

**Applicant Guide**  
**SUBMITTAL REQUIREMENTS**

**Material and Plans** required for projects which require consideration at a public meeting as follows:

- Administrative Hearing
- Design Review consideration
- Planning Commission Hearing and Design Review recommendation
- Administrative Hearing and Design Review recommendation
- Planning Commission Hearing

ITEMS REQUIRED	Admin Review	Admin & Design Review	Design Review	PC Review	PC & DRC
Project Application Form	1	1	1	1	1
Environmental and Project Information Form	1	1	1	1	1
Supplemental Application(s)	1	1	-	1	1
Site Plan	1	1*	6	1*	1*
Elevations	1	1*	6	1*	1*
Floor Plans	1	1*	6	1*	1*
Landscape Plans	1	1*	6	1	1*
Solar Shading	—	1	1	—	1
Property Line/Height Survey (a)	1	1	1	1	1
Hillside Survey Data (b)	1	1	1	1	1
Reduced copy of plans	1	1	1	1	1
Digital Plan Copies	1	1	1	1	1
Photographs (sets)	1	1	1	1	1
Colors/Materials Board	1	1	1	—	1
Color Rendering	—	1	1	—	1
Sign Design Plans	3	—	6	—	—
Preliminary Title Report	1	1	1	1	1
Inclusionary Housing Plan (c)	1	1	1	1	1
Application Fees	See adopted fee schedule				

(a) Required in Coastal Zone and may be required in other areas.      (b) Required for properties in the Hillside Area.

(c) Analysis based on solar angle of 27 degrees on December 21 at 1 pm.

\*Once determined to be "complete for filing," additional copies will be required.

The **Application Requirement Details** form provides a detailed description of the above required submittal items.