



PLANNING APPLICATION Submittal Checklist

This submittal checklist is for residential projects that exceed 3 units, 3-stories or 35 feet in height and all commercial projects. The following are the minimum items needed to accept the application. Submit all submittal materials to planning@redwoodcity.org.

MATERIALS

- [Signed Application Form](#)
- [Application Fees or Deposit](#)
- [Project Data Sheet](#)
- [Existing Uses Sheet](#)
- [Response to Findings](#)
- Project narrative describing the project and including such topics as how it ties into the surrounding context, meets the Council's Strategic Priorities, and contributes to the community
- Public art letter of intent (if applicable) demonstrating how the project will meet City requirements, either by applying the funds onsite, to the public art fund, or a combination of both
- Temporary signage showing project proposal (City to provide template)

COVER SHEET

CONTACT INFORMATION

- Owner and/or Applicant
- Architect
- Engineer
- Landscape Architect
- Arborist
- Others on the project team

SHEET INDEX

- Include links to other sheets for quick access

PROJECT DATA & COMPLIANCE WHERE REQUIRED

- Density
- Height
- Number of stories
- Setbacks
- Gross Floor Area (by use)
- Unit type and square footage, including livable areas
- Open space calculations (total, common, and private)
- Pervious area calculations
- Privately funded or publicly funded
- Fire sprinklers (i.e. NFPA 13, 13R, 13D)
- Building type of construction
- Occupancy group
- Allowable building area calculation
- Calculation of new and/or renovated area (note % of new vs. remodeled vs. unchanged)
- Fire sprinklers (i.e. NFPA 13, 13R, 13D)
- Vehicle parking (by type: EV, ADA, motorcycle, standard)



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- Bicycle parking (by type: short and long term)

PLANS

SHEET LAYOUT

All sheets shall be drawn to scale, the same size, oriented in the same direction, provide consistent information throughout all sheets, and include the following:

- | | |
|--|--|
| <input type="checkbox"/> North arrow | <input type="checkbox"/> Changes/ modifications clearly delineated |
| <input type="checkbox"/> Scale | <input type="checkbox"/> Title block, including: |
| <input type="checkbox"/> Graphic (bar) scale | - Site address |
| <input type="checkbox"/> Date of preparation | - Assessor's parcel number (APN) |
| <input type="checkbox"/> Revision date(s) | |

SITE PLAN (Existing and Proposed)

Sheet #: _____

- Property lines, setback lines, and easements (labeled)
- Structures on property (footprint, setbacks, and fire separation distance, if needed)
- Structures and driveways on adjacent properties (footprint and setbacks)
- Vehicle and bicycle parking with specifications, dimensions, and numbered
- Bicycle racks (per city standards)
- Driveways, drive aisles, and paved areas (dimensioned)
- Sidewalks and pedestrian pathways with dimensions (note that all public access on private property will require an easement dedication)
- Existing trees (X to indicate those to be removed)
- Backflow preventers and above ground utilities (labeled and dimensioned)

FLOOR PLANS (scale to the largest size that will fit on a sheet (1/4" or 1/8"))

Sheet #: _____

- Interior spaces to exterior wall (labeled and dimensioned to center for shared walls)
- Uses visually differentiated with shading/colors/labels. For example, retail vs. amenity space vs. residential vs. back of house
- Bicycle parking and storage facilities (locate on the ground floor and adjacent to public access ways)
- Means of egress diagram/floor plan

ROOF PLAN

Sheet #: _____

- Roof slope and pitch (labeled)
- Rooftop equipment and setbacks from edge, including HVAC, solar, private open space, elevator overrun, screening structures, rooftop access, etc. (labeled and dimensioned)

ELEVATIONS (scale to the largest size that will fit on a sheet (1/4" or 1/8"))

Sheet #: _____



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- Building heights as measured from nearest existing and finished grade
- Elevations labeled with site orientation (front, rear, side), direction (north, east, south, west), and street label. Example: North Elevation – El Camino Real
- Exterior colors and materials including roof, wall, trim and window materials (labeled with visual references)
- Visual Perspectives (renderings or photo simulations) showing the project as viewed from a public right-of-way at the pedestrian level and with adjacent developments (existing and proposed/approved)
- Demonstrate compliance with zoning and design standards applicable to project through plan details, elevations, and graphic illustrations, supported by written explanation of how the project complies
- Allowable exterior wall opening calculations based on fire separation distance

BUILDING CROSS SECTIONS

Sheet #: _____

- Sections through the building and sections identifying rooftop equipment
- Plate heights for each floor, and overall building height (labeled)
- Specify the clear height at parking levels
- Parapet height (if required)
- Locate where cross sections are taken on the site and/or floor plans
- Demonstrate compliance with daylight plane (if required)

FIRE DEPARTMENT DOCUMENTATION

Any application submitted with a request for an AMMR related to design or aesthetics will be immediately rejected as incomplete. No substantive review of the project will be initiated until a complete, code-compliant set of architectural plans is provided. The City will not accept AMMR requests for architectural or aesthetic standards. Include a dedicated set of "Fire & Life Safety" plan sheet(s). These plan sheet(s) must depict all relevant information and details as outlined per sheet below:

- Water Supply Test:** Submit a water supply test report documenting available water supply at static and residual pressures

- Project Data and Code Parameters**

Sheet #: _____

1. Existing & Proposed Building Details:

- Occupancy Classification(s) (if multiple occupancies, indicate what floor/story has what occupancies) (e.g. R-3, A-3, F-1, etc.)
- Specify any special or unique occupancies (e.g. high rise, atrium, etc.)
- Construction Type (e.g. Type I-B, II-B, VA, III-A over I-A, etc.)
- Number of Stories (aboveground and below grade plane)
- Specify NFPA 13, 13R, or 13D for fire sprinkler system



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2. Provide a narrative project description

- Paragraph(s) describing the existing and proposed uses of the space(s)
- Include any detail of unique occupancies and uses such as car stackers/puzzlers, flexible use or multi-purpose spaces, etc.
- List all items that will not be submitted from this checklist and clarify why the items are not applicable.

3. Fire Flow Analysis: Provide the required fire flow, duration, and number of hydrants

4. Allowable Building Area and Height: Provide an allowable building area and height calculation based on the occupancy group, type(s) of construction and type of fire sprinklers proposed

5. Proposed Deferred Building/Fire Permit Schedule and Scopes

Fire Access Site plan

Sheet #: _____

1. Fire Apparatus Access Roads:

- Label and dimension all Fire and Aerial Apparatus Access Roads. Show the widths, turning radii, slopes, and angles of approach
- Provide a Legend or Key identifying fire access vs aerial access
- Provide turnarounds for any dead-end road exceeding 150 feet per Redwood City standards ([Attachment P](#))
- Provide a legend of materials for the fire access roads

2. Dead-Ends & Consolidated Access: Minimize dead-end roads by creating consolidated, through-way access. Provide an approved turnaround for any dead-end fire apparatus access road over 150 feet long.

3. Hose Pull Distance: Dimension hose pull distance from the fire access roads to all exterior portions of the building

4. Fire Lanes: Label all restricted fire lanes with striping and "NO PARKING - FIRE LANE" signage

5. Obstructions to Fire Access: Show location of any gates (or other features such as bollards) limiting or impeding fire access

6. Obstructions to Aerial Access: Identify potential impacts to aerial access such as trees, powerlines, etc.

7. Label the locations of the following:

- Parking spaces and no parking along sidewalk
- The main building entry/exit points
- Location of standpipes
- Location of fire alarm control panel
- Fire Department Connection (FDC)



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- Fire hydrants (new and existing)

8. **Dimensions between hydrants**

9. **Dimension between nearest hydrant and the FDC**

10. **Outline of the roof perimeter for fire access and aerial access**

11. **Firefighter roof access details and dimensions**

12. **Obstacles to Roof Access:** Show locations any security fences, roof screen, cables, antennas, davits (and similar trip hazards), etc.

13. **Emergency Escape and Rescue Openings:** Label and dimension emergency escape and rescue openings

14. **Label and dimension safe dispersal areas**

Fire and Life Safety Site plan

Sheet #: _____

1. **Water Main Lateral Connection:** Show location of underground mains, connections to city water main, sprinkler riser/fire pump, and hydrants

2. **Label the following:**

- Sprinkler riser
- Standpipes
- Backflow preventor
- Fire pump
- Fire water tank
- PIV/control valves

3. **Fire Separation Distance:** Show fire separation distance and exterior wall rating requirements

4. **Label Adjacent Neighboring Structures & Use**

5. **Means of Egress System:** Label all exit access, exit and exit discharge components

Fire and Life Safety Elevation/Section Details

Sheet #: _____

1. **Show grade plane on elevation views**

2. **Label and dimension parapet peak heights**

3. **Aerial Access:** For buildings with a roof height over 30 feet, provide a cross-section showing aerial apparatus ladder access with angles and length

4. **Obstructions to Fire Access:** Show location of any gates (or other features such as bollards) limiting or impeding fire access

5. **Obstructions to aerial access:** Identify potential impacts to aerial access such as trees, powerlines, etc.

6. **Emergency Escape and Rescue Openings:** Label and dimension emergency escape and rescue openings



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7. Provide exterior wall opening calculation

Hazardous Materials

Sheet #: _____

1. Submit Hazardous Material Inventory Statement (HMIS)
2. Label Control Areas per story
3. Provide Maximum Allowable Quantities (MAQ) Based on Control Areas

PARKING AND CIRCULATION

- Parking spaces (numbered and dimensioned)
- Layout for parking if alternative parking strategy is proposed, such as tandem, valet, stackers or other layouts
- Summary calculations of parking required versus proposed
 1. Breakdown of type of spaces (standard, electric, accessible) per Zoning Code requirements.
 2. Breakdown of parking by use.
- Aisles, driveways, and turning radii of all driveways (dimensioned).
- Vehicle turning radii for parking stalls, drive aisles, turnarounds and loading bays
- Direction of traffic flow, width and location of roadways, and turning radii, if applicable.
- Gate, security fence, or other mechanism to separate or restrict access, if applicable.
- Directional signage indicating elevator, stair, or lobby locations, if applicable.
- Electronic signage indicating amount of publicly available spaces, if applicable.
- Existing and proposed curb cuts and driveway locations
- All structural elements (curbs, columns, walls, or structures) which confine sides of parking stalls
- Slope and cross-section(s) of driveway for sloped lots and/or garage ramp.
- Location and dimensions of loading zones, if applicable.
- Circulation plan – internal circulation for the site including path of travel for different modes
- Vehicle turning radii for parking stalls, drive aisles, turnarounds and loading bays
- Designated areas/curbs for deliveries, drop-offs/pick-ups, and rideshare services (if applicable)
- Proposed curb colors and usage, minimum setbacks/clearance from driveways and intersections
- Trash/Recycling pickup plans (coordinate with Recology)

LANDSCAPE PLAN

Sheet #: _____

- Existing and proposed on-site trees and street trees (location, size, and species). Reach out to the City for preliminary review of proposed street trees.
- Parking lot landscaping, if required
- Landscaping screening of utilities, if applicable



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- Show all trees to be removed with an “X” with supporting documentation of the reason for removal within the arborist report. NOTE: consider developing around large native trees that are in good health.
- Native vs. Non-Native Table
 1. Proposed trees in the public right-of-way by species, size, origin
 - Trees Required: Native \geq 50%
 2. Proposed plants on-site & in the public Right-of-Way by species, size, origin
 - Plants Required: Native \geq 50%
- Existing Street Trees Condition (if to remain)
 1. Photos of existing trees on both sides of the project block to help determine tree species and general condition. Close-up images required for damaged trees
- Cross reference proposed plants for invasiveness in California and confirmation
- Lighting, fencing, signage (existing and proposed)
- Irrigation Plan (conceptual) including irrigation controller
- Show areas used for stormwater measures, such as bioswale, infiltration, and drainage facilities.
- Overlay the landscape plan with the existing (to remain) and proposed utilities to confirm potential conflicts have been addressed. Include both wet and dry utilities.
- Verify existing utilities by performing test potholing with photo documentation.
- Water Efficiency Design per MWELO required if equal to or great than 500 sq. ft.

TOPOGRAPHIC SURVEY

Sheet #: _____

- All elevations on vertical datum NAVD88
- Existing topography with contour lines, extended to the back of sidewalk on the opposite side of the street
- Boundary survey
- Buildings, driveways, fences, retaining walls, swimming pools, and the distances between buildings and proposed or existing property lines
- All trees, including size and species
- Plantings in right-of-way
- All tree wells, bike racks, trash cans, benches, and other furniture affixed to the right-of-way.
- Approximate location of any area which may be subject to inundation; the location, width, and direction of all watercourses
- FEMA flood zone designation(s)
- Location, width, and nature of all existing pedestrian paths, public areas, conservation easements, and public utility or public service easements



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- All existing improvements within the project area and street frontage
 1. Location and size of existing storm drains, sanitary sewers, gas and water lines
 2. Location of existing fire hydrants, power and telephone or communications lines, and other public utilities
 3. All provisions for drainage, flood, and erosion control
 4. Source of water supply and method and location of sewage disposal facility
- Statement of the existing land use and the proposed land use with an indication as to the respective proportions of the total area of the subdivision to be used by each type of use
- Statement from private utilities and/or public agencies as to the adequacy of existing or proposed utility installations and the rights-of-way or easements for the proposed improvements.

CIVIL PLANS

Sheet #: _____

A. Existing and Proposed Parcelization Plans to include the following:

- Tract name and number, date of preparation, north arrow and scale.
- Name and contact information for the owner of record
- Subdivider's/preparer's license number and signature
- Lot area (square footage and acreage) to the nearest one-tenth (1/10) acre, lot lines, and block and lot numbers
- All lot lines being changed/removed
- Sufficient legal description to define the boundaries of the proposed subdivision
- All easements including existing, proposed, and to be vacated
- Vicinity map showing:
 1. Location of the proposed subdivision in relation to the major street system in the vicinity of such subdivision
 2. Location, name, and presently improved width of adjacent streets of such subdivision
- Name and number of adjacent subdivisions, subdivision boundaries, and lot dimensions
- Parcel number and document number of adjacent properties
- Location, names, and widths of existing and proposed streets and any difference from streets shown on any specific plan which covers all or part of the land to be subdivided.

B. Grading and Drainage Plans to include the following:

- Proposed finished grade elevations, finished floor elevations, contours, and cross sections.
- Proposed overland release path
- Location of proposed detention as calculated in the utility report, and indication of how flow will be restricted from leaving the site at a rate higher than the existing 10-year release rate, (i.e. weir and



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orifice or other flow restriction method) as described in the Redwood City Commercial/Residential Drainage Guidelines.

- Demonstrate conformance to existing improvements and the existing/proposed drainage pattern
- Provide sufficient information to show existing drainage patterns beyond the property frontage.
- Location and elevation of all inlets and stormwater treatment facilities (refer to Stormwater Management Plan requirements for additional details for stormwater treatment facilities).

C. Utility Plans to include the following:

- Potable and Recycled Water:
 1. Location and size of all existing and proposed potable and recycled water mains, service laterals, meters, backflow preventers, and fire hydrants.
 2. Pipe material for all existing and proposed potable and recycled water mains and service laterals.
 3. Identify Recycled Water infrastructure per Redwood City Recycled Water Development Standards, when located within the Recycled Water Service area
 4. Clearly show all above ground utilities (if unable to be undergrounded) and include ways to screen visually from the public view.
- Sanitary Sewer and Storm Drain
 1. Location, size, approximate elevation and/or slope of existing and proposed gravity mains and laterals with invert and rim elevations to the nearest 10th of a foot.
 2. Location of existing and proposed property line sewer cleanout
 3. Location of all existing and proposed structures (inlets, manholes, cleanouts, junction boxes) on the sanitary sewer and storm drain systems.
- Dry Utilities
 1. Preliminary joint trench plan, showing undergrounding of main lines and/or services in compliance with Redwood City code
 2. Clearly indicate any above-grade structures such as on-site transformers and include ways to screen visually from the public view.
- Stormwater Management Plan
 1. Site plan divided into numbered Drainage Management Areas (DMAs) aligned with proposed grading plan:
 - Low Impact Development (LID) treatment measure for each area
 - Table showing DMAs, associated LID treatment area sizes, and preliminary sizing calculation used for each.
 2. Preliminary details, including sections, for LID treatment areas



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3. Include stormwater treatment for both on-site and off-site areas proposed to meet Municipal Regional Permit C.3 requirements and the City's Green Infrastructure Ordinance requirements.

D. Off-site improvements:

- Locations, names, and widths of existing and proposed rights of way
- Locations and dimensions (including radii as appropriate) of curbs, gutter, and sidewalk, driveways, driveways on opposite street frontages, curb extensions (bulb-outs), planned bike lanes, ADA curb ramps, crosswalks, median island and median island openings, bus stops
- Locations and dimension of sidewalk planters, street trees, utility poles, electroliers, traffic signs/signals
- Utility systems including all existing infrastructure and new infrastructure proposed to serve the site.
 1. See lists above for specific items required for each City utility system.
 2. Additionally provide information for existing and proposed dry utility mains and services within the project frontage. For overhead lines, include information extending to next pole outside of the project site or frontage.
- Cross-sections of the full right of way for all existing and proposed streets and driveways
- Striping plan (lane layout for traffic flow and circulation)

HOUSING INFORMATION

- [Affordable Housing Plan](#)
 1. Include all the required information in the applicable [Affordable Housing Plan Checklist\(s\)](#) (See Checklists #1-4 in the Appendix A of the [Affordable Housing Program Guidelines](#)).
 2. See the [Affordable Housing Program Guidelines](#) for additional information.
 3. An Affordable Housing Plan is not required for projects that are only paying an affordable housing impact fee and/or are exempt from the Affordable Housing Ordinance.
- [Unit Replacement and Relocation Form](#) if any housing unit (permitted or unpermitted) has been on the site within 5 years prior to submitting of this application and is proposed to be or has been demolished
- Letter of intent for [State Density Bonus \(SDB\)](#), *(if requested)*
 1. The Letter of Intent for SDBL must include all the required information in the [State Density Bonus Law Checklist](#) (See Checklist #5 in [Appendix A](#) of the [Affordable Housing Program Guidelines](#)).
 2. See [Article 32.19](#) and Chapter 1 of the [Affordable Housing Program Guidelines](#) for additional information.
- [Streamlined Housing Eligibility Checklist \(SB-35\)](#) *(if requested)*
- [Pre-Application Form \(SB-330\)](#) *(if requested)*



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REPORTS AND STUDIES

- Title Report issued within past 6 months and reflects current ownership. If applicant is different from owner, provide a letter of authorization
 1. All recorded documents referenced in the title report shall be included.
 2. Written narrative clarifying how all exceptions listed in the title report will be resolved.
 - Tree Survey/ Arborist Report
 - Soils Report / Geotechnical Report
 - [Historic Resources Report](#)
 - Phase I/II Environmental Site Assessment
 - Recology Trash Collection Service Approval
 - [Transportation Analysis Report](#); consult with the City staff on the report scope early in the process.
- Utilities Report
- Water Analysis based on [Attachment Q](#)
 1. Proposed and existing net domestic water demand
 2. Recycled water demand
 3. Fire Water demand based on available fire flow data provided by Engineering and Fire Department Requirements
 - Sewer Demand based on [Attachment L](#)
 1. Proposed and existing net sewer demand
 2. Comparison to existing pipe capacity serving the parcel and downstream of the site as directed by City staff.
 - Stormwater Management Plan, including:
 1. Compliance with Provision C.3 of the Municipal Regional Permit
 - Parking management plan (if applicable; for projects with tandem, valet, stacker, shared-use parking).
 - Transportation Demand Management (TDM) Plan in accordance with Chapter 48 of Muni Code; submit a draft plan with plan set. Final TDM plan is required prior to issuance of certificate of occupancy.
 - Safety Compatibility Evaluation: All projects located within an ALUCP Safety Compatibility Zone shall determine if the proposed land use is compatible with the Safety Compatibility Land Use Criteria as noted in ALUCP Safety Compatibility Policy 1 — Evaluating Safety Compatibility for New Development



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2. Compliance with GI Ordinance
3. Compliance with Drainage Guidelines for [Residential](#) or [Commercial Development](#)
4. NPDES Checklists per Attachment [R1](#) and [R2](#)

REQUIREMENTS POST PROJECT COMPLETION

The following information is required to be provided prior to acting on a project (planning entitlement), but can be submitted after the application has been deemed complete:

- Colors and Materials Board (11" x 17" max) – required prior to consideration by the Architectural Advisory Committee hearing

Environmental Reports (associated with the proposal)

- Hazardous Materials (additional studies identified in Phase I/II reports)
- Air Quality
- Biology
- Noise Assessment
- Traffic Analysis (VMT)
- Infill Housing CEQA Exemption (AB 130) (*if requested*)
 1. Provide a written justification and supporting evidence confirming that the project is eligible and meets state law provisions
 2. Relocation Plan (if applicable)