



# City of Emeryville

INCORPORATED 1896

1333 Park Avenue

Emeryville, California 94608-3517

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## **GENERAL PLANNING APPLICATION CHECKLIST (Updated May 6, 2026)**

Applicant Name: \_\_\_\_\_

Applicant Phone Number and Email: \_\_\_\_\_

### **ALL APPLICATIONS**

- Completed Planning Application Form
  - Applicant signature required.
  - Property owner signature required.
  
- Payment
  - Cash, check, or card. Make checks payable to “City of Emeryville.” *A 3% non-refundable service fee will be assessed on all credit and debit card transactions.*
  
- Plans
  - PDF copy submitted to planner via email or file share.
  
- Preliminary Building Fee Calculation Form.
  
- If application requires Cost Recovery, a signed [Cost Recovery Form](#).
  
- Survey. The survey must be stamped and signed by a surveyor licensed in the State of California and include:
  - All property lines and their dimensions.
  - All easements and their dimensions.
  - All existing buildings on the subject properties.
  - The locations of all buildings on adjacent properties within 5 feet of the property line.
  - The adjacent public right-of-way including curb cuts.
  
- Completed [Environmental Information Form](#)
  
- For any projects with a change in use or new use provide clearance from the Alameda County Department of Environmental Health, Department of Toxic Substances Control, or the California State Water Resources Control Board.

- For all projects that include 10 or more residential units and/or 5,000 square feet of additional non-residential square footage:
  - Submit a traffic report and incorporate recommendations into the project to improve site circulation, safety, and minimize impacts.
  - Submit a Site Security Plan for projects that include parking garages with 15 or more spaces.

### **ALL PLANS**

- Number, title, and date all sheets.
- Scale all plans.
- Clearly label and show all existing and proposed features.
- Title Page. Include:
  - Project name.
  - Project address/addresses and Assessor Parcel Number/s
  - Architect and landscape architect.
  - Date of plans.
  - Map of project location including adjacent street names.
- Current color photographs of existing site and elevations.
  - Include photos from all sides of the existing buildings and all areas of the project site thoroughly showing existing conditions.
  - Include photos from the public right of way (not from Google Streetview or other online resources).
  - Label all photos: explain what is shown in the photo.
  - Date all photos with the date the photos were taken.
- Fire Requirements:
  - Provide fire water flow requirements.
  - Provide location of fire protection and detection equipment.
  - Include an egress plan.
  - Include location of Fire Department connections and emergency access lock boxes.
  - Include location of existing and proposed fire hydrants. Include distance in feet from fire hydrants to the proposed Fire Department Connection locations. Distances may not exceed 100 feet.

- Building Requirements:
  - Provide Building Code Date, include:
    - Type of construction, Number of stories, Building Height, and Occupancies.
  - Provide an Allowable Area Analysis.
  - Provide a Means of Egress Analysis.
  - Provide a parking count with the required number of accessible parking spaces and electric vehicle charging stations (EVCS). Include EVCS information.
  - Provide a Site Plan and clearly identify all building setbacks
  - Provide a roof plan with the location of proposed solar
  - A preliminary review by the Building Division is required to assess project-specific items

## **DESIGN REVIEW AND USE PERMITS**

- Provide Both Existing and Proposed Site Plans:
  - Show slope contours, grading, and retaining walls.
  - Dimension all building, features, property lines, setbacks, and easements.
  - Outlines of structures (roof plan) on adjacent property within 20 feet of the property line.
  - Location of all existing and proposed buildings and structures on site with building line and roof overhangs.
  - Streets, driveways, curb cuts, parking and circulation for motor vehicles, bicycles, and pedestrians.
  - Trash enclosures, signs, laundry, and other accessory buildings, fences, walls, utility meters, transformers, utility boxes, utility poles, etc.
- Off-Street Parking and Loading Plans:
  - Tabulation of floor areas and required ranges for vehicular, short-term bicycle, and long-term bicycle parking.
  - Location, number, and dimensions of vehicular, short-term bicycle, and long-term bicycle parking spaces, loading docks and aisles.
  - For bicycle parking: include rack/locker product information and dimensions.
  - Internal circulation system.
- Discards Plan:
  - A discards plan approved by the Environmental Division of the Public Works Department using the:
    - [Space Guidelines for Recycling, Organics and Refuse Services](#) for Designers of Multifamily & Commercial Buildings produced by Stop Waste; and
    - City of Emeryville [Requirements for Discards Collection Plans](#)
- Floor Plans:
  - Label all uses and rooms.
    - Include the square footages of each use.
    - For projects that include existing buildings, include existing and proposed floor plans. Provide room dimensions.

- For projects that must comply with the [Family-Friendly Design Guidelines](#), include floor plans demonstrating how the guidelines are met.
- Show all common and private open spaces: Include boxes demonstrating required minimum dimensions.
  - Dimension all proposed spaces and label the square footages.
  - Include a summary table of all common and private open spaces.

Landscaping Plans:

- Demonstrate that the required amount of landscaping is providing by providing the dimensions and square footage measurements of all landscaped areas.
- Provide a table that provides the name of each proposed plant, the plant’s size at installation, the water requirement per WUCOLS IV, the quantity of plants being planted, and an image of what the plant looks like.
- Use symbols and colors to demonstrate the proposed locations of all plants and ground coverings (including mulch, rock, etc.) If existing landscaping is to remain, clearly label all areas as “existing” and “proposed.”
- Provide all WELO ([Water Efficient Landscaping Ordinance](#)) information:
  - Not required for landscaping of less than 500 square feet.
  - Small: landscapes of 500 – 2,499 square feet. See City of Emeryville Water Efficient Landscape [Requirements for Small Landscapes](#).
  - Large: landscapes of 2,500 square feet or more. See City of Emeryville Water Efficient Landscape Performance [Requirements for Larger Landscaping](#).
- Existing trees:
  - Include species, variety, and size.
  - Label those to remain and those to be removed. Trees in the public right-of-way require a Tree Removal Permit, which requires Planning Commission Approval.
  - Show trees on adjacent properties within 20 feet of property line (include species, variety and size).
  - Include arborist report of all on-site trees and street tree to be removed or potentially impacted by construction.
- Show grading details (existing and proposed) including contours, if appropriate, curb elevations and spot elevations.
- Summary table of the square footage of existing and proposed pervious and impervious surfaces.
- Include other outdoor features such as patios, pools, walkways, sculptures, etc.
- Preliminary C.3 Stormwater Plan
- Public right-of-way improvements: Include all dimensions and features for curb, gutter, sidewalk, streetlights, utilities, street tree and public right-of-way landscaping details and spacing as required by the Design Guidelines and/or area plans.

Color Elevations:

- Dimensions of all building structures and components (height, width, overhangs, etc.).
- Specify materials and dimensions of all façade, door and window treatments.
- Railings, stairways, ramps, etc.
- Trim, fascia, vents, gutters, downspouts.
- Soffits, roof overhangs, beams, eaves, posts, columns, trellises.

- Fences and trash enclosures.
- Exterior lighting: fixed, freestanding, circulation, security, landscaping.
- Roof top mechanical equipment (show hidden line for equipment and top of roof on elevations or section drawing of details of “screen” structure, if any).
- Utility meters, transformers and utility boxes.
- Include elevations that present the proposed project in context with the adjacent properties. Include dimensions for the height of existing/proposed buildings on adjacent properties and dimensions of the distance between all buildings and the property line.
- If Public Art is included as part of the project, clearly demonstrate installation areas and features.

Color Renderings:

- Clearly demonstrate at least two views from the public right-of-way and include buildings on adjacent properties for context.
- For larger projects include renderings that clearly show all elevations and context for the project with adjacent properties and nighttime renderings.

Color and Material Board:

- Include colors, material, and product information for all surfaces and features.

**FOR USE PERMITS**

All types:

- How the space will be used.
- List by use: estimated parking demand, range, and parking supplied.
- Loading requirements and traffic impacts.
- Why the use should be approved and any benefits it will bring to the surrounding area.
- Narrative: explain the concept of the project and how it is compatible with the neighborhood, including materials.

Residential:

- Number of units.
- Schedule of unit size by number of bedrooms and square feet.
- Range of sales prices or rents.

Non-Residential:

- Local or regional draw.
- Hours of operation.
- Number of employees.
  - Total associated with the project location.
  - Maximum number of employees on site; at what times.
- Estimated occupancy.
- Square feet of each use.

Bonuses: If applying for bonus points, list on a separate sheet proposed community benefits from Table 9-4.204(e) of the Planning Regulations.