



**City of Gilroy**  
COMMUNITY DEVELOPMENT DEPARTMENT  
Planning Division  
7351 Rosanna Street, Gilroy CA 95020  
(408) 846-0451 (408) 846-0429 (fax)  
[www.cityofgilroy.org](http://www.cityofgilroy.org)

## ARCHITECTURAL AND SITE FILING REQUIREMENTS

1. **Uniform Application** – one copy
2. **Plans** – 8 sets\* & 1 electronic copy\*\*
  - A. **Site Plan** shall include the following items:
    1. **Title Block** indicating:
      - a. The project title
      - b. The address, parcel number, and location of the project
      - c. Name, address and telephone number of the applicant
      - d. Name, address and telephone number of the owner
      - e. Name, address and telephone number of the person preparing the plans
    2. **Plan Legend** indicating:
      - a. Net size of the subject parcel (in square feet or acres)
      - b. Gross floor area for all buildings
      - c. Total ground area covered by all structures (in square feet and as a percentage of net parcel size)
      - d. Total ground area devoted to landscaping (in square feet and as a percentage of net parcel size)
      - e. Number of required off-street parking stalls (indicating the method of calculating the required parking) and number of off-street parking stalls proposed
    3. **Location Map** – may be on the same sheet as the site plan and shall indicate:
      - a. The location of the project site in relation to streets within at least a four (4) block area
      - b. A north arrow for the location map
      - c. Whether the project is a historic site or located in the historic district
      - d. Whether the project is a URM (Un-reinforced Masonry Building)
    4. **Existing Conditions and Proposed Improvements** drawn at 1" = 20' or larger, indicating both existing and proposed features as follows:
      - a. Fully dimensioned parcel boundaries, setback lines, street and/or alley right-of-ways, and street names
      - b. All existing structures, fences, walks, driveways, parking spaces, and trees
      - c. The locations and dimensions of all proposed buildings, walls fences, walks and driveways, parking stalls, drive isles and loading areas
      - d. A screened trash enclosure using trellises and/or landscaping
      - e. The location of any freestanding signs
      - f. The proposed use, occupancy group, and type of construction of all buildings
      - g. A written notation indicating the uses and building locations on all adjacent parcels. Show adjacent uses and building/structures within 20 feet of the property lines on all sides
      - h. A North arrow
      - i. Locations of proposed mailboxes
      - j. Water and sewer connections to public mains, including location, line and meter size, and whether the connections and meter(s) are existing or proposed
      - k. The location of all "street furniture," i.e. fire hydrants, street lights, utility poles, overhead and underground facilities, street trees, signs, required parks and play ground equipment location and handicapped accessibility, etc. within 20 feet of the site on each side and across the street
      - l. All easements of any kind
      - m. A preliminary drainage plan showing that all on-site drainage is directed to an approved outfall. The drainage plan should include existing and proposed elevations on the applicant's parcel and adjacent parcels so that on-site containment and routing of drainage can be verified
      - n. Provide typical sections at all property lines showing existing and proposed conditions.

- o. The location and height of all retaining walls. In addition, indicate the materials proposed to construct the retaining walls. Wood retaining walls are prohibited
- p. Flood zone designation and proposed finished floor elevations (if in any "A" or "D" zone)
- q. Sewer inspection manhole if Commercial or Industrial use
- r. Fence location(s) and height(s)
- s. All adjacent parcels with existing land uses indicated. If a known land use change is in progress for an adjacent parcel, label both the pending land use and current land use
- t. Proposed Fire Water Supply including: location and size of the fire line from the City main to the property (including size of City main), location of the DDCA and FDC location and line size of fire water supply to each building over 1,000 square feet, and location of on-site fire hydrants to meet City standards
- u. Site plan shall be prepared by a California registered Civil Engineer and shall include license number and stamped plans/seal when civil work is required
- v. Architectural and civil plans shall match and shall show all details such as locations of utility boxes, trash pad, enclosure, parking, driveways, fences, gates, and any other pertinent details.
- w. Identify existing curb, gutter, sidewalk, driveways, etc. along project frontage
- x. Show how proposed improvements will conform to existing roadway
- y. Show location of any gates, including gate swings that may encroach into the public right-of-way or public use easement
- z. Preliminary drainage scheme, including spot elevations. Plan must include enough offsite information to determine if the project will affect adjoining properties. Typically, 50 feet of offsite contour information is required unless existing walls or other structures clearly prevent drainage from or to adjacent properties. A preliminary written drainage report that includes a narrative and preliminary calculations must be submitted with the Engineering Site Plan.
- aa. Proposed location of all post-construction long-term stormwater treatment Best Management Practices (BMPs) proposed for the project. Indicate dimensions for all surface BMPs, such as grass strip filters and grass swale filters.
- bb. Location of existing and/or proposed detention basins, drainage inlets, channels or other water courses on or adjacent to the property.
- cc. Show bicycle/pedestrian access to trails and other recreational facilities (if applicable)
- dd. Show residential buffer requirements (if applicable)

The following information and details must be included if the parcel is a **hillside lot (RH zone or grades exceeding 5%)**:

- a. A copy of the applicable soils report (and geologic investigation if required) which includes grading and drainage recommendations
- b. Topographical contours at two (2) foot intervals
- c. Erosion control measures as specified in the erosion control ordinance
- d. A signed statement by registered civil, soils, or geo-technical engineer that the plan complies with the recommendations in the soils report and the City of Gilroy's erosion control ordinance
- e. A construction schedule including erosion control work
- f. Provide and show a curb-side trash pad with a minimum dimension of 4 feet deep and 6 feet wide, placed at least 4 feet back from curb

In addition to the applicable requirements listed above, complete civil engineering plans are required if there is additional work in the City right-of-way

**B. Elevations** -showing all sides of the building and shall include:

1. The height and width of each side of all proposed buildings indicating the scale
2. Provide a color and materials board showing the materials, colors, and textures for all walls, roofs, and other architectural features
3. All proposed roof-mounted equipment and the method of screening this equipment. If no roof-mounted equipment is proposed, a statement shall be provided on the plans indicating such.
4. All sign locations and architectural features used to accommodate signs, including addressing signs
5. Floor plans for all buildings
6. Locations of all exterior lighting features and fixtures

**C. Landscape/Irrigation Plans**

1. Landscape plans to conform to the City's Zoning Ordinance and Comprehensive Landscape Policy
2. A conceptual irrigation plan to conform to the City's Comprehensive Landscape Policy
3. Identify and label bioswale or detention areas, and verify consistency with engineering (civil) plans. Section showing proposed bioswale(s), detention ponds or other filtration devices, relative to adjacent

parking, street and other parts of the site. Cross-sections to be horizontally and vertically to scale, with dimensions shown.

**D. Utility Plan** shall include:

1. Location of existing overhead utilities
2. Locations of proposed switch gear and transformers (Note: ALL UTILITIES SHALL BE UNDERGROUND)

**E. Photometric Plan**

**F. Preliminary Post-Construction Stormwater Quality Report**

**G. Perspective drawing** – optional

3. A **preliminary title report** for all parcels involved, dated no later than 6 month prior to application submittal

4. **Preliminary Environmental Questionnaire**

5. **Noticing Information** for any project requiring a Public Hearing shall include the following information, provided by a **Title Company**:

1. Mailing List: all properties within a 500' radius of the project site
2. Map showing subject property and other properties noticed
3. Mailing Labels: the labels should be Avery 5160 or equivalent in size

6. **Filing Fee** (see Planning Application Fees)

7. **Indemnification Agreement for Development Applications**

\*Prior to agendizing project, additional plan sets will be required for projects requiring Historic Heritage Committee, Planning Commission and/or City Council review.

\*\*Electronic copy should be submitted on USB drive or labeled CD, with pdf files large enough to make quality copies for Planning Division as needed.

If you have would like to have a preliminary discussion about your proposal prior to your application submittal, you may schedule a meeting with the Development Review Group by contacting (408)846-0451.

**MAPS AND PLANS MUST BE PUT INTO COLLATED INDIVIDUAL SETS, STAPLED AND INDIVIDUALLY FOLDED TO A SIZE NOT TO EXCEED 8 1/2 " X 14" IN ORDER TO FIT INTO FILE FOLDERS**