type="checkbox"/>	<input type="checkbox"/>
	All structures, including heights, dimensions, finish floor elevations, and setbacks.	<input type="checkbox"/>	<input type="checkbox"/>
	Fences and walls.	<input type="checkbox"/>	<input type="checkbox"/>
	Freestanding signage *All signage is reviewed through a separate permit	<input type="checkbox"/>	<input type="checkbox"/>
	Existing and proposed fire hydrants, backflow prevention equipment, and FDC	<input type="checkbox"/>	<input type="checkbox"/>
	Existing and proposed lighting (on and off-site).	<input type="checkbox"/>	<input type="checkbox"/>
	Detention/retention areas.	<input type="checkbox"/>	<input type="checkbox"/>
	Irrigation ditches, canals, and well sites.	<input type="checkbox"/>	<input type="checkbox"/>
	Existing and proposed water features.	<input type="checkbox"/>	<input type="checkbox"/>
	All ground materials distinctly labeled (asphalt, concrete, landscaping, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
	Significant Rock outcroppings or other natural features.	<input type="checkbox"/>	<input type="checkbox"/>
	Phase lines if phasing is being implemented.	<input type="checkbox"/>	<input type="checkbox"/>
	Show required visibility triangles at all intersections and driveways.	<input type="checkbox"/>	<input type="checkbox"/>
Site data table including the following calculations:		<input type="checkbox"/>	<input type="checkbox"/>
	Gross and net area of the site.	<input type="checkbox"/>	<input type="checkbox"/>
	Total building floor area	<input type="checkbox"/>	<input type="checkbox"/>
	Building floor area by use—if a mix of uses is proposed.	<input type="checkbox"/>	<input type="checkbox"/>
	Percent of building coverage.	<input type="checkbox"/>	<input type="checkbox"/>
	Parking calculations showing total number of spaces required and provided, by use, including ADA Accessible parking and bicycle parking.	<input type="checkbox"/>	<input type="checkbox"/>
	The occupancy of each proposed building.	<input type="checkbox"/>	<input type="checkbox"/>
	Total pen Space/Landscaping area	<input type="checkbox"/>	<input type="checkbox"/>
	Parking lot interior landscaping	<input type="checkbox"/>	<input type="checkbox"/>
Trash enclosures:		<input type="checkbox"/>	<input type="checkbox"/>
	Every parcel with a building or structure shall have a trash receptacle on the premises. The trash receptacle shall be of sufficient size to accommodate the trash generated.	<input type="checkbox"/>	<input type="checkbox"/>
	The refuse collection area shall be located upon the lot to provide clear and convenient access to refuse collection vehicles.	<input type="checkbox"/>	<input type="checkbox"/>
	The receptacle shall be screened from public view on at least three (3) sides by a solid wall six (6) feet in height and on the fourth side by a solid gate not less than five (5) feet in height. The gate shall be maintained in working order and shall remain closed except when in use. The wall and gate shall be architecturally compatible with the surrounding buildings and structures.	<input type="checkbox"/>	<input type="checkbox"/>
	Freestanding refuse containers in retail or public areas which are intended for public use shall be constructed of cast concrete, ceramic, or wrought iron, with an inset for a trash can and shall be constructed so as not to allow dispersal of the container or trash by the strong winds common to the area. The containers shall	<input type="checkbox"/>	<input type="checkbox"/>

	be natural in color and/or of a design commensurate with surrounding architectural themes.		
	Enclosures shall be constructed per Vineyard City standards and regulations. Additional requirements and/or restrictions may be applicable based on zoning district.	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian access:		<input type="checkbox"/>	<input type="checkbox"/>
	All pedestrian walkways that traverse driveways or drive aisles shall be distinguished by a different material, stamping, etc.	<input type="checkbox"/>	<input type="checkbox"/>
	Preferred 5' walkway around all commercial buildings on site.	<input type="checkbox"/>	<input type="checkbox"/>
	All buildings shall have an orientation to the street to encourage a pedestrian relationship.	<input type="checkbox"/>	<input type="checkbox"/>
	Interior circulation pattern, and the separation between pedestrians and vehicles shall be designed to maximize safety and convenience.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Plan Notes</b>		<b>(A)</b>	<b>(C)</b>
	All utility lines less than 69KV shall be undergrounded with the first phase of development.	<input type="checkbox"/>	<input type="checkbox"/>
	All mechanical equipment shall be screened/concealed from street view.	<input type="checkbox"/>	<input type="checkbox"/>
	Plants located within required sight visibility triangles shall be pruned regularly to permit unobstructed vision. Plant material shall be maintained to be lower than 3' (shrubs) or taller than 7' (bottom of tree canopy).	<input type="checkbox"/>	<input type="checkbox"/>
	Future development pads within master planned developments shall be covered for dust and weed control at time of development.	<input type="checkbox"/>	<input type="checkbox"/>
	All developments shall be maintained in conformance with the approved site plan and landscape plan. Any changes thereto shall require approval of Vineyard City.	<input type="checkbox"/>	<input type="checkbox"/>
	This project is subject to the current Vineyard City Engineering Requirements, General Plan, Zoning Ordinance, and any applicable regulations.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Required Document: Landscape Plan Submittal Specifications</b>		<b>(A)</b>	<b>(C)</b>
	Location of all landscape material (organic and inorganic), lighting, and site furnishings.	<input type="checkbox"/>	<input type="checkbox"/>
	Botanical and common names of plant material.	<input type="checkbox"/>	<input type="checkbox"/>
	Size of plantings at time of installation.	<input type="checkbox"/>	<input type="checkbox"/>
	Description of irrigation system. Show preliminary backflow preventer location(s).	<input type="checkbox"/>	<input type="checkbox"/>
	Planting Data Sheet included on all landscape sheets.	<input type="checkbox"/>	<input type="checkbox"/>
	Locations of all backflow prevention devices. Devices smaller than 3' screened with round-topped wire mesh enclosure, painted green.	<input type="checkbox"/>	<input type="checkbox"/>
	Square footage of landscaping in any right-of-way.	<input type="checkbox"/>	<input type="checkbox"/>
	Designate and provide detail of all street median improvements (as applicable).	<input type="checkbox"/>	<input type="checkbox"/>
	Location of preliminary easements, preliminary utilities, and above grade retention/detention basins.	<input type="checkbox"/>	<input type="checkbox"/>
	Blow-up plan views of all usable open space areas and areas with decorative paving indicating the surface design and location of all amenities therein.	<input type="checkbox"/>	<input type="checkbox"/>
	Elevations and/or details indicating color and design of all proposed site amenities.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planting Notes</b>		<b>(A)</b>	<b>(C)</b>
	Plants shall be drought tolerant and well-suited to the soil conditions of the project site.	<input type="checkbox"/>	<input type="checkbox"/>
	A fully dimensioned comprehensive landscaping plan shall include, but not be limited to:	<input type="checkbox"/>	<input type="checkbox"/>

	List of plants	<input type="checkbox"/>	<input type="checkbox"/>
	Size of plants	<input type="checkbox"/>	<input type="checkbox"/>
	Location of plants	<input type="checkbox"/>	<input type="checkbox"/>
	Irrigation plan	<input type="checkbox"/>	<input type="checkbox"/>
	Hardscape (locations and calculations)	<input type="checkbox"/>	<input type="checkbox"/>
Minimum caliper for all trees shall be 2" and minimum shrub size shall be five (5) gallons.		<input type="checkbox"/>	<input type="checkbox"/>
All evergreen trees shall be a minimum of 6 feet in height.		<input type="checkbox"/>	<input type="checkbox"/>
Vineyard City may require that landscaping plans be prepared by a registered landscape architect.		<input type="checkbox"/>	<input type="checkbox"/>
When inorganic ground cover is used, it shall be in combination with live plants.		<input type="checkbox"/>	<input type="checkbox"/>
All landscaping shall have an automatic irrigation system.		<input type="checkbox"/>	<input type="checkbox"/>
All required landscaping shall be properly installed, irrigated, and maintained prior to use inauguration or occupancy.		<input type="checkbox"/>	<input type="checkbox"/>
The property owner and/or lessee shall be responsible to install/maintain all landscaping within the right-of-way adjacent to their property.		<input type="checkbox"/>	<input type="checkbox"/>
Maintenance of approved landscaping shall consist of regular, automatic watering, pruning, fertilizing, clearing of debris and weeds, the removal and replacement of dead plants, and the repair and replacement of irrigation systems and integrated architectural features. The applicant shall provide water requirements for all plant material.		<input type="checkbox"/>	<input type="checkbox"/>
Turf shall be limited to 60% of the total landscaped area.			
At Intersections: Landscaping along all streets and boundaries shall be limited to a height of not more than three (3) feet within the area required for minimum sight distance as specified in the AASHTO Policy on Geometric Design for the following intersections.		<input type="checkbox"/>	<input type="checkbox"/>
	A vehicular trafficway or driveway and a street;	<input type="checkbox"/>	<input type="checkbox"/>
	A vehicular trafficway or driveway and a sidewalk;	<input type="checkbox"/>	<input type="checkbox"/>
	Two or more vehicular traffic ways, driveways, or streets.	<input type="checkbox"/>	<input type="checkbox"/>
Hanging limbs and branch growth shall be maintained 13 feet above streets and 8 feet above sidewalks.		<input type="checkbox"/>	<input type="checkbox"/>
A fifteen-foot clear space is required around all fire suppression equipment. No plants may be installed that will encroach upon this clear space when mature.		<input type="checkbox"/>	<input type="checkbox"/>
A minimum ratio of 1 tree and 10 shrubs for ever 20 feet of street frontage; or 1 tree and 10 shrubs for every 40 feet of street frontage for residential subdivisions.		<input type="checkbox"/>	<input type="checkbox"/>

<b>Required Document: Building Elevations</b>		<b>(A)</b>	<b>(C)</b>
Drawing, to scale, of all sides of all buildings proposed.		<input type="checkbox"/>	<input type="checkbox"/>
Elevations labeled by direction (i.e., North Elevation).		<input type="checkbox"/>	<input type="checkbox"/>
Call outs of all proposed finish materials and colors; on color elevations, printed colors must be employed.		<input type="checkbox"/>	<input type="checkbox"/>
Sign fields delineated by a dashed box (all signage shall be reviewed under a separate permit).		<input type="checkbox"/>	<input type="checkbox"/>
Roof mounted equipment, ghost-in behind parapets.		<input type="checkbox"/>	<input type="checkbox"/>
Perspective drawing along major streets and other visible locations as required by the staff.		<input type="checkbox"/>	<input type="checkbox"/>
Elevations of all proposed perimeter, screen, or other proposed walls on site.		<input type="checkbox"/>	<input type="checkbox"/>

<b>Required Document: Photometric Plan</b>	<b>(A)</b>	<b>(C)</b>
Site plan indicating the location and type of all proposed exterior lighting fixtures, including parking lots.	<input type="checkbox"/>	<input type="checkbox"/>
Photometric plan indicated light levels (in foot candles) at regularly measured intervals	<input type="checkbox"/>	<input type="checkbox"/>
Luminaire schedule including but not limited to the manufacturer information	<input type="checkbox"/>	<input type="checkbox"/>
Cut sheets of all proposed fixtures.	<input type="checkbox"/>	<input type="checkbox"/>
All lights shall be fully shielded and directed downward.	<input type="checkbox"/>	<input type="checkbox"/>
Lighting at building entrances.	<input type="checkbox"/>	<input type="checkbox"/>
Lighting in common exterior areas.	<input type="checkbox"/>	<input type="checkbox"/>
Lighting fixtures shall not exceed 20' in height.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Optional Document: Materials Palette</b>	<b>(A)</b>	<b>(C)</b>
Detailed graphic visualizations that thoroughly label each material sample with all pertinent information, including but not limited to manufacturer name, color name and number, material type, finish, size, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Materials Board: If you wish to provide physical samples of each material, each material should be mounted on an 8 ½" x 11" board. Minimum size 1"x1"; maximum size 2"x2")	<input type="checkbox"/>	<input type="checkbox"/>

<b>Optional Document: Renderings</b>	<b>(A)</b>	<b>(C)</b>
Renderings must show building heights and roof lines, the location and height of any walls, signs, light standards, openings in the façade and the general architectural character of the building.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Declaration of Understanding</b>
<p>I have read and understood the above stated minimum requirements for a site plan/site plan amendment application and agree to submit the required documentation.</p> <p>Name (Print): _____</p> <p>Signature: _____</p> <p>Company/Organization: _____</p> <p>Date: _____</p>