



APPLICATION REQUIREMENTS FOR: DEVELOPMENT PLAN

PLANNING



PURPOSE

The development plan review process promotes quality architectural design, good site relationships, attractive landscaping, and other aesthetic considerations of development in the Town. Development plan approval is required for all office, commercial, industrial, multi-family residential development, new subdivisions, and scenic hillside and major ridgeline areas in Danville. A development plan must be found consistent with the General Plan and zoning.

PROCESS

Depending upon the nature of the project, the application may be either a public hearing item or an administratively reviewed item. The Planning Commission reviews public hearing items, while administrative items are reviewed at Planning Division staff level with a letter of the approval circulated to neighboring property owners. For both public hearing and administrative reviews, property owners within a 750' radius are notified by mail, so that there is opportunity to comment or appeal. For more information about public hearings, see the Town's fact sheet with the title "Understanding Public Hearings" available at the Town's permit counter.

APPLICATION REQUIREMENTS

1. **Application Form:** Available at the Town of Danville's Permit Counter or online at <http://www.danville.ca.gov>
2. **Fee:** Payment of fee in effect at the time of application submittal, payable to the Town of Danville.
3. **Site Photographs:** Showing topography, vegetation and landscaping, existing and adjacent structures.
4. **Project Plans:** Including site plan, architectural plans, landscaping, grading & drainage. Ten (10) sets required, no larger than 24"x36", folded to approximately 9"x12", and an electronic PDF copy. The plans must contain the following information, as relevant to the application and that would assist the Planning Division or Planning Commission in its decision:

Site Plan

- Note scale, including graphic scale, north arrow, vicinity map.
- All property lines, street with center lines, and easements, both existing and proposed.
- All proposed frontage improvements including elevations.
- All structures to be removed.
- Relationship of proposed development to adjacent structure(s).
- Location and outside dimensions of all buildings and structures.

- Location and size of all parking spaces, including striping, curbing, and structural support or enclosures that may affect vehicular movements.
- Statements calling out unit count for residential projects and parking calculations related to each type of use and a total parking count.
- Location of all driveways, walkways, trails, and outside stairs and landings.
- Loading and storage areas.
- Location of mailboxes and trash areas.
- Location and size of all mechanical and utility equipment, including power and telephone equipment, meters, transformers and how each will be screened from view Any other element of the project appropriate for inclusion in site plan such as pool, patio, accessory structures, etc.

Architectural

- Elevations of all four sides of the structure(s).
- Type and size of exterior treatment, such as trim siding and masonry as applicable.
- Height, design, material, slope, and overhangs of roof.
- All rooftop equipment, including proposed enclosures or screening.
- Size and location of doors, windows, or similar openings.
- Stairs, landings, railings, chimneys, decks, balconies, or similar attachments or projections.
- Enclosure design for utility meters and trash area.
- Location and type of all exterior lighting.
- Finished floor elevations.
- Floor plans.
- Design, material, size, lighting and location of all signage.
- Refer to the Design Review Board checklist for more information to assist in a complete application.

Landscape Plan

- Location, diameter, and drip line of all existing trees; the location, botanical and common name, and size of plant materials; estimate height and spread at maturity; mulch; tree staking detail; height, material and placement of retaining walls and fencing; lighting; and all other landscaping improvements.
- Type and character of all street furniture.
- Location and type of all exterior lighting.

Grading and Drainage Plan

- Topography showing existing and proposed contours at sufficient intervals, to show height and angle of all cut and fill slopes and the basic topographic feature of the site including street frontage improvements. Grade of all driveways and street shall be shown.
- Elevations showing height and width of all exterior walls including outside finished grade lines labeled north, south, east, and west.
- Location of all existing and proposed impervious areas and all structural controls addressing C.3 requirements to mitigate stormwater runoff as required by the Stormwater Control Plan including all overland drainage releases (see #6 below).

5. A material sample board no larger than 2' x 2' mounted with samples of exterior materials to be used, showing product name or type, texture, and colors.
6. Stormwater Control Plan addressing all C.3 requirements as outlined in the Stormwater C.3 Guidebook which is available to view at the permit counter or online at <http://www.cccleanwater.org/new-development-c-3>
7. Other such data as may be required to permit Planning Division or the Planning Commission to make the required finding for approval of the specific type and application.