



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 New regulations may be adopted or existing regulations may be amended or repealed subsequent to this review.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:	
Description of Project:		Zoning District:	
Planner:		Previous Applications:	
		Date:	

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Does the project require a building permit?
<input type="checkbox"/>	<input type="checkbox"/>	Is the projected cost of development \geq \$50,000, involve new construction or renovation \geq 1,000 sq. ft., and/or demolition \geq 300 sq. ft.? (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 require 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 generate 500 sq. ft. of new impervious surfaces? (Drainage plan required – check with Engineering to determine if stormwater control measures are 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Is the project a new residential unit, or an addition that exceeds 50% of the existing area and is over 3,600 sq. ft.? (Fire sprinklers required - check with CCC 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 more than 17 feet in height? (measured from the average grade along the lowest foundation wall to the high point)
<input type="checkbox"/>	<input type="checkbox"/>	Will the sum of the structures on the property exceed 6,000 square feet? (including all structures – i.e. the house, garage, pool house, shed, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Is the property in a commercial or multi-family zoning district?
<input type="checkbox"/>	<input type="checkbox"/>	Is the property subject to design review because of a subdivision condition of approval or prior development application approval?

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)

* see Hillside Overlay District and Lafayette Area Ridge Map available online or at the City Offices

Other Considerations:

- Does the project include exterior lighting? Will "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?