



City of Hollister

Development Services Department

339 Fifth Street, Hollister CA (831) 636-4360

For Department Use Only

Date Received:

Application No.

PROJECT SUBMITTAL CHECKLIST

This checklist is provided to aid applicants in providing the required information to determine the completeness of your application. Plans that do not provide all the necessary data from the checklist, in the required order, will be considered incomplete and be returned for revision.

General Submittal Requirements:

- ☐ Completed Application Form.
- ☐ Completed Deposit Form (if applicable).
- ☐ Application Fees (all fees required for the project).
- ☐ Airport Land Use Commission (ALUC) Application, required plans, and fee (for all projects located within the Hollister Municipal Airport Influence Area).
- ☐ Environmental Checklist Form (for projects that require an Initial Study, additional reports may be required).
- ☐ Completed Project Submittal Checklist noting the location of each item required for submittal.
- ☐ Completed Project Notification Sign package (if applicable).
- ☐ Photographs of the existing site, elevation of each building, accessory structures, major or unique land forms, and trees.
- ☐ Recology Form.
- ☐ Stormwater Management Post Construction Requirement Form and preliminary calculations.
- ☐ Density Bonus Supplemental Form (for projects that include a Density Bonus).
- ☐ One copy of a current Preliminary Title Report, prepared within six (6) months of the date of application filing, which identifies the property owner(s) and has a legal description of the project site. A digital copy (only) of any referenced/linked recorded documents is also required.
- ☐ Other information which the Development Services Director deems important for review of a project or technical studies prepared for the site by the Applicant.
- ☐ One (1) full sized set of plans and two (2) 11" x 17" sets of plans plus a digital copy of all plans and reports submitted on a USB drive or delivered electronically. Additional plan sets are required upon resubmittal(s) and prior to any public hearing.

After further analysis of your project, the Planning Division may require additional information. If you have any questions regarding which submittal requirements apply to your project, please contact the Planning Division for more information.

To be completed by Planning Division Staff Only

Items Required for Submittal Box Completed By: (If completed prior to submittal)	Applicant Staff	Staff Name:	Date:
Completeness Review Completed By:			Date:

Project Submittal Checklist	Sheet #	Required?	Completed?
All Sheets			
1. Drawn to a standard engineering or architectural scale (with the scale noted on each sheet).			
2. All plans must be prepared and designed by a design professional per the California Business and Professions Code or other applicable State Law.			
3. The page/sheet number shall be labeled on the lower right-hand side of each page.			
4. All sheets shall be drawn on 24" x 36" paper and folded to approximately 10" x 12".			
5. All text must be a minimum of 0.1" in height if typed, 1/8" if handwritten.			
6. Reserve a 3.5" wide x 2" tall box on the lower right corner, above sheet number, on all pages for city stamp.			
7. All plans sheets shall include the date of preparation and the date of any subsequent revisions (if made to that particular sheet).			
Title Sheet			
1. Project or Development Name.			
2. Project address(es) and Assessor Parcel Number(s).			
3. Project description.			
4. Names, addresses, phone numbers, and email addresses for the property owner, applicant, and design team.			
5. Table of contents listing all plan set sheets, their content and sheet number.			
6. Vicinity Map and north arrow.			
7. Complete legend and abbreviations list.			
8. List of all development permits previously approved for the site.			
Existing Site Plan			
1. Location of all existing buildings, dwelling units, structures, and their use located on or within 100 feet of the project site. For buildings that are to be removed clearly note on the plan.			
2. For the removal of dwelling units, note the total number of units to be removed and the affordability level for any proposed removed restricted affordable units.			
3. For non-residential uses, note the existing square footage and square footage to be removed.			
4. Location of all existing trees and note trees to be removed, including diameter measured four (4) feet from grade.			
5. Topographic information for the site, including at least 50 feet beyond the project limits.			
6. All existing utilities and easements on and surrounding the property.			
7. Total number of existing off-street parking, bicycle, and loading spaces. For sites where parking is designated to multiple tenants, identify the number of spaces, location, and tenant to which parking is assigned.			
Proposed Site Plan (More than one sheet may be necessary to include the information listed below)			
1. Size and location of all proposed buildings, structures, and their proposed uses.			
2. Size and location of all existing buildings and structures to remain, and their proposed uses.			
3. Distance between structures.			

Project Submittal Checklist	Sheet #	Required?	Completed?
4. Adjacent properties within 50 feet of the project site showing existing roads as well as buildings and structures and their existing or proposed uses.			
5. Dimensions of all lot lines.			
6. Label all setbacks between existing and proposed structures and from all structures to property lines and parking areas.			
7. Location and dimensions of all off-street parking spaces including standard and compact vehicle, EV charging spaces, ADA spaces, bicycle racks or spaces, motorcycle parking, and loading spaces.			
8. Location and dimensions of all trash enclosures. For projects proposing individual can collection a separate plan shall be included which shows the storage location of each can, location(s) of can pickup, including the location of each can, dimensions of each can, width of street after can placement, and path of travel from can storage location to can pick-up location. Information regarding parking restrictions, signage and enforcement must also be included.			
9. Location of any outdoor dining space with the square footage and dimensions of the space labeled.			
10. Location and dimensions of all walkways, driveways, and recreational areas including materials.			
11. Location of any ground-mounted equipment including mechanical equipment, utility boxes, generators, etc.			
12. Location of proposed and existing water, sewer, and storm drain facilities, including proposed and existing easements and easement widths.			
13. Proposed fire access roads (and widths), fire lane markings/striping, and fire hydrant locations.			
14. Site Summary Table:			
a. Note if the property is in a Seismic Special Study Zone.			
b. Note if the property is in a Flood Zone.			
c. Address.			
d. Assessor Parcel Number(s).			
e. General Plan Designation (existing and proposed if it includes a change to the designation).			
f. Zoning Designation (existing and proposed if it includes a rezoning).			
g. Parcel Size. (For projects with multiple parcels, include each individual parcel size as well as a total size for the project area).			
15. Project Summary Table:			
a. Total number of existing and proposed dwelling units. For projects with multiple unit types, also identify the number of each unit type proposed.			
b. Existing and proposed residential density (dwelling units per gross acre).			
c. Total Number of Manager Units (multifamily residential only).			
d. Total gross square footage for each building.			
e. Lot coverage (footprint of enclosed buildings, expressed as a percentage) and Floor Area Ratio.			
f. Existing and proposed square footage of impervious surfaces.			
g. Total private and common space.			
h. Private and common space per unit.			
i. Total number of parking spaces required, separated by use type.			
j. Total number of parking spaces provided.			

Project Submittal Checklist	Sheet #	Required?	Completed?
k. Dimensions of parking spaces, by space type. May include typical dimensions, provided that atypical spaces are also clearly identified if applicable.			
l. Total number of bicycle parking spaces required.			
m. Total number of bicycle parking spaces provided (a detail showing the design and dimensions of each rack, locker, etc. must also be included in the plans).			
Circulation Plan			
1. Site Plan depicting all pedestrian, vehicular, bicycle, and truck (or loading) routes throughout the project site and extending to the public right-of-way. All signage, markings, pavement markings, and loading zones must be noted. Include ADA accessible paths of travel and any existing or proposed ADA signage or other markings as applicable.			
2. If applicable the following must also be submitted:			
a. Fully dimensions public right-of-way improvements for both sides of adjacent streets showing accurate locations for existing and proposed facilities such as streets, curbs, sidewalks, sidewalk planters, street trees, utility poles, electroliers, traffic signs and signals, storm sewers, sanitary sewers, fire hydrants, median island and median island openings, project driveways, driveways on opposite street frontages, bus stops, drainage inlets, manholes, and stormwater treatment measures			
b. Cross-sections of the full right-of-way for all existing and proposed public and private streets and driveways, each fully dimensioned			
c. Path of travel from residential dwellings to trash enclosure or location of individual can pick-up.			
Grading and Drainage Plan (please see Chapter 15.24, Grading Best Management Practices Control and Section 17.16.140, Stormwater Management of the Municipal Code)			
1. Topography with pad elevations for the site and all properties within 50 feet of the project boundary.			
2. Location of all existing trees (including species), labeled with circumference measured at a height of four (4) feet from grade. Condition and disposition.			
3. All existing and proposed stormwater treatment control measures, inlets (i.e. curb cut openings and downspouts) connecting to stormwater treatment control measures, overflow structures within stormwater treatment control measures (where applicable), and other drainage inlets and conduit.			
4. All existing and proposed contours, including slopes and identification of Top of Curb (TOC), Top of Wall (TOW), Base of Wall (BOW), invert and grate elevations.			
5. All existing and proposed retaining walls and fences.			
6. All downspout locations.			
7. Finish floor and pad elevations.			
8. Cross sections through the project boundary to include adjoining properties, showing the grading and sound wall/fence at the property line.			
9. Drainage flows and overland release flows.			
10. Details of retaining walls, fences, and drainage structures.			
11. Location and elevation of all in-lot catch basins.			
12. Paving Materials.			
13. Spot elevation which demonstrates proper conveyance of storm drains.			
14. Estimated grading quantities (cut and fill calculations).			
Stormwater Control Plan			

Project Submittal Checklist	Sheet #	Required?	Completed?
1. Complete the City's application for Stormwater Management Post-Construction Requirements.			
2. All existing natural hydrologic features (depressions, names of watercourses, etc.) and significant natural resources.			
3. Specify soil types.			
4. Specify depth to groundwater.			
5. 100 Year flood elevation.			
6. All existing and proposed topographic contours with drainage areas and sub areas delineated and arrows showing flow direction.			
7. Separate and label drainage management areas (DMAs) depending on complexity of drainage network.			
8. For each DMA, specify types of impervious and pervious area (roof, plaza, sidewalk, streets, parking, landscaping, etc.) area of each in tabular format, and its associated stormwater treatment control measure (TCM).			
9. Location, size, label, and identification (including description), of types of TCMs in the form of a TCM Summary Table. Examples include bioretention areas, flow-through planters, and pervious pavements etc.			
10. Calculations illustrating water quality treatment control measures meet numerical standards set forth in Post-Construction Stormwater Management Requirements mandated by Central Coast Region's Resolution No. R3-2013-0032.			
11. Cross section details of TCMs.			
12. Water quality TCM maintenance requirements.			
13. Location, size and identification of proposed landscaping/plant material.			
14. Ensure consistency with Grading and Drainage Plan and Landscape Plan.			
15. Identify pollutants and pollutant source areas, including loading docks, food service areas, refuse areas (trash and/or recycling), outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing.			
Elevations			
1. Dimensioned existing and proposed elevations (including height and length) of all exterior walls (colored photographs may be submitted for existing elevations to remain unchanged) of each building in the development labeled North, South, East, and West.			
2. For projects where there are multiple buildings, a full public street elevation for each street adjacent to the project site must be provided.			
3. Dimensioned elevations of all proposed accessory structures including, but not limited to, trash enclosures, sheds, storage buildings, community buildings, carports, and garages.			
4. Dimensioned elevations of walls, barriers, fences, areas surrounding outdoor dining, etc.			
5. Colors and materials for all buildings and structures including walls, trim, screens, windows, accents, doors, awnings, arcades, trellises, shade structures, and roofs.			
6. Location of all mechanical equipment, utility panels, gutters, exterior duct work, vents, fire access panels or doors, etc.			
7. Colored elevations or a colored rendering of the elevations.			
Floor Plans			
1. Provide an existing and proposed floor plan for each floor of a building and each unit type for residential. For projects that include an addition, clearly label the area of the addition.			
2. Label total gross floor area.			
3. Total square footage of each use in the building (i.e. warehouse, office, manufacturing, etc.).			

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4. For projects that include a restaurant or bar, provide a seating layout and clearly label the kitchen, bar, and storage area. Label the total square footage of the bar and seating area, and total number of seats.			
5. Label uses of all proposed and existing rooms (i.e. office, warehouse, storage).			
6. Total square footage for each use (i.e. residential, commercial) or dwelling unit type (i.e. Plan A, one bedroom unit, two bedroom unit).			
7. Building footprint.			
8. Location of all doors and windows.			
9. Exterior open space (private only) and square footage of space.			
Roof Plan			
1. Label slope and direction.			
2. Location of all mechanical equipment and screening.			
3. All rooftop areas, including parking, common space, gardens, etc.			
4. Roof cross sections showing that all rooftop equipment will be screened from view.			
Landscape Plans			
1. All areas to be landscaped, including public and private spaces.			
2. Location, size, canopy outline, species, and common name of each tree, shrub, groundcover, stormwater treatment control measures, proposed plants for stormwater treatment control measures, and other landscape features.			
3. Percentage of site to be landscaped.			
4. Location and species of existing trees including trunk circumference), shrubs, or groundcover to remain.			
5. All property lines and street names.			
6. Location of all walks, driveways, fences, pools, water features, play areas, and retaining walls.			
7. Fence, wall, common space, picnic, and play area details including height, design, and specifications.			
8. Location of all light fixtures in outdoor areas.			
9. Lighting specifications and details.			
10. All existing and proposed easements.			
Open Space Plan (for Residential Projects only)			
1. Location of all common space, with use of space clearly noted.			
2. Location of private open space. If the open space size varies by unit type, please show each floor plan with private open space.			
3. Label all dimensions of the private open space.			
4. Provide the total square footage of private and common open space.			
5. Provide the square footage of private open space per unit type.			
Photometric Plan			
1. Location of all light fixtures in outdoor areas.			
2. Lighting specifications (including design and height)			
3. Footcandle/Illumination details for all outdoor areas.			

Project Submittal Checklist			
	Sheet #	Required?	Completed?
<i>Tentative Maps, Parcel Maps, and Vesting Tentative Maps (Tentative Maps and Parcel Maps must be prepared under the direction of a Licensed Land Surveyor or registered Civil Engineer)</i>			
1. Drawn to scale using a large enough scale to show all details clearly. Minimum scale shall be one inch equals 100 feet unless otherwise authorized for large projects of low density.			
2. Show a bar scale, north arrow, and date of initial drawing.			
3. Name of the proposed subdivision or development and Tract or Parcel Map number.			
a. Current property owner and all parties having recorded title interest. b. Subdivider. c. Civil Engineer or Land Surveyor who directed preparation of the map. Include registration number.			
4. Include any certificate statements, affidavits, and acknowledgements on the map.			
5. On each sheet, state the sheet number and total number of Sheets comprising the Map (i.e. Sheet 1 of 4).			
6. A vicinity map at a scale not smaller than one inch equals one mile, indicating the location of the development with relation to the surrounding area and well-known landmarks such as communities, major roads, etc.			
7. In lower right corner, reserve a minimum 3" x 3" block for revision dates, certificates, and approvals.			
8. Identification of adjoining subdivisions, streets, walkways, buildings, structures, terrain features and other items affecting or affected by the development of the subdivision; land use on adjacent unsubdivided areas; right-of-way and pavement width on streets providing access to the development; existing utilities, hydrants, and drainage structures on or adjacent to the property.			
9. Existing elevations of the land to be subdivided shall be shown by contours, using: a. Not less than one-foot intervals for terrain under one percent gradient b. Two-foot intervals between one percent and five percent gradients c. Five-foot intervals on land with a slope of more than five percent. A greater interval may be authorized by the city engineer for areas not to be used for roads or dwelling sites. Sources of the data shall be described on the face of the map. Tree coverage (with specimen trees), watercourses, ponds, lakes and area subject to present or potential inundation or stormwater overflow before or after development will be delineated.			
10. For all proposed streets and alleys, the map shall show: a. Proposed name. b. Location, right-of-way width, approximate center line radii of curves, approximate grades and spot elevation at intersections and key points. c. Proposed cross-section or reference to a city standard. d. The tentative and final map shall accurately show the right-of-way lines of each street, the widths being offered for dedication, the widths of existing dedications, the widths and locations of all adjacent streets and public property or easements contiguous to the subdivision, any center lines previously established by the city or county engineer and the degree of conformity or nonconformity of any proposed subdivision street which is a continuation or extension of an existing street.			
11. The boundary of the tract and proposed increments of development.			
12. Walks and walkways, except for street walks.			
13. Proposed land uses.			

Project Submittal Checklist	Sheet #	Required?	Completed?
14. Recreation areas, open space, scenic or open space easements.			
15. Rights-of-way and easements including purpose, width, and cross-sections.			
16. Lot and block numbers.			
17. Lot dimensions, scaled unless critical or minimum, and approximate lot areas in subdivisions where critical or where there is material variation. Setback lines will be shown where nonstandard.			
18. Nonaccess strips or other controls.			
19. Proposed traffic control signs.			
20. Proposed sanitary sewer, water and storm drainage systems. These shall be schematic rather than detailed design. Pump stations, manholes, headwalls and other structures shall be schematically located;			
21. If construction of multifamily, commercial or industrial buildings is part of the basic proposal, and if, as in a planned unit development, other than standard setbacks and building spacing of these and any other structures is a part of the proposal, such deviations from standards will be explicitly shown.			
22. By tabulation: Total project area, number of lots, average lot size, minimum lot size, area of open space, net density.			
23. Include water source/provider.			
Phased Projects			
1. Site Plan clearly delineating each phase of the project and labeled by phase (i.e. A, B, C)			
2. List of all phases in project which includes development information (i.e. number of dwelling units or commercial square footage, improvements to be constructed, anticipated date of construction, and any other pertinent information.			
Rezoning			
1. Location of the property to be zoned relative to existing and proposed public streets.			
2. Boundary dimensions of the property to be zoned. For projects proposing multiple zoning categories, clearly identify boundaries, acreages, and parcels for each proposed zoning category.			
3. Property lines of each separate legal parcel within the area to be zoned, with dimensions.			
4. Size of all properties to be rezoned.			
5. North arrow and scale.			
6. Location of an hazard or special study zones (flood, seismic, etc.).			
7. Date of plan preparation.			
8. The name(s) of the present owners of each separate legal parcel.			
9. Location of any active or deactivated water wells on property. Provide a copy of appropriate related documentation.			
10. Exact locations of any existing buildings, structures, and significant physical features such as rock outcroppings, trees, and riparian corridors. If any structures or features are proposed to be removed, clearly identify this on the plans.			
11. Location of existing public and private easements on each property within the rezone and all properties located 100 feet from the rezone area.			
12. All plats shall be stamped and wet signed by a licensed civil engineer.			
13. Written statement which describes the existing zoning designation, the proposed zoning designation and the reason for it.			
14. Legal description of all properties located within the rezone area. For projects proposing more than one zoning designation, or non-contiguous rezoning areas, a legal description of each contiguous rezone area is required.			

Project Submittal Checklist	Sheet #	Required?	Completed?
Prezoning (Annexations)			
1. All required information for a rezoning.			
2. Existing site plan. Including the full boundary of all properties adjacent to the site with the name of the property owner, all structures, and use of the property.			
3. Written statement describing the annexation and the reason for it.			
4. Location map showing the project site, in relation to the City Limits, Sphere of Influence, and all properties within ¼ mile of the project site (include full property boundaries for all immediately adjacent properties to the project boundary)			
5. Existing County Zoning and General Plan designations.			
6. Existing and proposed General Plan land use designation and zoning designation for the property.			
7. Legal description of all properties located within the annexation area. Note that the annexation area must include the full widths of any contiguous rights-of-way to the annexation boundary.			
8. A Plan for Services which includes: description of services to be extended to the affected territory, the level and range of such services (including data and capacity of existing infrastructure, an indication of when such services can feasibly be extended to the territory, improvements or upgrades of structures, roads, sewer or water facilities, information on how such services would be financed			
Planned Development (PD) Zoning			
1. Existing Site Plan which includes the following:			
a. Location Map and Assessor's Parcel Number(s).			
b. Adjacent streets and properties within 100 feet of the site boundary, with use and location of existing buildings or other improvements noted.			
c. Existing public and private easements.			
d. Location of all existing buildings and improvements on site.			
e. Existing topography.			
f. Existing structures.			
g. Natural features including waterways, mature trees, significant vegetation and drainage patterns.			
2. Conceptual Land Use Plan which includes the following:			
a. Location of each proposed land use within the site.			
b. Location of any use or structure that is proposed as a substantial public benefit.			
c. Allowed density range for each proposed land use and the total size of each land use within the planned development.			
3. Table which includes the following:			
a. Total acres (gross) of Planned Development area.			
b. Total number of dwelling units.			
c. Total number of affordable units and income level.			
d. Total number of manager's units (if applicable).			
e. Residential density (number of dwelling units per gross acre).			
f. Total existing and proposed gross square footage of floor space for each non-residential use.			
g. Total existing and proposed gross residential square footage.			
h. Total number of existing and proposed off-street parking, bicycle, and loading spaces.			
i. Lot Coverage (residential and mixed-use).			

Project Submittal Checklist		Sheet #	Required?	Completed?
j.	Floor Area Ratio (non-residential).			
k.	Adjacent properties including locations of buildings, structures, and roads and the use of the property.			
4.	Project Narrative which includes:			
a.	A description of the proposed project, existing and proposed General Plan land use designation(s), and the proposed underlying zoning district(s).			
b.	Existing use of the project area and site conditions.			
c.	A statement of the project objectives, how the proposed project will comply with General Plan goals and policies for the applicable land use designation, and how the project complies with the purpose Chapter 17.40, Planned Developments.			
d.	An overview of the proposed development plan including land use, densities, residential dwelling types, open space, and parking.			
e.	A description of the project access and circulation.			
f.	A description of how the proposed development is superior to development that could occur with the strict application of the standards required by the underlying zoning designation, and how it will provide a Substantial Public Benefit.			
g.	The amount (in square feet or acres) and percentage of site area that will be dedicated for all land uses including residential, commercial, office, industrial, open space, recreational facilities and amenities, public facilities, and public buildings. The maximum number of dwelling units, by type, and the maximum square footage of all non-residential uses must be provided.			
h.	A written statement of proposed uses including permitted, conditionally permitted, prohibited, and Accessory Uses for each land use type.			
5.	Development Standards for the project which should include:			
a.	Density.			
b.	Setbacks.			
c.	Minimum lot size and dimensions.			
d.	Maximum building coverage including lot coverage and floor area ratio.			
e.	Maximum building heights.			
f.	Landscaping.			
g.	Parking ratios, include a ratio for each proposed use type.			
h.	All other standards. All standards should clearly identify whether they are reference to a standard zoning requirement, or if they are modified to be project-specific.			
6.	Map of Planned Development for Rezone			
a.	Follow all requirements for rezones.			