



DEVELOPMENT SERVICES - PLANNING
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CITY OF ELK GROVE

PLANNING SUBMITTAL REQUIREMENTS

1. INTRODUCTION

This document outlines the City of Elk Grove's minimum submittal requirements for the various City planning permits and entitlements. The Development Service Director may waive certain requirements on a case-by-case basis, dependent upon the unique nature of the project. The Development Service Director reserves the right to request additional information and/or materials not listed herein in order to effectively review the project under the policies and standards of the General Plan, applicable Specific Plan, Municipal Code (including zoning requirements), applicable Design Guidelines, and any other applicable Federal, State, or City policy, regulation, procedure, or requirement.

This document is organized into the following sections:

1. **Introduction** – This section provides a general overview to the City's submittal requirements.
2. **Basic Materials and Copies** – In this section, applicants will understand what basic materials are necessary for all applications, along with the number of required copies of the application materials.
3. **Plan Submittal Requirements** – This section identifies what specific application materials are required for the most common planning permits and entitlements.
4. **Definition and Description of Materials** – This section provides definitions or descriptions for each of the submittal materials used in this document, along with minimum qualifications (where necessary) for the materials.

Questions regarding these submittal requirements may be directed to the Planning Division at 916.478.2265 or at planner@elkgrovecity.org. Planning Front Counter is located at City Hall 1st Floor, 8401 Laguna Palms Way, Elk Grove CA 95758. Hours: 8 AM to 5 PM, Monday through Friday. Closed on major holidays.

2. BASIC MATERIALS AND COPIES

The following basic submittal requirements apply to all projects unless noted.

- A. **Application and Agreement** – All applications to the City for planning permits and entitlements shall be made on the City-provided application form, available at City Hall or online at www.elkgrovecity.org. The City-provided application and agreement shall be signed by both the applicant and all owners as shown on title. Applications with incomplete signatures will not be accepted by the City.
 - a. **All entitlements:** General Planning Application and Agreement Form
 - b. **Tree Permits:** City of Elk Grove Application for Tree Permit
 - c. **Temporary Use Permit:** Planning Application for Temporary Use Permit

- B. **Letter of Authorization** – For applications where the property owner is not the applicant, the property owner(s) must provide a Letter of Authorization specifically identifying the applicant as being authorized to file the application and represent the property owner(s) in all matters related to the application. A sample Letter of Authorization is provided with the City's application and agreement form; however, the City may accept approved equivalents.

- C. **Corporation Status** – Applicants shall provide printout(s) from the California Secretary of State's office documenting the status of all corporate entities involved in the application, including property owners, applicants, engineers, architects, and other consultants. The printout(s) shall be no more than 30 days old from the date application is made to the City.

- D. **Preliminary Title Report** – All applications, *except Design Reviews for Master Home Plans*, shall include a Preliminary Title Report no more than 60 days old from the date application is made to the City. The Preliminary Title Report shall specifically include Schedule B (Exceptions).

- E. **Environmental Assessment Questionnaire** – All applications shall complete the Environmental Assessment Questionnaire, provided as part of the Application Form.

- F. **Format and Copies of Plans** – All required plans shall be submitted in the following format and quantities. The same shall apply for all subsequent resubmittals. **NOTE: The Initial submittal must be submitted through the Planning Dropbox:** (<https://share.elkgrovecity.org/filedrop/PlanningFiledrop>); thereafter, the additional submittals can be through email to the Project Planner or by dropbox.

PLAN TYPE	FORMAT	QUANTITY
Materials A through E above	8 ½" x 11"	1 digital copy (e.g., PDF)
Generally (Copies of Plans)	"Full Size" copy (e.g., 24"x36") Flatten	1 digital copy (e.g., PDF)
	"Reduced" copy (11"x17") Flatten	1 digital copy (e.g., PDF)
For General Plan Amendments, Specific Plan Amendments, and Rezones	8 ½" x 11" or 11" x 17", as the project warrants	1 digital copy (e.g., PDF)
For Tentative Map Applications	File(s) showing proposed property lines, rights-of-way, and preliminary utility plans	1 digital copy (e.g., PDF) and 1 digital copy in CAD format (e.g., DWG)

3. PLAN SUBMITTAL REQUIREMENTS

The following table identifies the minimum materials required for each of the City's various planning permits and entitlements. The materials are defined in Section 4 of this document. An "X" in the table indicates that the material is required for that permit or entitlement type. **Note, the City may identify additional submittal requirements during the initial review of the application based upon the characteristics of the proposed project.**

Material	Planning Permit or Entitlement Type									
	Temporary Use Permit	Conditional Use Permit (all types)	Design Review (Major and Minor)	Design Review (Master Home Plan)	Parking Reduction Permit	Minor Deviation	Variance	Tentative Map (Subdivision and Parcel)	Rezoning/ SPA Amendment/ Specific Plan Amendment	General Plan Amendment
Basic Materials (Page 2)	X	X	X	X	X	X	X	X	X	X
Detailed Project Description	X	X	X	X	X	X	X	X	X	x
Submittal Fees	x	x	x	x	x	x	x	x	x	x
Site Plan	X	X	X	X	X	X	X			
Building Elevations			X	X						
Floor Plans		x								
Materials and Colors Board			X	X						
Landscape Plan			X	X						
Arborist Report			X					x		
Lighting Plan/Photometric Plan			X							
Proposed Signage (Conceptual)		X	X							
Tentative Map								X		
Preliminary Grading Plan			X					X		
Stormwater Quality Conceptual Plan			X					X		

Material	Planning Permit or Entitlement Type									
	Temporary Use Permit	Conditional Use Permit (all types)	Design Review (Major and Minor)	Design Review (Master Home Plan)	Parking Reduction Permit	Minor Deviation	Variance	Tentative Map (Subdivision and Parcel)	Rezoning/ SPA Amendment/ Specific Plan Amendment	General Plan Amendment
Preliminary Drainage Study			X					x		
Integrated Waste Management Plan			X							
Rezone Exhibit									X	
General Plan Amendment Exhibit										X
Proof of Insurance	X									
Verification of Fire Department Permits	X									
Verification of Tax-Exempt Status	X									
Climate Action Plan Consistency Review Checklist		x	x	x		x	x	x	x	x

Materials Not Listed Above

- Applications involving historic resources or potential historic resources, as defined in EGMC Chapter 7.00, shall provide a [Sacramento County Assessor’s Property Owner’s Letter of Authorization Form](#), furnished by the City, which authorizes the City to view and/or purchase confidential records pursuant to Revenue and Taxation Code Section 408(d)(e).
- Applications requesting public art incentives shall provide a **Public Art Plan** as defined in Section 4.
- California Environmental Quality Act (CEQA) supporting Documents: please note that additional information/technical studies may be required for the environmental review, this includes, but is not limited to, the following: (1) Vehicle Miles Traveled (VMT) analysis, (2) Cultural Resources Assessment, (3) Biological Resources Assessment, (4) Noise Study.
- For properties located in the Southeast Policy Area (SEPA), in addition to the minimum submittal requirements for development applications in the above checklist, the City requires additional information for development projects in the Southeast Policy Area, please refer to the supplemental submittal requirement checklist: [SEPA Supplemental Submittal Requirements.pdf](#)

4. DEFINITION AND DESCRIPTION OF MATERIALS

The following are definitions or descriptions for each of the submittal materials used in this document, along with minimum qualifications (where necessary) for the materials.

Application and Agreement	The application form for planning permits and entitlements as provided by the City. Part of the application form, this is the contractual agreement between the parties to the application and the City regarding processing the application.
Arborist Report	A report with associated exhibits identifying all trees on the property, their size, and proposed action as part of the project (e.g., preserve, remove).
Building Elevations	An exhibit(s), identifying the following: <ul style="list-style-type: none">○ Project name, north arrow and scale○ Building elevations from all sites (including direction)○ All accoutrements, including wall-mounted, etc. (labeled on plans)○ Roof plan with cross section indicating any roof equipment, location and proposed screening○ Ground-mounted mechanical equipment and screening
Corporation Status	A printout from the California Secretary of State's office identifying the status of a corporation or limited liability company/limited partnership.
Climate Action Plan Consistency Review Checklist	A checklist in conjunction with the City's Climate Action, provides a streamlined review process for proposed new development projects that are subject to discretionary review that triggers environmental review pursuant to CEQA. Checklist: CAP Consistency Review Checklist
Environmental Assessment Questionnaire	The environmental assessment questionnaire provided by the City with the application and agreement form.
Floor Plans	An exhibit or exhibits identifying the following: <ul style="list-style-type: none">○ Project name, north arrow and scale○ All interior building improvements including walls, doors, windows, fixtures, etc.
General Plan Amendment Exhibit	An exhibit showing the before and after condition of the property with on-site and adjacent property General Plan land use designation information.
Integrated Waste Management Plan	Required for new commercial and multifamily developments of 5 units or more, or improvements that add 30% or more to the existing floor area. See the Space Allocation and Enclosure Design Guidelines for Trash and Recycling for specific requirements. Form: waste-management-plan

Landscape Plan	<p>An exhibit or exhibits identifying the following:</p> <ul style="list-style-type: none">○ Project name, north arrow and scale○ Location of all existing and proposed trees and Tree○ Legend indicating: botanical name & common name; quantity; size; and water usage (Low, Medium, High)○ A Plant Legend in table form for all shrubs and ground cover. Include the following information in the Plant Legend: botanical name & common name; quantity; size; and water usage (Low, Medium, High); height and width for mature shrubs. Replace height and width with typical spacing for ground cover. Individual shrub/ground cover locations do not need to be shown if a complete Plant Legend is provided○ Landscape notes indicating shrub/ground cover design intent at key locations (e.g. screening intent, entry treatment intent, streetscape intent, property line treatment, etc.)○ Shading calculations for parking areas○ Detail of pedestrian plazas/site furniture and enhanced paving if not shown on site plan○ Height and design of all fencing, walls, or other screening, including adjacent developments that would affect or influence the on-site landscaping
Letter of Authorization	<p>A letter, provided by the property owner(s) for the application, authorizing the applicant to represent them in the processing of the application. A Letter of Authorization form is included as part of the application and agreement.</p>
Lighting Plan	<p>An exhibit or exhibits identifying the location, type and intensity of all proposed external fixtures and including treatment to reduce or eliminate off-site glare.</p>
Materials and Colors Board	<p>An exhibit illustrating the materials and colors that will be applied to the proposed buildings. A digital submission only.</p>
Photometric Plan	<p>An exhibit that provide detailed information about the light distribution with measuring the amount of light (foot candle) that falls on a surface from a light source.</p>
Preliminary Drainage Study	<p>A study, to the satisfaction of the City, identifying the pre- and post-construction storm drain and stormwater quality control this is required for single family residential of 20 acres or more; multifamily residential of 1 acre or more; commercial or industrial development of 1 acre or more; and/or any project with parking lots cumulatively greater than or equal to 5,000 square feet or 25 spaces. Display the overland release points for the 100-year flood, calculate 100-year flood run-off, conveyance paths and adequate capacity of existing system. The drainage analysis shall be signed and stamped by a civil engineer and include low impact development control (LID) for the project. The LID requirements must be documented in either Excel format or SAHM modeling as prescribed in Stormwater Quality Design Manual for Sacramento Region.</p>
Preliminary Grading Plan	<p>An exhibit or exhibits illustrating the proposed grading of the site, including pad, cut and fill slopes, and drainage low lines.</p>

Preliminary Title Report	A preliminary title report, prepared by a title company, which includes Schedule B (Exceptions). No more than 60 days old.
Proof of Insurance	<p>Proof, in a form satisfactory to the City, that the proposed Temporary Use has sufficient insurance coverage. Specifically, applicants shall provide the following minimum coverage:</p> <p><i>Commercial Events -</i></p> <ol style="list-style-type: none">a. General Liability insurance with \$1M per occurrence/\$2M aggregateb. Separate endorsement naming the City of Elk Grove and each of its officers, officials, employees, agents and authorized volunteers as additional insured <p><i>Residential Events -</i> Proof of current homeowner's coverage</p>
Proposed Signage (Conceptual)	An exhibit or exhibits identifying the size, height, location, aesthetic treatment, color scheme, and method of illumination for all on-site freestanding and building attached signage.
Public Art Plan	<p>A plan that includes the following:</p> <ul style="list-style-type: none">o Name of the artisto Title of the worko Year executedo Brief biography of the artisto Any information the artist would care to share about the work itselfo A site plan depicting the location of proposed art in relation to other structures, vehicle routes, pedestrian routes, landscaping, and property lineso Illumination detailso Colored elevations depicting the proposed art from all sideso Material samples
Rezone Exhibit	An exhibit showing the before and after condition of the property with on-site and adjacent property zoning information.

Site Plan

An exhibit, or exhibits, identifying the following:

- Project name, acreage, north arrow, date of preparation and graphic scale
- Name, address, and phone number of owner/applicant and person preparing plans
- A vicinity map
- Property lines (lot dimensions), building setback lines, and all easements of record
- Locate centerline of any adjacent roadways
- Provide calculation for the 100-year flood run-off and the overland conveyance path and based on the SACPRE method in accordance with the 1996 Hydrology Standards Volume 2.
- Display the overland release points for the 100-year flood.
- Limits of 100-year floodplain (if applicable)
- Existing buildings and other structures on-site and adjacent properties
- Proposed buildings and structures
- Driveways and vehicle parking spaces (parking spaces shall be individually numbered and handicapped, can/carpool and compact spaces shall be designated; dimensions of parking stalls shall be shown)
- Bicycle parking
- Landscaped areas (include location of existing trees)
- Entrances, exists and walkways
- Screens for ground-mounted equipment, trash enclosures, recycling areas, etc
- Existing and proposed fence detail
- Exterior lighting including type and height
- Summary of project statistics including zoning, square footage, lot coverage, parking requirements
- Show septic system and/or wells, if applicable
- Show current use on adjoining parcels
- Signed statement by a Licensed Land Surveyor that all easements have been plotted per the title report
- Proposed demolitions
- Fire truck turning radii
- Typical street sections
- Existing and proposed right-of-way
- Deviation statement (either identify deviation from Standards or put a note on plan stating "no deviations to Standards")

Stormwater Quality Conceptual Plan

An exhibit or exhibits illustrating the proposed stormwater quality control measures (BMPs) using the Stormwater Quality Design Manual for the Sacramento Region. Exhibits shall show all proposed BMP locations and contributing watersheds.

Tentative Map

The tentative map shall include all of the following components:

1. NOTES AND STATEMENTS

- A. Subdivision Name and Number
- B. Legal Description accurate and adequate
- C. Vicinity Map adequate
- D. Owner Information (name, address, telephone number for owner(s) of record)

- E. Subdivider Information (name, address, telephone number)
- F. Map Preparer (Engineer/Surveyor) Information (name, address, telephone number)
- G. Service Provider Information (name, address, telephone number for all providers)
- H. Zoning Statement, existing and proposed
- I. Acreage Statement (gross acreage of overall subdivision; to thousandth of an acre or to nearest square foot if under 1 acre)
- J. Easement Statement (all known easements have been plotted and accounted for and signed by a Licensed Land Surveyor)

2. TECHNICAL REQUIREMENTS

- A. Scale adequate
- B. Distinctive boundary line
- C. Boundary line defined sufficiently (bearings, distances, curve data)
- D. Adjoining property properly identified by record information (current assessor parcel number, subdivision name or record owner)
- E. Date, North Arrow, Graphic Scale shown
- F. Legend adequate to determine all terms and symbols used (existing & proposed)

3. CURRENT TOPOGRAPHIC DATA

- A. Contour lines adequately portrayed by dashed or screened lines (2 foot intervals if less than 5% slope), identifies any drainage conditions affecting adjoining property
 - B. Benchmark and datum statement appropriate
 - C. Trees identified by type, circumference and drip line (note if none)
 - D. Trees proposed for removal identified (note if none)
 - E. Existing structures identified accurately, including square footage, remaining or proposed for removal (may be waived by City Engineer or Development Service Director) (note if none)
 - F. Stormwater information shown accurately (overflow areas, water course direction, flood zone for each water course, flood zone designation on FIRM)
 - G. Existing streets identified (pavement and right-of-way width, grade, name, cross-section)
 - H. Existing easements identified and match title report, appropriate notation for vacations
 - I. Existing utilities identified and match records (size and location dimensioned to nearest property line/centerline; including sanitary sewers, fire hydrants, water mains, storm drains, street lights, water valves, utility boxes/vaults, overhead utilities on peripheral streets)
 - J. Existing railroads and grade crossings identified accurately
 - K. Existing wells, abandoned wells and sumps identified accurately (note if none)
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4. PROPOSED IMPROVEMENTS

- A. Elevation information adequate (minimum 2 foot contours, proposed drainage patterns, spot elevations, proposed pad grades)
- B. Lot layout including approximate dimensions of lots and building
- C. Lots numbered consecutively
- D. Drainage facilities (size, location, elevations of swales, pipes, etc)
- E. Street data (centerline radii of curves, right-of-way width, grades, names, typical sections, private/gated streets noted)
- F. Easements (width and type)
- G. Parks/recreational sites, common areas, open space areas including method of ownership and management)
- H. Utilities including sanitary sewers, fire hydrants, water mains (location and size)
- I. Phasing statement, if applicable
- J. Deviations from City standards noted (if none make a note on the plans)

5. VESTING MAP REQUIREMENTS (IF APPLICABLE)

- A. "Vesting Tentative Map" printed conspicuously on face of map
- B. Grading Plan submitted
- C. Sanitary sewer plans completed and sewer area study submitted
- D. Water plans completed
- E. Storm drain plans completed
- F. Street plans completed
- G. Landscape plans completed
- H. Geological studies, if required
- I. Drainage Study completed (10-yr and 100-yr) showing HGL at critical locations
- J. Site plans completed, showing setbacks, heights, driveways, landscaped areas, etc.)
- K. Engineering calculations and cost estimates for improvement plans submitted
- L. Tree preservation plan submitted
- M. Soils report (prepared by soils engineer) submitted
- N. All other studies, reports, plans, specifications and additional information required by the City Engineer or Development Services Director.

Verification of Fire Department Permits

Documentation from the Cosumnes Community Services District Fire Department identifying that the application is either exempt from Fire Permit or has been issued a Fire Permit.

Verification of Tax-Exempt Status

Documentation identifying if the entity applying for a Temporary Use Permit is tax-exempt. This information is only required when the applicant is requesting to only pay the tax-exempt filing fee.