



## MODIFICATION

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A Modification is a minor change to an approved or existing project.

The Community Development Director may approve Modifications related to small revisions to architectural details, floor plans, parking lot layouts, shopping center building pad locations, Planned Sign Programs, and changes because of new information during the preparation of the plans.

The original approval body must approve Modifications involving new exterior designs and/or substantive changes in floor plan sizes, revisions to street alignments, and substantial revisions in building locations or site layout.

Major changes, such as total redesign, require submittal of a new development application.

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### APPLICATION FEES

(Fees are valid from July 1 through June 30. New application fees are updated July 1 of every year.)

#### **Filing Fee**

- |                                  |   |
|----------------------------------|---|
| <input type="checkbox"/> \$1,548 | For staff level review of an application.         |
| <input type="checkbox"/> \$3,099 | For staff level major modification.               |
| <input type="checkbox"/> \$5,547 | For Planning Commission review of an application. |

#### **Environmental Assessment**

- |                                  |                                |
|----------------------------------|--------------------------------|
| <input type="checkbox"/> \$469   | Notice of Exemption            |
| <input type="checkbox"/> \$3,110 | Negative Declaration           |
| <input type="checkbox"/> \$6,223 | Mitigated Negative Declaration |

#### **Intake/Records Maintenance Fee**

- |                                |       |
|--------------------------------|-------|
| <input type="checkbox"/> \$70  | Minor |
| <input type="checkbox"/> \$143 | Major |

### SUBMITTAL REQUIREMENTS

**Note:** The completed master planning application and application fees shall be submitted at the time the application is filed. Project submittals that do not include the application, fees or submittal checklist items will not be accepted. All full size plans (24"x36") listed below shall be folded no larger than 9" x 12".

- Initial Study**  
The Initial Study form shall be completed and submitted with the application. Specific applications requiring additional environmental review may require a Notice of Exemption, Negative Declaration, or Mitigated Negative Declaration. A separate \$50.00 check, made payable to Solano County, shall be included for the County Clerk processing fee. Additional environmental fees not listed here may be required by the California Department of Fish and Wildlife.

**Detailed Project Description**

A detailed written description shall be submitted with the application. At a minimum, the description shall include the following information: building square footage, lot size, number of employees, hours of operation, products made or sold, services performed, special equipment used, and parking requirements.

**Site Plans**

Ten (10) full size copies of an accurately drawn plan (minimum scale 1" = 10') are required. An alternate scale may be approved depending on plan legibility and area of the site. Plans shall delineate the following:

1. Site/Project Information (i.e. Zoning, Assessor's Parcel Number(s), site area, building square footage, code-required parking ratios for all uses, building setbacks, types of uses, building height).
2. All property lines with dimensions.
3. Locations of all existing or proposed structures, with dimensions of all wall lines and distances to nearest property lines noted.
4. Existing frontage improvements (curbs, sidewalks, edge of paving, sewer and water mains and laterals, etc.).
5. Adjoining streets (names, location), including driveway locations at adjoining properties.
6. Existing or proposed driveways, parking, and service areas, fully dimensioned and labeled, including compact spaces.
7. Locations, dimensions, and use of any outdoor activity areas.
8. Location and type of existing and proposed fencing.

**Preliminary Landscape Plan**

The preliminary landscape plan may be incorporated into the site plan. Ten (10) full size copies of a preliminary landscape plans are required showing the following:

1. All proposed parking lot trees demonstrating compliance with the 50% shading requirement.
2. Lawn and landscape areas demonstrating compliance with the Water Efficient Landscape Regulations in effect at the time the application is submitted.
3. Existing trees including species, trunk size, location, and grade and whether they are to be retained or removed. Any large trees on adjacent properties which are within 50 feet of the project site must also be shown.
4. Relationship of proposed landscaping to any building signage, whether existing or proposed.
5. Slopes.
6. Parking lot and street lighting plans showing coordination with proposed landscaping.

**Exterior Elevations and Floor Plans**

Ten (10) full size copies of accurately drawn elevations and floor plans (minimum scale of 1/8" = 1') are required. All sides of each structure shall be shown, noting materials, treatment, colors, and details, including signage.

**Sample Board**

A sample board shall be submitted with samples of the following (catalog cuts, paint swatches, and small tile samples are sufficient):

1. Exterior siding materials.
2. Roof samples (not required for flat roof).
3. Paint chips for all exterior painted surfaces.
4. Glazing (if other than clear).

**Electronic Copies**

Digital (PDF/Word) copies of all submittal items shall be included with the application.

**Mailing Notice Requirements**

A mailing list and adhesive labels of property owners and site occupants within **300 ft. or 600 ft.** of the project site shall be submitted with the application. The list shall include the names, addresses and Assessor's Parcel Number of property owners and existing residents/tenant. Verification of accuracy of the list shall be the responsibility of the applicant. The list shall be certified by a title insurance company as being from the most recent County tax roll. The submittal shall include base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property shall be outlined in red and noted as the subject parcel(s). An additional red line shall be drawn at a radius specified above.

**Posting of On-Site Signage (for items going to Planning Commission and/or City Council)**

At least ten (10) calendar days before the scheduled public hearing, the project site shall be posted by the applicant, to the satisfaction of the Director, with one or more signs describing the project and advertising the public hearing(s). The sign(s) shall be visible from an adjacent street or other public right-of-way and placed on the site in a location determined by planning staff. Photo documentation shall be sent to the project planner at least ten (10) calendar days before the scheduled public hearing. Failure to do so may result in the postponement of the hearing.

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**DEVELOPMENT ENGINEERING SUBMITTAL REQUIREMENTS**

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**Grading Information**

Ten (10) full size copies of Preliminary Grading Plan – Show existing and proposed grading for the project site. For projects with significant grade differences, include cross sections. Show Project Post-Best Management Practices of cleaning storm water before it goes into the public system. All existing trees with elevations and identified protection zones. Location and elevations of proposed retaining walls (including bottom of wall and top of wall).

**Utility Information**

Ten (10) full size copies of Preliminary Utility Plan – Show (1) all service connections and connections to existing utilities and (2) all proposed layouts of future utilities.

**Topographic Boundary Survey**

Ten (10) full size copies of Topography Boundary Survey (Topo Map) of entire site and outside areas as needed – Illustrate the project's property boundaries, existing easements, along adjacent properties and street improvements, both sides of the street (including right-of-way) and 100 feet on either side of the project boundaries. This should include striping, driveways and curbs, and dimensions of street widths.

**Supplemental Studies**

One (1) copy of supplemental studies (will be determined at pre-application/completeness review) – May include, but not limited to, a Preliminary Drainage Study, Preliminary Water System Analysis, Traffic Report, Preliminary Sewer System Analysis, or Soils Report.

**Title Report**

One (1) copy of Title Report – Include up-to-date information on all easements on the subject property. Title reports can be obtained from any Escrow and/or Title Company.