

City of Lone Planning Application Submittal Requirements

PLANNING APPLICATION SUBMITTAL REQUIREMENTS

("X" denotes required item)	Variance	Conditional Use Permit	Site Plan Review	General Plan/ Specific Plan and Other Amendments / Rezone Planned Development	Boundary Line Adjustment/ Lot Merger	Parcel/ Subdivision Map
Signed Application and City Fees	X	X	X	X	X	X
Detailed Project Description/Justification <ul style="list-style-type: none"> • Project description should be included in cover letters for larger projects • Resultant parcel descriptions for BLA applications • Supplemental application information for Variance applications 	X	X	X	X	X	X
Letter of Authorization	X	X	X	X	X	X
Preliminary Title Report (not more than one year old)	X	X	X	X	X	X
Exhibits Includes, as appropriate, but may not be limited to the following: <ul style="list-style-type: none"> • Existing and proposed General Plan land use designation • Existing and proposed zoning designation • Existing and Proposed Planned Development or Specific Plan designations • Existing trees and trees proposed to be removed • Other exhibits as necessary 	X	X		X		X

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<p>Site Plan</p> <ul style="list-style-type: none"> • Project name, acreage, north arrow, date of preparation and graphic scale • Name, address, and phone number of owner/applicant and person preparing plans • A vicinity map • Property lines (lot dimensions), building setback lines, and all easements of record • Limits of 100-year floodplain (if applicable) • Existing buildings and other structures on-site and adjacent properties • Proposed buildings and structures (if applicable) • Driveways and required parking (if applicable) • Landscaped areas (include location of existing trees) • Summary of project statistics including zoning, square footage and lot coverage • Show septic system and/or wells, if applicable • Show current use on adjoining parcels 	X	X	X	X	X	X
<p>Elevation Plan</p> <ul style="list-style-type: none"> • Project name, north arrow and scale • Building elevations from all sides (indicating direction) • All building materials and colors labeled on plans (for larger projects provide sample material boards with manufacturer, type of material and color name) 			X			

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<p>Landscape Plan</p> <ul style="list-style-type: none"> • Project name, north arrow and scale • Location of all existing and proposed trees and Tree Legend indicating: botanical name & common name; quantity; size; and water usage (Low, Medium, High) • A Plant Legend in table form for all shrubs and ground cover. Include the following information in the Plant Legend: botanical name & common name; quantity; size; and water usage (Low, Medium, High); height and width for mature shrubs. Replace height and width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided • Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.) • Shading calculations for parking areas • Detail of pedestrian plazas/site furniture and enhanced paving if not shown on site plan • Height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping 			X			
<p>A lighting plan depicting the location, type and intensity of all proposed external fixtures and including treatment to reduce or eliminate off-site glare</p>			X			
<p>Proposed signage (freestanding and attached to buildings): size, height, location, aesthetic treatment, color scheme, and method of illumination</p>			X			
<p>Preliminary grading plan including pad, cut and fill slopes, and drainage low lines (if applicable)</p>			X			X