



**CITY OF SAN RAMON**  
Planning Services Division  
7000 Bollinger Canyon Road  
San Ramon, CA 94583  
Telephone: 925.973.2560 Fax: 925.830.0100

## **DEVELOPMENT PLAN CONCEPTUAL REVIEW SUBMITTAL REQUIREMENTS**

### **Purpose:**

The Conceptual Review process is intended to serve as an initial screening of a project concept and not a detailed review of a development proposal. The value of the process is in the feedback provided by the Planning Commission and Staff that allows the applicant to make an informed decision regarding potential revisions to their project based on the comments received. The Planning Commission's feedback is non-binding and no formal or final decisions are issued for a Conceptual Review. Formal applications for the necessary development applications must be subsequently submitted if an applicant wishes to proceed with their project.

The following items are required for a Development Plan Conceptual Review application. Please review this list with the Planning Services Division to confirm project specific requirements and to determine if additional information is required.

### **Required Plan Submittal:**

- **Plan Sets:**
  - Three (3) sets of full sized plans (24 in. x 36 in.) collated and folded to 8-1/2 in. x 11 in.;
  - Ten (10) sets of reduced plans (11 in. x 17 in.); and
  - One (1) set of reduced plans (8-1/2 in. x 11 in.)
- **Digital Set:** One (1) copy of the submitted plan set in pdf format and photos
- **Scale:** Drawn to a scale of at least 1/8 in. = 1 ft. for architectural plans and 1 in. = 40 ft. for engineering plans
- **All Plans:** Fully dimensioned and include a north arrow, graphic scale, site address, and date

### **Submittal Requirements:**

- 1. Application Form.** Include signature(s) and/or letter of authorization from the legal property owner(s) and applicant.
- 2. Planning Application Fee.** See the Planning Services Fee Schedule. We accept cash, credit cards (Visa, MasterCard, and American Express) or checks (make check payable to City of San Ramon).
- 3. Copyright Release Form.** Completed and signed

- **4. Title Report.** A Title Report prepared by a title company within the last 3 months prior to filing the application.
- **5. Meeting Noticing List and Mailing Labels.** A 300 ft. radius property owner mailing is required for a Conceptual Review application. In most cases, the Applicant will pay for the City to prepare the meeting noticing list.
- **6. Written Statement.** Describe in detail the characteristics of the proposed Project including:
  - a) Current use of the site;
  - b) Proposed project description and including goals and objectives;
  - c) Design philosophy, why the project is being proposed as designed? What issues were considered? Why?
  - d) How does the proposed project comply with the development standards and City land use and zoning policies?;
  - e) Identify any unique project features and/ or site conditions; and
  - f) Any other relevant information.
- **7. Site Plan.** Plan shall be fully dimensioned and drawn at a minimum scale of 1 in. = 40 ft. and shall include the following:
  - a) Vicinity Map: Show the location and boundaries of the project and adjacent streets (may be on the cover sheet).
  - b) Legal boundaries: Indicate the dimensions of the legal boundaries of the property, including easements and right-of-ways.
  - c) Buildings, Structures and Parking areas: Include the boundaries and identify all use of all existing and proposed buildings and structures.
  - d) Site Circulation: Provide a diagram of the proposed vehicle and pedestrian site circulation. Identify connection points to the public right of way and adjacent properties as applicable.
  - e) Parking Summary Table: Include a table which calculates the following:
    - i. *Parking Spaces Provided:* Indicate the total number of existing and proposed parking spaces by type (standard space and handicapped)
    - ii. *Parking Spaces Required:* Indicate the total number of parking spaces required.
  - f) Land Use: Indicate land uses proposed. Show the type, amount, and location. Show also adjacent land use, including their general location.
  - g) Coverages: Indicate tabulation of building, landscaping, open space, and paving.

- 8. Massing Studies:** Include a basic massing study that shows the outline of existing and proposed structures. The Study shall also include proportion of the proposed project within the context of the development on surrounding properties. The study should not include detailed architectural renderings, but may include sections to explain the vertical and horizontal separation within the project design.
- 9. Architectural Style Precedents:** Include some examples/photos of architectural styles that the Applicant feels would be appropriate for their Project. Also identify general design themes the Project is proposing
- 10. Photos.** Photos of the site.
- 11. Additional Items.** Depending upon the specific nature of the request, the Zoning Administrator may waive submittal requirements not applicable to an application or may require additional information to process an application.

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