



SITE PLAN REVIEW SUBMITTAL REQUIREMENTS CHECKLIST



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON CA 95202
www.stocktonca.gov/planning • (209) 937-8266 • planning@stocktonca.gov

Consistent with Stockton Municipal Code [§16.152](#), the Site Plan Review (SPR) process is intended to provide a review procedure for proposed development projects in order to ensure that site development concepts comply with applicable requirements before substantial time and money have been spent on construction drawings in order to expedite the building permit process. SPR is generally required for projects that require a building permit, and/or where a change in land use or business type is proposed.

GENERAL CHECKLIST REQUIREMENTS:

- ☐ 1. The Planning Application form must be completed. If the applicant is not the property owner, the property owner shall also sign the application form, or the property owner shall designate the applicant as the authorized agent to act on his or her behalf and sign for both and submit evidence of authorization.
- ☐ 2. Evidence of property ownership, e.g., deed, title report or insurance policy.
- ☐ 3. Plans:
 - ☐ a. Site plans (see Site Plan Requirements, below) and floor plans.
 - ☐ b. Other plans or drawings may be required depending on the complexity of the project.
- ☐ 4. For cellular facilities: photo simulations showing the existing conditions and proposed cellular facility.

SITE PLAN REQUIREMENTS:

The site plan need not contain final construction details. However, it should as accurately as possible show the entire property(ies) / project site, the location of existing and proposed on-site and off-site features and improvements, and their relationship to streets and alleys, property lines, and adjacent development where pertinent. The site plan should be legible, and its information organized so that it is readily understandable. Additional information may be necessary based on the specific circumstances of any particular application. In general, site plans shall be drawn at a scale sufficient to legibly display all content and prepared in accordance with the following checklist requirements:

- ☐ 1. Include the following information:
 - ☐ a. Assessor's Parcel Number and Property address
 - ☐ b. Gross & net area of property and square footage of existing and/or proposed buildings
 - ☐ c. Number of parking spaces (existing and/or proposed) and parking calculations showing comparison between parking required by Code and that proposed ([SMC Chapter 16.64](#)).
 - ☐ d. Number of seats in the facility (where applicable) [[SMC §16.64.040\(F\)](#)]
- ☐ 2. Scale, north arrow, and date.
- ☐ 3. If the proposed project is part of a larger development (such as a shopping center), plans shall be submitted showing the layout of buildings, driveways, and parking areas for the entire complex, showing how the proposal relates to the larger context.
- ☐ 4. Sufficient description & labeling to illustrate the intent of proposed development.
- ☐ 5. Identification of all multi-story construction (height and number of stories).

- ☐ 6. Label all important dimensions, including property lines, setbacks of all structures in relation to property lines, driveway widths and throat depth, parking stalls and other site features.
- ☐ 7. For projects with semi-truck access demand, show truck turn maneuvering on-site and off-site, entering / exiting driveway(s), including truck dimensions. Show the applicable truck turning template and turning angle template.
- ☐ 8. For projects involving redesign of existing development, the site plan must clearly show both the existing condition and proposed development changes.
- ☐ 9. Location and general description of proposed landscaping (i.e., tree, shrub, groundcover), and identify if certain landscaping is proposed to be used for stormwater treatment. Distinguish landscaped areas by shading or color.
 - ☐ a. Identify plazas, sidewalks, and other hardscape elements.
 - ☐ b. Identify and depict any amenities such as common areas, public open spaces, and recreation areas.
- ☐ 10. Size and location of trash enclosures.
- ☐ 11. Location and type of existing and/or proposed walls, fences, or screening, including height and material.
- ☐ 12. Names of adjacent streets. Locations of all existing and proposed driveways on the project site and the location of all driveways on adjacent properties and properties on the opposite side of all streets if no turn median restriction exists.
- ☐ 13. Show all new proposed free-standing signs on the site plan, and specify sign dimensions and height.
- ☐ 14. Show layout of existing and proposed parking spaces, drive aisles and proximity to driveways with pertinent dimensions.
- ☐ 15. If any portion of the site is within the 100-year or 200-year flood zone, or any floodway, depict flood zone / floodway boundaries on plan.

Utility requirements:

- ☐ 1. Location and size of existing and proposed utility infrastructure connections, including sewer, water, and storm drain lines in adjacent streets.

Submittal Requirements for Revised Plans, based on review comments for the original version

Submittal of revised plans shall include the following:

- ☐ 1. All changes shall be designated by deltas or clouds on the revised plans.
- ☐ 2. Notes describing all changes made to the plan, keyed to the deltas or clouds.
- ☐ 3. The date that the revisions were made.

ADDITIONAL SUBMITTAL REQUIREMENTS (may be needed based on project- or site-specific considerations):

Additional information, such as any of the following items, may be required based on further review of the Site Plan Review application:

- ☐ Water demand calculations may be required for major projects. Water demand calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.
- ☐ Wastewater capacity calculations may be required for major projects. Design calculations supporting all facility assumptions shall be land-use based and generated for total build out of the project.
- ☐ For major projects, identify and demonstrate the capacity of the downstream facilities expected to accommodate storm drainage flows from the proposed project area, where proposing to utilize downstream facilities for storm drainage (hydrology and hydraulic reports).
- ☐ Traffic Study or Trip Generation form The [Trip Generation form](#) is routinely requested when a proposed project could result in traffic volumes greater than those that have historically occurred or where the nearby street network is at or near capacity. A full Traffic Study is usually not needed, and would be requested under unique circumstances or for large development projects ([Traffic Impact Analysis Guidelines](#)).
- ☐ Site Access Analysis or Parking Analysis A Site Access Analysis may be requested where a proposed project would access arterial or collector streets. This would provide additional justification for proposed driveway(s) that may not be consistent with Code requirements. A Parking Analysis may be deemed necessary where there would be a large volume of employee trips, multiple work shifts per day, and/or substantial new development in a center with shared parking.
- ☐ Sight line diagrams / analysis (multi-story construction adjacent to residential)

Applicants are encouraged to consult the Zoning Regulations and/or Planning staff to determine the required setback areas, off-street parking, and other requirements relative to a particular zone or use. Although it is not required that site plans be professionally prepared, it is generally more expedient for the applicant to utilize the services of an architect, engineer, or building designer in preparing plans for review by City staff.



**GENERAL INFORMATION TO
SUPPLEMENT SITE PLAN REVIEW
FOR CONSIDERATION IN PREPARING
PLANS FOR SUBMISSION OF
BUILDING PERMIT APPLICATION**



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON CA 95202
www.stocktonca.gov/planning • (209) 937-8266 • planning@stocktonca.gov

COMMUNITY DEVELOPMENT DEPARTMENT – BUILDING (209.937.8561)

1. Building permit(s) required from the City of Stockton Building & Life Safety Division for new construction or any alterations to the existing building(s) or site, including but not limited to, new structures, changes to the layout or use of the building(s), changes to the layout or use of the site, and any changes to the building systems (mechanical, electrical, and plumbing). A Site Plan Review approval does not authorize construction or the use of the building/site until the appropriate building permits have been obtained. Please visit www.stocktonca.gov/building for additional information and submittal guidance.
2. Construction plans and supporting documents for the building permit submission shall be prepared by, and stamped and signed by, a California licensed architect or engineer. Stamping requirements apply to all disciplines including, but not limited to, civil, architectural, structural, mechanical, electrical, plumbing, and landscaping.
3. Any existing structures requiring demolition as part of the project require a separate demolition permit. Demolition permit requirements can be found on our website here:
https://www.stocktonca.gov/files/BLDG_0009.pdf
4. The project shall comply with, and document on the building permit construction drawings, the applicable accessibility requirements of the current edition of the California Building Code Chapters 11A/11B accordingly. It is the property owner's and business owner's responsibility to comply with other federal accessibility regulations not under the jurisdiction of the City of Stockton such as the Americans with Disabilities Act (ADA) or the Fair Housing Act (FHA), as applicable.
5. At time of building permit submittal, a complete set of landscape construction drawings shall be submitted documenting compliance with the State Mandated MWELO Program, including the requirements of water calculations for the entire project. The landscape construction drawings shall be in substantial conformance with the approved site design.

COMMUNITY DEVELOPMENT DEPARTMENT – ENGINEERING (209.937.8366)

6. Show all existing property corner pins / survey monuments and add a note on the construction plans stating: "Property pins / survey monuments shall be protected in place." Submit survey monument preservation acknowledgement [form](#) at time of building permit or off-site improvement plan application(s).
7. [SMC 12.04.040](#) requires that all existing curb, gutter, sidewalk, and driveways along a project site frontage of a public street that is broken or displaced vertically ¼" or more, or horizontally ½" or more, shall be replaced / repaired by the property owner as a condition of site development. If the site is lacking any of said frontage improvements, then construction of the lacking improvements would be required in conjunction with site development consistent with [SMC 16.72.110](#).

Engineered improvement design plans may need to be prepared in accordance with City Standard Specifications and Plans, and an Encroachment Permit per [SMC 16.72.125](#) shall be obtained, prior to construction of frontage improvements. Off-site improvement plans would be submitted to the Community Development Department, Planning and Engineering Division, for City approval. [Improvement plans for off-site improvements](#) are different than, and separate from, plans and drawings prepared for on-site development of private property.

8. If the project requires development across multiple parcels, a lot merger and/or lot line adjustment may be required. Structures cannot be constructed across property lines. Any infrastructure improvements (e.g., water, sewer, or storm drainage lines) crossing property lines shall have appropriate easements established and recorded on the subject parcels. Email submittal for Notice of Lot Merger application along with completed application checklist to CDDEngineering@stocktonca.gov. <https://www.stocktonca.gov/government/departments/permitCenter/enginBro.html>

MUNICIPAL UTILITIES DEPARTMENT (209.937.8436)

9. Provide a Stormwater Quality Control Plan at the time of building permit submittal (generally for residential development of ten (10) or more dwelling units, or for commercial / industrial development on sites of at least 5,000 square feet). Submittal plans should address the on-site stormwater treatment and how it is proposed to be handled.
https://www.stocktonca.gov/documents/bySC/Municipal_Uilities.html#:~:text=Stormwater_Quality_Control_Criteria_Plan_SWQCCP_2020.pdf
10. Provide Waste Discharge Identification ([WDID](#)) number for the State-approved Stormwater Pollution Prevention Plan ([SWPPP](#)) prior to building permit approval. The WDID number is required for development projects where at least one (1) acre of land area would be disturbed. The SWWWP would be required per the thresholds described under #9, above.

FIRE DEPARTMENT (209.937.8271)

11. Gated entrances will require a fire key switch (if automated), or a KNOX box will be required on the gate if it is key operated (manually openable).
12. Fire access lanes shall be minimum 20-feet in width. Where fire hydrants are required on the fire access lane, a 26-foot road width is required. If a building is 30-feet tall or higher, a 26-foot-wide fire access lane is required.
13. Prepare a fire truck turning template exhibit, including truck dimensions and site access / turning radii, emergency site access and on-site circulation consistent with City's Standard Specifications, as applicable.
14. Designation of fire lanes shall be clearly identified with red-painted curbing / striping and white stenciled lettering stating, "Fire Lane – No Parking."
15. Fire hydrant requirements shall apply for any project. Review will determine if a private fire hydrant system is required for the project or if public fire hydrants will need to be incorporated into the project.
16. Fire protection requirements shall apply to those projects that warrant the need for fire sprinkler systems, fire alarm and fire sprinkler monitoring systems, specialized fire protection systems, smoke and heat detection systems. leak detection systems, etc. Portable fire extinguishers are required to be installed in any building.
17. Building permits will be routed to the Fire Department for review and approval. Upon building permit submittal, a chemical inventory will be required for any building occupancy that will use and store hazardous materials.

18. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. A 12-inch address number will be required on the building or perimeter security fencing.
19. Deferred fire permit submittals are required for any fire protection systems (noted above).
20. Operational fire permits are required for those specific businesses that qualify. Operational fire permits are issued to the business / tenant / building owner upon time of building permit finals and Certificate of Occupancy issuance.