



PRELIMINARY HOUSING DEVELOPMENT APPLICATION

PLANNING



APPLICANT REQUIRED INFORMATION

Assessor's Parcel No(s)

Date

Property's Address

Property Owner(s)

Phone

Owner's Address

Applicant (if different than owner)

Phone

Applicant's Address

Email

Designated representative applicant(s) / owner(s) (ONE ONLY)

Phone

Name of Project (if applicable)

Existing Uses on the project site

Type of Use Proposed (single, multi-family, etc. attach separate sheets if needed)

Size of Property:

Acres

or

Sq. Feet

Number of Lots

Authorized Signature: _____

Owner

Applicant

(Note: if applicant signs, an authorization signed by owner must be attached)

SUBMITTAL REQUIREMENTS

PURPOSE

State law authorizes local governmental agencies to regulate and control the design and improvement of subdivisions. A subdivision is defined as the division of any improved or unimproved land for the purpose of sale, lease, or financing. The State Subdivision Map Act provides general regulations and procedures that local governments must follow in the regulation of subdivisions. The Town also has a subdivision ordinance which provides specific Town guidelines and standards for the regulation and control of subdivisions. The Town's Municipal Code is available online: www.danville.ca.gov.

EVALUATION

Planning Services reviews the application with the following criteria:

- Consistency with the General Plan, Zoning Ordinance, and/or Specific Plan
- Compatibility with surrounding development
- Compliance with the California Environmental Quality Act (CEQA)
- Applications cannot proceed through the review process until all the application requirements are met.
- The application is assigned to a Project Planner, who is your main contact throughout the review process.
- Once deemed complete, the application is placed on the first available Danville Planning Commission agenda at a publically noticed hearing. The Planning Commission meets on the second and fourth Tuesday of each month, 7:30 p.m., at the Town Meeting Hall at 201 Front Street.
- Map approval is for thirty (30) months, with two (2) extensions possible, totaling no more than two (2) years.

APPLICATION REQUIREMENTS

1. **Application form.** Available at the Town's Permit Counter or online at www.danville.ca.gov
2. **Fee.** Payment of fee in effect at the time of tentative map submittal, payable to the Town of Danville.
3. **Site photographs** showing topography, vegetation, existing and adjacent structures, and views of and from site.
4. **Tentative Map.** Must be prepared by a Registered Civil Engineer.
Five (5) copies of full-sized plans, folded to approximately 8"x11" and one reduced 11"x17" set, and one (1) electronic file (PDF) containing the following for existing conditions and proposed improvements as applicable:
 - Title block containing the subdivision number, subdivision name, and type of subdivision
 - Name and address of legal owner, subdivider, and person preparing the map, including registration number
 - Legal description which defines the boundary of the proposed development

- Date, north arrow, scale including graphic scale, and contour interval
- Existing and proposed land use
- A vicinity map showing roads, adjoining subdivisions, cities, creeks, railroads, and other data sufficient to locate the proposed subdivision and show its relation to the community
- Existing topography of the proposed site and at least 100 feet beyond its boundary including existing contours at 2-foot intervals if the existing ground slope is less than 10 percent but not less than 4-foot intervals for existing ground slopes greater than or equal to 10 percent. Contour intervals should not be spread more than 10 feet.
- Species, location, and dripline of existing trees that are greater than or equal than 6" in diameter. Any trees proposed to be removed should be so indicated. See the Town's Tree Preservation Ordinance to identify the species and size of protected trees.
- Location and outline of existing structures identified by type, and any buildings to be removed
- Location of all areas, subject to inundation of storm water overflow and the location, width, and direction of flow of each water course
- Location, pavement, and right-of-way width, grade, and name of existing streets or highways
- All existing impervious areas
- Widths, location, and identity of all existing easements
- Location, size and approximate slope of existing sanitary sewers, water mains, and storm drains
- Location, grade, center line radius, and arc length of curves, pavement and right-of-way width, and typical sections of all streets
- Location and radius of all curb returns and cul-de-sacs
- Location, width, and purpose of all easements
- Angle of intersecting streets if such angle deviates from a right angle by more than four degrees
- Dimensions of each lot and of each building site. Engineering data must show the approximate finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale, and the number of each lot.
- Proposed contours at 2-foot intervals must be shown if existing ground slope is less than 10 percent and at not less than 4-foot intervals for existing ground slopes greater than or equal to 10 percent. A separate grading plan may be submitted. Various cross sections may be required.
- Proposed recreation sites, trails, and parks for private or public use
- Proposed common areas and areas to be dedicated to public open space
- Proposed retaining wall locations and height
- All proposed impervious areas and all structural controls addressing C.3 requirements to mitigate stormwater pollution as required by the Stormwater Control Plan including, the location of all overland drainage releases (see below).

5. Whether a portion of the property is located within the following:

- Avery high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178.
- Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part FW 2 (June 21, 1993)
- A hazardous waste site that is listed pursuant to Section 65692.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the

Health and safety Code.

- A special flood hazard are subject to inundation by the 1 percent annual chance of flood (100-year flood) as determined by the Federal Emergency Management Agency (FEM) in any official maps by FEMA
- A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with the applicable seismic protection building code standards adopted by the California Buildings standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.
- A stream or other resource tha may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code.

6. Accompanying Data and Reports: The Tentative Map must be accompanied by the following data or reports:

- Soils Report: A preliminary soils report prepared in accordance with the Town's Subdivision and Grading Ordinance.
- Title Report: A preliminary title report, prepared within three (3) months prior to filing the Tentative Map.
- Stormwater Control Plan: Check with staff to determine if your project requires a Stormwater Control Plan. This report shall address all C.3 requirements as outlined in the Stormwater C.3. Guidebook which is available at the front counter and online at <http://www.cccleanwater.org/construction/nd.php>
- Engineering, Geology, and/or Seismic Safety Report: If the subdivision lies within a known or suspected geological hazard area, a preliminary engineering, geology and/or seismic safety report, prepared in accordance with guidelines established by the Planning and Public Works Departments. If the preliminary engineering, geology, and/or seismic safety report indicates the presence of geologic hazards of seismic hazards, which, if not corrected, would lead to structural defects, an engineering, geology, and/or seismic safety report must accompany the final map and shall contain an investigation of each lot within the subdivision.
- Other Reports: Any other data or reports deemed necessary by the Planning Director, or any additional information as required by the Planning Commission or Town Council at the time of public hearing.

7. Prepare Floor Plans: clearly and legibly drawn to scale with the following information:

- Overall Floor Plan
- Windows and exterior doors located
- Exterior dimensions

8. Prepare Exterior Building Elevations: clearly and legibly drawn to scale with the following information:

- Building elevations with height dimensions (for Downtown projects, show adjacent structures, and include photo-simulation where appropriate)
- Door and window locations

- Roof elements
- 3-Dimensional analysis (Downtown-where appropriate)

9. Prepare a Roof Plan: clearly and legibly drawn to scale with the following information:

- Eave overhangs, ridges, hips and valleys
- Roof pitch

10. Prepare a Preliminary Landscape Plan: clearly and legibly drawn to scale with the following information:

- Existing trees (show species type, drip line and tree diameter measured 4 ½ feet above natural grade)
- Proposed tree location, type, quantity, and size (i.e. 15 gal)
- Proposed plant materials, type, location, and size
- Hardscape locations and finishes
- Water features

MATERIALS AND COLORS LABELING

Windows

- List type of frames (wood, aluminum, vinyl, etc.)
- Indicate color of exterior frames
- Label type of muntins or grilles (i.e., indicate us of: no muntins; interior muntins; simulated divided light or true divided light)

Exterior doors

- List type of frames (wood, aluminum, vinyl, etc.)
- Indicate color
- Label type of muntins or grilles (i.e., indicate use of: no muntins; interior muntins; simulated divided light or true divided light)

Siding

- Show locations of all siding (if more than one type)
- Show direction of material for wood siding (horizontal or vertical)
- Label masonry manufacturer and model for manufactured stone or brick
- Label type of stone, indicate if real
- Show/label masonry caps and trim
- Label type of texture if stucco
- Label sizes of all decorative trim for doors, windows, skirts, braces, posts, etc.
- Label with color scheme (Body, Trim, and Accent) and list colors in a legend

Roofing

- Label with type of material (wood, simulated shakes, metal, tile, composition)
- Label with manufacturer and color

Driveways, walks, decks & patios

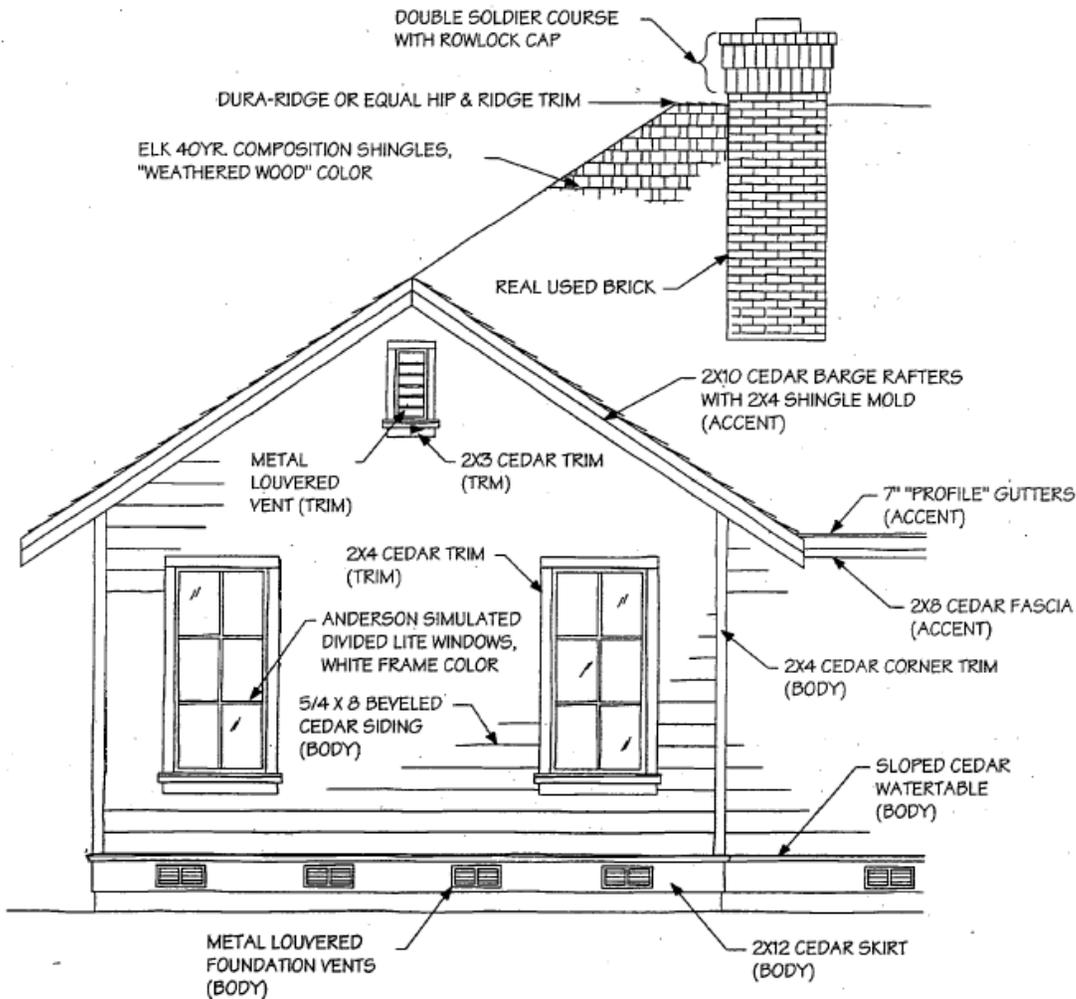
- Label with type of material
- Label with color and finish texture
- Show railing details, finishes and materials

Lighting

- Show location and type of fixture (uplight, downlight, flood, lantern)
- Show proposed landscape lighting, fixture type, and size (i.e. height)
- Provide fixture cut-sheets (commercial projects)

Please submit a copy of the completed checklist along with your project plans to the Planning Division each time you submit an application for Planning Review.

SAMPLE OF MATERIALS AND COLORS LABELING



FRONT ELEVATION

1/4" = 1'-0"

"()" DESIGNATES PAINT COLOR
 BODY = KELLY MOORE #XYZ
 TRIM = KELLY MOORE #XY
 ACCENT = KELLY MOORE #X