



Planning & Building Department

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Planning Project Checklist

This form is intended to provide a property owner or applicant with an overview of the regulations and requirements applicable to a specific project. It is designed to be completed by a staff planner, however, it can be informative to an applicant as a blank form which outlines the triggers or thresholds for discretionary review. It does not constitute an entitlement or thorough analysis of any project. This review is current as of the date shown below. New regulations may be adopted or existing regulations may be amended or repealed subsequent to this review. A project is subject to the regulations in effect when the application is submitted and deemed complete.

Property Address:		APN:	
Project Description:		Zoning District:	
Planner:		Prior Applications:	
		Date:	

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Does the project require a Building Permit ?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project involve non-residential construction, a new residential building, residential demolition-only, or increase residential conditioned area, volume, or size? (Waste Management Plan required)
<input type="checkbox"/>	<input type="checkbox"/>	Does the project require a variance from one or more zoning regulations? (Variance required)
<input type="checkbox"/>	<input type="checkbox"/>	Does the project involve grading in excess of 50 cubic yards? (Grading Permit required)
<input type="checkbox"/>	<input type="checkbox"/>	Does the project require the removal of a protected tree? (Tree Permit required)
<input type="checkbox"/>	<input type="checkbox"/>	Does the project add or replace > 500 sq. ft. of impervious surfaces? (Drainage Plan required) Inquire with the Engineering Services Division whether stormwater control measures will be required.
<input type="checkbox"/>	<input type="checkbox"/>	Does the project require a Creek Setback Determination by the Engineering Services Division? (Creek Setback Exception may be required) Flood Zone = _____
<input type="checkbox"/>	<input type="checkbox"/>	Is the project a new residential unit, or an addition that exceeds 50% of the existing area and results in ≥ 3,600 sq. ft.? (Fire sprinklers are required; contact the Contra Costa County Fire Protection District)

Yes	No	If any of the following is "yes" then the project is subject to Design Review .
<input type="checkbox"/>	<input type="checkbox"/>	Will the proposed structure be greater than 17 feet in height ? (measured from the average grade along the lowest foundation wall to the highest point)
<input type="checkbox"/>	<input type="checkbox"/>	Will the sum of the structures on the property be greater than 6,000 square feet of gross floor area ? (including all structures – i.e. the house, garage, pool house, shed, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Is the project in a commercial or multi-family zoning district ?
<input type="checkbox"/>	<input type="checkbox"/>	Is the project subject to design review because of a subdivision condition of approval or prior development application condition of approval? (A staff planner can help determine this)

Yes	No	If of the following is "yes" then the project requires a Hillside Development Permit .
<input type="checkbox"/>	<input type="checkbox"/>	Is the property in the Hillside Overlay District?* (Hillside Development Permit required)
<input type="checkbox"/>	<input type="checkbox"/>	Is the project within a Ridgeline Setback area?* (Ridgeline Setback Exception required)

* The [Hillside Overlay District and Lafayette Area Ridge Map](#) is available at the City Offices or online at www.lovelafayette.org/GIS.

Other Considerations:

- Does the project include exterior lighting? Will Dark Sky Compliant (“shielded-source”) fixtures be used?
- Does the project include landscaping? Are the species predominantly native and drought tolerant?
- What colors & materials will be used? Are they appropriate to the surroundings, particularly in hillside areas?