
Plan Set Requirements for Planning Applications

General Information:

When submitting to the Planning Division for the entitlement review process, all plan sets should include the following information:

A. Site Plan

- Plan sheet size of 8.5" x 11", 11" x 17", or 24" x 36", as appropriate for the size of the project
- All larger drawings must be folded to 9" by 12"
- Maximum scale of 1/8" = 1'0" for architectural plans and a minimum scale of 1" = 20' for engineering plans
- Include a north arrow, numeric scale and graphic scale on all plans
- Vicinity map – indicate the subject parcel(s) and adjacent streets and parcels, and land uses of adjacent parcels
- Property lines
- Existing and proposed buildings and accessory structures
- All structures on adjacent parcels
- Location and type of all easements
- Location of all street improvements, driveways, and intersections on all sides of the street within 100 feet
- Existing and proposed setbacks
- All parking areas, aisles, parking spaces and landscape islands
- Existing and proposed contours and/or finished elevations and existing trees
- Trash enclosure(s)
- Fences – location and type
- Existing utilities and utility connections, including backflow prevention devices and utility junction boxes; existing easements and new utility connections proposed
- Show all site accessibility features, which shall include but not limited to: accessible parking, common areas, ramps, accessible path of travel to all buildings from the public ways and accessible parking areas

B. Project Data Table

- Property Address
- Owner's Name, address and phone number
- Existing conditions, proposed additions and maximums allowed by code
- Site area, floor area by use, height, setbacks, landscape area, exterior storage and parking areas, lot coverage

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- Percentage of site that is impervious surface and square feet of existing and new impervious surface on the site
- Provide occupancy classification, type of construction and allowable area calculations
- Parking (number of existing and proposed parking spaces and dimensions)

C. Landscape and Irrigation Plan

- Landscape features and proposed planting plan with type, size and number of trees and shrubs identified
- Proof of conformance with the City of Livermore Water Efficiency Ordinance

D. Elevations Plan

- Dimensioned elevations shall show each view as: north, south, east and west
- Show location and type of all rooftop equipment, including any existing or proposed screening
- Building(s) which shall show windows, doors, retaining walls, materials and other finishing details
- Lights, which shall show the location, height, size, type of exterior lights, and level of illumination on the site with a lighting plan
- Site features, which shall indicate the location of signs, mailboxes, storage spaces, HVAC units, transformers, utility meters, and other items that affect the exterior appearance

E. Colors and Materials Board

- Colors and materials board, which shall be mounted on a foam core or some other stiff material with the color and materials samples being a minimum of 3" by 3" (*no pictures are allowed*)
- Colored renderings, which shall be three dimensional to show multiple sides of all structures, plus shadow and depth

F. Floor Plan

- Show all interior spaces, doors, windows, mechanical rooms, and stairways
- Provide a plan for each floor/story

G. Site Photos

- Photos of the parcel to be developed as well as adjacent parcels shall be submitted

HI. Sign Plan

- Site plan showing the entire parcel (including widths and lengths); the location and size of all existing or proposed freestanding monument, freeway pole or building façade signs
- Provide the lineal feet of all sides, for all buildings located on the parcel
- Building façade elevations showing sizes and locations of existing and proposed signs

- Indicate the letter and/or number type and height
- Provide a sample of all sign colors, color scheme(s), cabinet colors, materials and materials specifications

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- Provide an inventory of all signs existing and proposed on for the parcel
- The height above finish grade, dimensions and area of all signs shall be shown on all the above drawings

J. Additional Information

Some projects may require additional information depending on the scope of the project. Staff will let the applicant know whether or not a specific project will require additional information to be submitted: The following are some of the items that may be required:

- Erosion Control Plan
- Post-construction Storm Water Control Plan
- Traffic Study (Analysis)
- Scenic Corridor Information
- School Mitigation Information
- Environmental Assessment (Note: Additional Environmental Reports may be required based on site specific characteristics)
- Hazardous Materials Declaration
- Legal Description
- Soils Report
- Title Report (within last 6 months)