

DESIGN REVIEW AND DEVELOPMENT STANDARDS CHECKLIST FOR SB 35 HOUSING DEVELOPMENT PROJECTS

On January 1, 2018 Senate Bill 35 (SB 35) became state law and established a streamlined and ministerial approval process for qualified multifamily housing development projects. Eligible projects shall comply with objective planning standards, provide specified levels of affordable housing, and meet other specified requirements, as detailed below. The California State Department of Housing and Community Development has determined Pleasanton is subject to streamlined application process under Government Code 65913.4.

An applicant shall submit a notice of intent in the form of a preliminary application that includes all the information described in Government Code Section 65941.1 prior to submitting a SB 35 application. The City of Pleasanton (City) must then notify California Native American tribes traditionally and culturally affiliated with the area of the site to determine if they wish to engage in a scoping consultation. An SB 35 application cannot be made until the notice and scoping consultation is complete and either an agreement is reached or no tribe elects to participate in a scoping consultation. The preliminary application form can be found on the City's website.

REVIEW PROCESS OVERVIEW

SB 35 standard applications are reviewed to determine if the application qualifies as a Streamlined Housing Development within 60 days after application submittal for projects of 150 or fewer units, or within 90 days for larger projects. Applications not eligible for Streamlined Housing Development processing will be denied. If the project can be redesigned to be eligible for SB 35 processing, the applicant may re-submit the application, subject to review within 60 days after re-submittal for projects of 150 or fewer units, or within 90 days for larger projects. Alternatively, the applicant may elect to re-submit the application under one of the City's standard procedures.

Eligible Streamlined Housing Development applications are ministerially reviewed within 90 days after application submittal for projects of 150 or fewer units, or within 180 days for larger projects.

SUBMITTAL REQUIREMENTS

Following is a list of plans and documents required for a complete application. All documents, reports and plans must be uploaded to the Planning Division through the [Electronic Planning Submittal](#).

- Application and Fees:** An Application for Development Review form can be obtained online at www.pleasantonpermits.com or from the Planning Division at 200 Old Bernal Avenue. The property owner shall sign the application form or provide a written letter of authorization upon submittal. The application fees, as stated in the City's Master Fee Schedule and updated each calendar year, is due at the time of submittal.
- SB 35 Eligibility Checklist:** A SB 35 Eligibility Checklist form can be obtained online at www.pleasantonpermits.com or from the Planning Division at 200 Old Bernal Avenue. The

property owner shall sign the application form or provide a written letter of authorization upon submittal.

- SB 35 Supplemental Application:** A SB 35 Supplemental Application form can be obtained online at www.pleasantonpermits.com or from the Planning Division at 200 Old Bernal Avenue. The property owner shall sign the application form or provide a written letter of authorization upon submittal.
- Photographs:** Submit photographs of the existing site conditions and neighboring properties.
- Project Narrative:** The narrative needs to state in detail all elements of the project, including but not limited to the size/area of the project site, size and number of all proposed buildings, size and number of proposed dwelling units and/or amount of non-residential square footage, unique characteristics of the proposal, etc.
- Environmental Assessment:** Complete the *Initial Environmental Assessment* form, which can be found on the City's webpage at:
<https://www.cityofpleasantonca.gov/civicax/filebank/blobdload.aspx?BlobID=23786>.
- Neighborhood Context:** Show project in the context to its surroundings by providing:
 - a. Streetscape elevations, photographs, and/or sections showing the proposed project and adjacent properties on each side of the property, including street trees.
 - b. Photo-simulations from a bird's eye view and street-level view perspective showing existing neighborhood context.
 - c. Massing model showing the proposed project and surrounding buildings (applicable to projects proposing 10 or more units). Massing model may be a physical model or three-dimensional digital model.
- Preliminary Title Report:** Provide one digital copy of a current (dated within six months of application date) preliminary title report for any project that involves the construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities and accessory structures. Include all recorded easements and restrictions.
- Tentative Map, Parcel Map or Lot Line Adjustments:** See separate handouts, available on the City's webpage at:
<http://www.cityofpleasantonca.gov/gov/depts/cd/permit/process/planning.asp>
- Soils Report, Geologic Report, and/or Geotechnical Study:** Provide digital copy of reports and studies, which shall be prepared by a registered civil engineer and/or a registered geologist.
- Stormwater Documents:** Projects creating or replacing 2,500 square feet or more of impervious surface will need to comply with the Impervious Surface/Stormwater Submittal Requirements from the Engineering Department. The required forms, submittal requirements and additional information can be obtained on the City's webpage at:
<http://www.cityofpleasantonca.gov/gov/depts/engineering/stormwater.asp>
- Water and Sewer Study:** Projects proposing ten or more residential units, or 25,000 square feet or more of non-residential space shall submit a water and sewer study to determine if sufficient capacity is available to serve the project.
- Arborist Report and Tree Survey:** Provide digital copy of the tree survey and arborist report. A survey of the existing trees on the site with a trunk diameter of six inches or greater, including size, species, and indication of which trees are to be removed, note all "heritage" trees, with accurate trunk and drip lines noted. The survey shall be accompanied by a tree report prepared by a City-approved Arborist. A list of City-approved Arborists can be obtained on the City's

webpage at: <http://www.cityofpleasantonca.gov/resident/trees.asp>. All trees need to be labeled by number and tagged on-site per ISA standards. More information can be found via the City's website under the Landscape Architect Division webpage.

- Traffic Analysis:** Projects proposing ten or more residential units shall submit a traffic impact analysis prepared by a certified traffic engineer that demonstrates compliance with General Plan standards, prepared by the City's consultant at the expense of the applicant.
- Sustainability Checklist:** A completed LEED or GreenPoint checklist applicable to your project will be required. Green building measures are required to be submitted for new single-family residential construction 2,000 square feet or more in size or new commercial construction 20,000 square feet or more in size. The City's Green Building requirements apply to all multi-family residential projects of any size of number of units.
- Colors and Materials Board:** Submit a board to illustrate the colors and materials to be used on the project. Include samples of actual colors and materials on 8" x 11" foam board to be retained by the City as part of the permanent file.
- Story Pole or Ground Staking:** Submit a story pole or ground staking plan (certified by a California Licensed Surveyor or Civil Engineer) showing the layout, height and location of all proposed structures, a minimum of 14 days prior to the first public hearing. Submit photographs of the story poles from the most visible public vantage points and surrounding residences. If story poles are infeasible, applicant and staff shall agree to an alternative measure.
- Historic Resource Evaluation and Survey:** A historic resource survey and evaluation consisting of a property assessment and evaluation shall be provided if a structure more than 50 years old is proposed to be demolished or significantly altered as a result of the proposed project. "Demolition" or "significantly altered" is defined as the removal of the front façade or the most visible façade from the street, or changes to the roof and roof line. The front or most visible façade shall be considered the forwardmost ten feet of the structure and roof/roofline. The assessment and evaluation shall be completed at the applicant's expense by a qualified individual or firm as determined by the City and shall include a map and photo, description of the physical characteristics of the resource, approximate date of construction, architectural style, other design aspects, size and dimensions, type and quality of materials, type and approximate date of exterior alterations, physical condition, historic context, character defining features, historic significance, historic integrity, and degree and result of impact if alterations are proposed. In addition, the survey and evaluation shall include State of California Department of Parks forms (DPR) DPR 523A and DPR 523B and shall indicate the level of historical significance by including the California Historical Resource Status Code and supporting documentation for the selected criterion.
- One digital copy in PDF format of the following plan types. Hard copy plan sets may be required prior to each public hearing:**
 - a. **Site Plan:** An exhibit clearly showing the dimensions and location of all streets, on-street and off-street parking, buildings, and other structures and, where applicable, bicycle paths and trails. The site plan shall include lot lines, boundary lines, required and proposed setbacks, easements, a north arrow, written scale, and graphic (bar) scale. All existing and proposed medians, median openings, adjoining driveways, and existing trees shall also be indicated on the site plan. Topographic information may also be provided on this sheet or as a separate sheet. For most projects the site plan and documentation of existing features should be based on a survey prepared by a qualified and licensed professional.
 - b. **Project Data:** Every plan set shall have a table identifying:

- i. Square footage of existing impervious surfacing to be removed and proposed impervious surfacing, accompanied by the percentage of impervious surfacing compared to the total lot size. Impervious surfacing includes: building footprint(s), parking areas, streets and sidewalks, driveways, and other hardscaped areas (such as sport courts).
 - ii. Square footage and percentage of the total lot size of building coverage, with areas used for parking itemized separately.
 - iii. Existing and proposed zoning, APN, vehicular parking for both commercial and residential uses (number required and proposed) and bike parking spaces (number required and proposed).
 - iv. A calculation of the standard density and population density of the development for residential development.
- c. Floor Plans: Dimensioned floor plans shall include gross floor area of each floor and total floor area. Residential projects shall show the location and types of dwelling units (all model types), use of spaces, and provide an indication of the number of bedrooms per unit. Also provide existing floor plans with demolition details/proposed changes (if applicable).
 - d. Exterior Elevations: Plans showing the detailed appearance of all proposed construction (include all sides of the buildings and provided colored and black/white elevations). Dimensions, heights, colors, materials, lighting, and special architectural features (all windows, doors, eaves, skylights, chimneys, rain-water leaders, vents, roof equipment and screens, wall vents/louvers associated with mechanical ventilation, etc.) shall be shown on the elevations. If any existing buildings are to remain, provide elevations of all sides of the existing buildings. Commercial projects shall provide a conceptual sign program.
 - e. Building Sections: Provide illustrative wall sections from parapet to foundation showing foundation, wall, windows and doors, parapet, cornice, eave roof (drawing should be a minimum $\frac{1}{2}'' = 1'$ scale). Include measurements from adjacent grade and top of curb to wall plate(s).
 - f. Schematic Details: Provide schematic architectural details showing how adjacent materials connect (e.g., siding to windows, siding to eave/soffit, etc.) and how attachments connect to the building (e.g., railings and awnings).
 - g. Roof Plans: Provide a roof plan for each structure indicating the ridges, valleys, gutters, roof pitches, etc. Show all heating, ventilation, air conditioning (HVAC) units, if located on the roof. Provide unit details, height, and distance from parapet or equipment screen, along with a line-of-sight diagram that demonstrates the unit is not visible from the public right-of-way. Provide HVAC equipment screen location and details (if applicable). Show the location and mounting detail(s) of photovoltaic panels, if proposed.
 - h. Parking Layout and Circulation: Provide a fully dimensioned parking plan and required number of vehicular and bicycle parking spaces, including a calculation of required and/or proposed parking ratios. Include accessible parking and loading areas, main points of entry and exit traffic flow, and a vehicular and pedestrian circulation plan. This information may be included on the site plan in-lieu of a separate plan sheet.
 - i. Emergency Vehicle Access Plan: Provide a fully dimensioned emergency vehicle access plan showing fire engine turnarounds, road width, road material, slope and vertical clearance.
 - j. Lighting Plan: Provide photometric drawing, including foot-candle measurements several feet beyond the property lines; catalog cut sheets of proposed exterior fixtures.

- k. Landscape Plan: A plan detailing the project's existing and proposed landscaping. The plan shall indicate the location, spacing, species (botanical and common names), and container sizes of all proposed trees, shrubs, and groundcover. Plans must clearly indicate all existing trees and vegetation to be preserved and/or removed, including trunk diameter and species, and be keyed to an arborist report if provided.
 - i. Provide concept sections and elevations drawings of all landscape architectural features such as walls, fences, lighting, paving types (and patterns), arbors, benches, and other like features showing scale, form, materials, and colors. Include trash enclosures, bicycle enclosures, etc. (shall be screened with landscaping).
 - ii. Show the location of backflow preventers, electrical utilities, and ground-mounted HVAC units.
 - iii. New construction projects with a total landscape area greater than 500 square feet or rehabilitations of existing landscape with a total landscape area greater than 2,500 square will need to comply with the City's Water Efficient Landscape Ordinance (WELo) and Bay Friendly Basics Landscape Checklist. More information can be obtained on the City's webpage at: <http://www.cityofpleasantonca.gov/resident/trees.asp>
- l. Conceptual Grading and Drainage Plan: A plan showing the existing and proposed grades from existing City benchmark, and the depths of all cuts and fills; estimated cut and fill quantities and whether the site will balance; drainage information; any retaining wall information (including height and materials), building pad elevations and finished floor elevations. Contour lines should be carried a minimum of 50-feet beyond the project boundaries on both the grading plan and the topographic map. Grading cross-sections may be needed for certain projects (e.g., hillside development).
- m. Slope Classification: A map showing the lands with < 10%, 10-25% and > 25% slopes. A development profile may be required by the Director of Community Development.
- n. Conceptual Utility Plan: Show underground utilities (sewer, gas, electric, water); location of backflow preventers, aboveground electrical utilities, boxes, transformers, meter mains, fire standpipes, etc.; overhead utilities, location of existing joint poles. Plans should indicate any utilities to be removed and/or services placed underground.
- o. Street Improvement Plan: Plans indicating the proposed street improvements. The plans need to contain dimensions and detail to show right-of-way and pavement widths, street grades, indications if they are public or private streets, and all proposed frontage improvements on existing and proposed streets; provide a typical street section for each type of street being proposed. All street improvements shall conform to City standards.
- p. Noise Study: Provide a noise study showing compliance with General Plan and zoning Code standards, prepared by a qualified individual or firm as determined by the City.
- q. Health Risk Assessment and Air Quality Analysis: Provide health risk assessment and air quality analysis consistent with Bay Area Air Quality Management District screening thresholds and criteria. https://www.baaqmd.gov/~/media/files/planning-and-research/ceqa/tools/2020_02_20-screening-approach-flow-chart-pdf.pdf?la=en
- r. Solar Access / Shadow Study: Provide a solar access and shadow study showing the existing structures and proposed project depicting the "worst case" shade and shadow effects in morning and afternoon periods on abutting properties that would result from the proposed development.