A CITIZEN’S GUIDE TO ARCHITECTURAL PLAN REQUIREMENTS

When architectural plans are required for a project the plans must comply with the requirements listed below; should you have any questions regarding when architectural plans are required please contact the Planning Division at 562-804-1424.

☐ SITE PLANS must include the following information:
  ☐ A tabular legend showing the following information (if applicable):
    ☐ Scope of work;
    ☐ Address;
    ☐ Zoning;
    ☐ Current use of the site;
    ☐ A calculation of the number of parking spaces required and provided;
    ☐ The total area (in square feet) of the project site;
    ☐ The area of the site to be covered by buildings and paved surfaces;
    ☐ The total area (percentage) of existing landscaping and proposed landscaping;
    ☐ Total common driveway area (in square feet) for residential developments;
    ☐ Allowable and proposed densities for residential projects;
    ☐ The total open space areas (in square feet) for residential developments;
    ☐ The total number of proposed dwelling units and existing units that will remain, listed by number of bedrooms;
    ☐ The total area (in square feet) of the project site covered by pervious surface; and
    ☐ The total area (in square feet) of the project site covered by impervious surface.
  ☐ Building setbacks;
  ☐ Accurate property lines that are fully dimensioned;
  ☐ A north arrow;
  ☐ Accurate scale of drawings (scale should not be smaller than 1/8” = 1’);
  ☐ The building footprint clearly outlined, including any 2nd floor cantilever or overhang;
  ☐ All proposed improvements and existing improvements, which will be retained;
  ☐ Dimensions of parking spaces, drive aisles, backup spaces, handicap accessible spaces, turning radii, wheel stops, parking striping, and flow of traffic noted by arrows;
  ☐ Access and circulation of pedestrians and vehicles;
  ☐ Building setbacks to 1st and 2nd floor/Building separation dimensions;
  ☐ Existing and proposed utility structures (i.e., a/c units, cable, utility or telephone poles);
  ☐ Existing and proposed public improvements to centerline of street and curb;
  ☐ Location, name, and width (including required widening if applicable) of adjacent street;
  ☐ Locations of signs, if applicable;
  ☐ Existing and proposed fences, walls, or gates and height and materials identified;
  ☐ Existing and proposed landscaped areas;
  ☐ Driveway width dimensioned;
  ☐ Existing and proposed public and private easements;
  ☐ Parkway;
  ☐ Private street, or alleys;
  ☐ Existing and proposed street lights;
  ☐ Open space areas both private and common; and
  ☐ Phasing plan (for those projects that involve phased development).

☐ FLOOR PLANS must include the following information:
  ☐ Dimensioned floor plan drawn to scale, including the location and size of rooms, walkways, and other internal features.
  ☐ Use (including walkways and other internal features) and size of rooms and common areas in square feet labeled on the plans.
  ☐ Identify fixtures (e.g., toilets, sinks, tables, chairs, etc.).
  ☐ Distinguish between new walls, existing walls to remain, and existing walls to be demolished.
  ☐ For restaurants, include a table identifying total square feet of kitchen area, dining area, and other areas.
□ **BUILDING ELEVATIONS** must include the following information:
  □ A legend of materials, colors, and design features keyed to elevations.
  □ The building length and height dimensioned and drawn to scale.
  □ Gutters and down spouts.
  □ Window trims and door moldings.
  □ The exterior wall finish identified.
  □ Details including screening materials for trash enclosures.
  □ Details including screening materials for utilities.
  □ Aluminum and flashing finishes, cornices, eaves, corbels, columns, chimney, awning, and other exterior architectural features.
  □ Balconies and patios.
  □ Window recessing.
  □ Colored catalog cut sheets provided for the following items: windows, doors, garage doors, exterior lighting fixtures, and roofing materials.

□ **ROOF PLANS** must include the following information:
  □ Depth of eaves. The existing and proposed roof design.
  □ Roof pitch. Height of parapets.
  □ Locations of proposed and existing rooftop equipment.

□ **CONCEPTUAL LANDSCAPE PLANS** must include the following information:
  □ Open space areas both private and common.
  □ Hydrozone designations identified.
  □ Landscape materials and symbols identified.
  □ Property lines, building footprints, paved areas and paving materials.
  □ Natural and geological features.
  □ Tree staking and planting details and soils information.
  □ Total landscape area in square feet and as a percentage of the site area.
  □ The location and size of proposed trees, major shrubs and groundcover.
  □ Significant vegetation to be retained or removed (if any).
  □ A plant legend describing plant characteristics for each symbol (where trees or shrubs have significantly different characteristics, different symbols shall be used).
  □ The location, height, materials, and design of site improvements such as fences, retaining walls, special paving and lights.
  □ Cross sections and/or elevations showing relationships between planting design and site improvements (sections shall show existing and proposed grades).
  □ Gutters and down spouts.
  □ Hardscaped areas identified.