



City of Gilroy
COMMUNITY DEVELOPMENT DEPARTMENT/PLANNING DIVISION
7351 Rosanna Street, Gilroy CA 95020
(408) 846-0451, main • (408) 846-0429, fax
www.cityofgilroy.org/planning

APPLICATION SUBMITTAL DETAILS

The following list contains clarification and city expectations for Planning Division application submittal checklist items that are listed in an alphabetical order

ELECTRONIC FILES

- All submittal items must be provided in electronic format: Full size PDFs of each plan sheet provided as a separate file, at least 200 dpi.
- Provide a flash drive labeled with the project name or applicant's name, project address or APN, and date of submittal.

In addition to the above identification, resubmittals will also need to include the project number(s). Each plan should also include revision numbers for each subsequent submittal

UNIFORM APPLICATION & INDEMNIFICATION AGREEMENT

- If multiple permit applications are submitted for concurrent processing, please check all applicable application types on the form.
- Print legibly to ensure all information is accurate and clear. Original signatures are required.
- The Indemnification Agreement form is included with the Uniform Application, and available on the Planning Division webpage (<http://www.cityofgilroy.org/DocumentCenter/Home/View/5520>).
- All sections must be completed. Attach additional pages, if needed.

If the property is in escrow, the current owner must sign the application form and provide a separate letter authorizing the pending owner to submit the application.

SIGNED OWNER / APPLICANT CERTIFICATION

The Owner / Applicant Certification is found on the **Application Submittal Checklist forms** (i.e., Architectural & Site review, Minor Modification, Conditional Use Permit, etc.). The forms are available on the Planning Division webpage (click on [Applications and Checklists](#) and look under "Application Submittal Checklists").

SUPPLEMENTAL SUBMITTAL FORMS AND INFORMATION

Several of the documents referenced in this submittal detail document are available on the Planning Division webpage (click on [Applications and Checklists](#) and look under "Supplemental Submittal Forms and Information").

ABANDONED PROJECT

Please be aware that, in accordance with Gilroy City Code Section 30.51.10(e), submitted applications that are not determined to be complete for processing within 90 days after submittal are automatically deemed "abandoned", and in such cases, no further action will be taken on the project, and no fees will be refunded.

PLANNING APPLICATION FEES

Required fees, in accordance with the current Fee Schedule, available on the Planning Division webpage (<http://www.cityofgilroy.org/DocumentCenter/Home/View/1310>), are due in full at the time of application submittal.

- Fees collected for the planning application are intended to cover the cost of processing the requested planning entitlement(s) only.
- Additional fees including, but not limited to, administration fees, environmental fees, County filing fees, and traffic or legal service deposits may be assessed and collected by your project planner at a later date.

The city accepts credit payments up to \$10,000. If paying by check, please make payable to “City of Gilroy”

PRIOR DRG SUBMITTALS

If the project was presented as a pre-application to the City’s Development Review Group (DRG), please include a copy of the submitted plans and staff-prepared DRG comments.

TITLE REPORT

- A Title Report (or Preliminary Title Report) is required to confirm property ownership and easements, and must include all subject properties proposed for development.
- As deemed appropriate by the Community Development Director or designee, a current Grant Deed may suffice where either the property ownership did not change or new development is not proposed. (e.g. conditional use permit for use request only – no new development or major construction proposed, or architecture and site review for single-family residential additions and remodel).
- This document may not be more than 6 months old at time of application submittal. If the property configuration or ownership changes, an updated title report may be required.

PRELIMINARY ENVIRONMENTAL QUESTIONNAIRE

- The Preliminary Environmental Questionnaire, available on the Planning Division webpage (<http://www.cityofgilroy.org/DocumentCenter/Home/View/1311>) must be filled in with as much detail as possible.
- Attach additional pages, if necessary, to fully describe the project site information and any proposed processes, activities, and uses onsite.

CURRENT PHOTOS

- Include 1 set of photos of the existing site, including all sides of buildings and trees, if any. Best views are typically from nearby or adjoining streets and properties.
- Include site plan indicating the angle(s) where photos are taken. Include a minimum of 8 to 10 angles.
- Include photos of the properties immediately surrounding land area and development (adjacent to and within 100 feet along the same street), particularly surrounding architecture and scale.
- Label should include a date when photos were taken.

STATEMENT OF OPERATION

A Statement of Operation should be a comprehensive statement of the proposed business, including all aspects of the operation:

- Provide a complete description of the proposed business, including all land uses, operations and activities at this location.
- Describe proposed hours of operation, number of employees, employees per shift, anticipated number of truck deliveries, and other pertinent information.
- Describe any proposed manufacturing or processing operations. Include a description of any proposed hazardous materials to be located on site.
- If onsite security is proposed, list the information for the contracted company. Be sure to include the number of security guards and work shifts.
- For restaurants with outdoor dining areas, include details to clarify if and how alcohol service will be contained within the dedicated outdoor areas, as applicable.

SITE PLAN (See Exhibit A)

BUILDING ELEVATION (See Exhibit B)

FLOOR PLAN (See Exhibit B)

CIVIL PLAN SETS (See Exhibit C)

TENTATIVE MAP (See Exhibit C)

CONCEPTUAL STORMWATER CONTROL PLAN (see Exhibit D)

PUBLIC HEARING NOTICING REQUIREMENT PACKET (See Exhibit E)

COLOR & MATERIALS SAMPLE BOARD

This is a compilation of proposed color samples, cut sheets and/or catalog cuts to demonstrate the proposed exterior materials and finish. Mounting on extra-thick cardstock (or cardboard thickness) is recommended, not to exceed 8½" x 14" x ¼", including materials samples. It must include:

- Color samples, brochure excerpts or photos (with manufacturer's colors and specification details, including LRV) must be provided for all proposed exterior materials, as applicable:
 - Paint, stucco
 - Roofing material
 - Siding and Trim materials
 - Post-mounted light fixtures
 - Window Framing
 - Windows, glass block and other glazing
 - Metal, masonry and other exterior materials
 - Decorative exterior building lighting;
 - Other architectural features
- Color and product specifications (example: manufacturer and color name and/or number of wood stain; manufacturer name, color and type of roof tile).
- Texture sample for materials such as stucco or plaster.
- Key each material's location on the exterior of building elevation plans.

ELEMENTS OF THE LANDSCAPE DOCUMENTATION PACKAGE

The plans must conform to the City's Zoning Ordinance (Article XXXVIII), Landscaping, Water Efficiency, and Stormwater Retention and Treatment. All Landscape documentation package should include the following in accordance with Section 30.38.90:

- Water efficient landscape worksheet
- Soil management report
- Landscape design plan
- Irrigation design plan
- Grading design plan

ARBORIST REPORT

Gilroy City Code section 30.38.40(d) Protected Trees requires preparation of an arborist report for any development project for which the project site includes existing Protected Trees, as defined in section 30.28.270(b). The report must be completed by a certified arborist registered with the International Society of Arboriculture (ISA). The report must include the following information listed below, as required by section 30.38.270(d). Reports that do not include all the information below will not be accepted by staff.

Basic Information

- | | |
|----------------|--|
| -Prepared by: | -Phone Number: |
| -Company Name: | -Consultants Name and ISA Certification: |
| -Address: | -Report Date: |

Site and Tree Assessment Information

- Site plan showing location of the tree (include buildings, driveways, etc.)
- Clear pictures of the tree indicating location, details, signs of failure or disease
- Description of species of the tree
- Circumference or diameter at breast height of tree
- Estimated height of tree
- Discussion of general health of the tree
- Discussion of tree's risk
- Discussion of target management
- Discussion of risk management pruning
- Discussion of installation of structural support system
- Discussion of improving site conditions / cultural conditions
- Discussion of implementing integrated pest management programs
- Discussion of why tree cannot be saved (cabling, treatment, other)
- Description of the method to be used for removal of the tree
- Reason for removal
- Proposed replacement tree(s) (species, size, location)

PHOTOMETRIC PLAN (required for commercial, industrial, residential subdivisions and multi-family residential projects)

At minimum, the plan shall include:

- Luminosity calculations including all proposed exterior lighting including fixtures mounted on the exterior of the building, elements placed along walkways, in vehicular parking and access areas, or elsewhere on the subject site.
- Specific lumens (foot/candles level) calculated at property lines should be clearly noted.
- Depiction of the anticipated light levels generated by all exterior lights shall be provided across the subject site and at least ten (10) feet beyond the property lines.
- Specifications or cut sheets for each proposed light fixture detailing the fixture design, level of illumination, and hours of illumination shall also be provided – if not directly on the plan, then separately.

IMPORTANCE OF PHOTOMETRIC PLANS

Light and glare are key factors for quality of life in a residential subdivision. In addition, placement and luminosity of exterior lights also play a significant role in safety and security. Recommended lumens for commercial and industrial projects are 1 foot/candles. Residential communities should aim for 0.25 foot/candles. In no case should any lighting create a safety hazard, and flat lenses are generally acceptable.

SANTA CLARA VALLEY HABITAT PLAN COVERAGE SCREENING FORM

The City of Gilroy is a co-permittee of the Santa Clara Valley Habitat Plan. In addition to protecting, enhancing, and restoring natural resources in Santa Clara County, the Habitat Plan provides a streamlined permitting process for development, infrastructure, and maintenance activities. To determine if a project is covered under the Habitat Plan, the applicant must complete the [Coverage Screening Form](http://scv-habitatagency.org/250/Private-Applicant) from the Santa Clara Valley Habitat Agency webpage at <http://scv-habitatagency.org/250/Private-Applicant>.

- It is important to complete all sections of the form. This must be signed by both the property owner and applicant.
- Do not leave any sections blank. For example, indicate “N/A” if not applicable.
- Be sure to return all pages of the form with your application submittal to the City of Gilroy.

GEOTECHNICAL REPORT/LETTER

- A Geotechnical Report/Letter that describes the site condition and design/construction recommendation for the proposed development must be prepared by a licensed Geotechnical Engineer.

PHASING PLAN

If project will be constructed in phases, rather than all at once, a phasing plan is required to clarify the expectations of build-out for each phase.

- At minimum, a separate phasing plan must identify the proposed phases.
- Also, a description of each phase must include the timing, types of land uses (with area size), list of buildings (with square footage), and any other amenities or site information.
- Be sure to identify any triggers for development of subsequent phases, and reasons for phasing the development. Each phase will be considered for functionality in advance of subsequent phases (e.g. traffic circulation and ingress/egress requirements).

PROPOSED STREET NAMES

If any new streets, whether public or private, are proposed as part of a tentative map application, a list of proposed street names must accompany the application submittal.

HOMEOWNERS ASSOCIATION (HOA) DOCUMENTATION

Homeowners Association (HOA) Documentation is a written document from an active HOA that contains all of the following information:

- HOA legal name
- Written statement by HOA representative describing their position on the project
- Signature from HOA representative
- HOA contact information (i.e., phone number, email)

SIGN PLAN AND/OR PROGRAM

Placement and design of all ground-mounted signs are subject to design review, per Gilroy City Code Section 30.37.20. .

- If any ground-mounted signs are proposed, please show the location of such signs on the Architectural Site Plan, and include the sign details, such as dimensions, materials, and lighting.
- For commercial or industrial developments encompassing at least 20,000 square feet of floor area, 5 acres of land, and at least 4 different users, a sign program may be requested to allow for voluntary diversification of advertising signs, in accordance with Gilroy City Code Section 30.37.60. When proposing a sign program, be sure to consider the ease of implementation of the program.
- A separate Sign Permit application will be required during building permit review stage.

SEE EXHIBITS NEXT PAGE

Exhibit A

SITE PLAN REQUIREMENT

- Plans must be clear, legible and accurately scaled.
- Plans must be prepared on uniform sheets, maximum size of 24" x 36", and face the same direction (preferably with north to the top or left of the page).
- All plan sets (i.e., site, elevations, engineering, landscaping, etc.) must be internally consistent with regard to layout, setbacks, dimensions, etc.
- Each plan set must be folded as a complete set to no larger than 8.5" x 14" with the title block visible, and stapled along the left margin.
- Revisions on plan resubmittals must be denoted with clouds or bubbles for easy reference.
- Plan sheet size: between 18"x 24" minimum and 24"x36" maximum.
- All plan sheets should be folded and stapled in a set.
- Title block for each sheet should include:
 - Name of project (if any) or applicant name.
 - Project address, or assessor parcel number (APN).
 - Name, address and phone number of the applicant, architect and/or engineer.
 - Revision number and date for subsequent submittals.
- Data table should be included on the cover sheet with the following information for the proposed development
 - Project location or vicinity map, showing nearby and adjacent major streets and landmarks
 - Gross and net size of subject parcel (in square feet or acres).
 - Gross square footage of each building (existing, proposed, and to be demolished), together with the total building area at project completion.
 - Required setbacks, building height and number of stories allowed per the applicable zoning district.
 - Number of parking spaces required and proposed (including ADA stalls) for each land use type onsite. Be sure to indicate the method used for calculating parking.
 - Lot coverage for each of the following (in square feet and percent of net parcel):

✓ Building	✓ Landscaping
✓ Parking	✓ Hardscape

All of the following information should be clearly noted on the plan set:

- Scale should not exceed 1" = 40'
- Property boundaries (property line, right-of-way and/or face of curb) and dimensions (i.e., length of property lines).

- Location, dimensions and purpose of all easements (existing and proposed).
- Placement and size of natural features (e.g., trees, water/drainage courses, etc.).
- Location and identification of adjacent land uses, including buildings, structures, driveways, vehicular access areas, walls, fences, and other improvements within 50 feet of the subject property boundaries.
- Location and setback dimensions for all existing and proposed structural improvements, measured to the face of curb, all property lines, and between buildings onsite. Be sure to include accessory buildings, walls, fences, gates, trash/recycling enclosures, etc.
- Location and dimensions of existing and proposed streets, alleys, and frontage improvements (e.g., curb cuts, gutter, sidewalk). Include cross-section details.
- Location, dimensions and type of paving material of driveways, driveway throats, drive aisles, walkways, and all hardscape areas (e.g. asphalt, scored concrete, enhanced paving, etc.).
- Location of all proposed vehicle (standard, motorcycle and handicap) parking spaces and parking area landscape planters. Include details of parking space size and striping plan.
- Location dimensions and design details of trash recycling enclosures.

WHY PROVIDE EXISTING SITE DETAILS?
 In many instances, a site plan showing existing or pre-project details provides the baseline information where analysis of the proposed project begins. For instance, existing site information might explain a non-conforming situation. Or, clarification of the existing site conditions help with comprehension on the overall project concept. If there is too much overlap (existing and proposed information), it may be more comprehensive to provide the existing site conditions on a separate plan.

SAME INFORMATION ON DIFFERENT PLANS
 Certain details are important to duplicate on plans for full comprehension. For example, placement of light poles are necessary on the photometric plans to detail luminosity, but are important on site plans to verify placement and clearance distances. Other items, such as trees, while shown on landscape plans, are important to include on the site plan to confirm there are no conflicts with other items, such as light poles, walls, fences, ground signs, etc.

- Location and dimensions of commercial/industrial loading area(s) and loading area striping.
- Location of aboveground utility vaults, transformers, freestanding mailboxes, gas meters, backflow preventers and other similar utility facilities.
- Location and size of utility connections.
- Location of any existing or proposed transit/bus stops within 50 feet of the project boundaries

and across the street from the site. Show all existing/proposed transit stop amenities and details (i.e., shelter, bench, bike racks, trash, and lighting). If proposed, location, capacity and design detail of temporary and permanent bicycle racks or bike storage/lockers

- If proposed, location and identification of onsite amenities, including site accessories and furnishings to be included in any outdoor private or common areas. Include outdoor seating areas, fountains, bike parking facilities, trash and recycling containers, and other similar street furniture.
- If proposed, location, size, and type (e.g., tenant identification, directional, project identification) of existing and proposed directional, freestanding and monument signs.
- If new commercial construction, location and dimensions for California Green Building Code Standards including, but not limited to, the following:
 - Recycling area
 - Clean air vehicle parking
 - Bicycle parking

Exhibit B

Floor Plan / Building Elevation

GENERAL REQUIREMENT

- Plans must be clear, legible and accurately scaled.
- All plan sets (i.e., site, elevations, engineering, landscaping, etc.) must be internally consistent with regard to layout, setbacks, dimensions, etc.
- Each plan set must be folded as a complete set to no larger than 8.5" x 14" with the title block visible, and stapled along the left margin.
- Revisions on plan resubmittals must be denoted with clouds or bubbles for easy reference.
- Plan sheet size: between 18"x 24" minimum and 24"x36" maximum.
- All plan sheets should be folded and stapled in a set.
- Title block for each sheet should include:
 - Name of project (if any) or applicant name.
 - Project address, or assessor parcel number (APN).
 - Name, address and phone number of the applicant, architect and/or engineer.
 - Revision number and date for subsequent submittals.
- Scale should not be less than 1/4" = 1', unless otherwise authorized.

FLOOR PLAN(S)

- Existing and proposed building dimensions.
- Existing and proposed use, dimensions and square footage of each existing and proposed room, including offices, restrooms, mechanical rooms, hallways, etc.
- For uses proposing fixed seating, include seating layout.
- Provide fixture and shelving layout for stores and other uses with such items. If applicable, clarify location of alcohol storage, coolers, and shelving.
- If proposed, identify location and dimensions for dance floor or entertainment area(s).
- For covered or enclosed garage/parking or loading areas, include interior dimensions and, if different, unrestricted clearance areas (excluding support structures, posts, steps, door swings, cabinets, etc.).
- Location and dimension of doors and windows.
- Location and dimension of any trash enclosure
- Location and dimension of any elevators

BUILDING ELEVATION(S)

1. Include all exterior building sides, with dimensions specified, including courtyard elevations. Label elevations with north, south, east and west, including a reference point.
2. Include all proposed architectural features, including windows, doors, trim, exterior light fixtures, roof overhangs, etc. If gutters, downspouts, roof drains, and other such features will be exposed, be sure to include.
3. Specify the finish and color of all exterior components, including building materials, wall-mounted lighting, and other features (should be consistent with Materials Sample Board).

JUST THE BUILDINGS, PLEASE
Anticipated landscaping components should not be included in elevation drawings. If shown, these will need to be removed. Landscaping on elevations is better suited for optional perspective drawings.

4. For each elevation, show height of building (measured from base of wall to highest point).
5. Trash and recycling enclosures. Indicate color and materials of the enclosure, gates and cover.
6. If roof-mounted equipment is proposed, include a section showing that parapet walls (or roof wells) will prevent visibility of such equipment.
7. If proposal is an addition, show how proposed addition integrates with the existing building.
8. Commercial and industrial projects should identify placement and dimensions of existing and proposed building sign area(s).
9. Include details to clarify dimensions, colors and materials of any free-standing or ground signage.
10. Perspective drawings are optional, and may not be submitted instead of required elevation drawings.

COLOR ELEVATIONS

While helpful, color elevations are not required. Details provided on building elevations and the material sample board should adequately demonstrate the exterior design expectations.

Exhibit C

Tentative Map or Civil Plan Set

Some of the submittal requirement items may not apply to all projects, depending on the type or complexity of the project application.

GENERAL REQUIREMENT

- **CODE:** The City Subdivision ordinance is contained in Article III, Chapter 21 of the Gilroy Municipal Code.
- **DESIGN STANDARDS/STANDARD DETAILS:** City standard drawings for water, street, storm sewers, sanitary sewer facilities and fixtures are available on City web site. Tentative Map design features should reference these details. The City accepts improvements designed to meet California Department of Transportation (CALTRANS) Standard Plans where a City Standard Details are not available.
- Speak to a Planner to go over other submittals that may be required for Zone Changes, Density Bonuses, Site Plan Review, etc. as some of these requirements may overlap.
- Submit eight (8) full-size, 24" x 36" sets, and eight (8) half-size, 11" x 17" plan sets.
- The Tentative Map shall contain information set forth in the attached Tentative Map checklist. The project engineer shall complete and submit the checklist with the first submittal.
- Check the following box if complete , circle if incomplete , or mark N/A if not applicable. Some of the submittal requirement items may not apply to all projects, depending on the type or complexity of project application. Applicants are encouraged to consult with the Development Review Engineer to determine which of these submittal requirements are applicable, as some of the requirements may not be necessary.
-
- The following reports and supporting documents shall be provided:
 - Two (2) sets of Preliminary Geotechnical Report.
 - Two (2) preliminary title reports, dated within 6 months of application

PROJECT INFORMATION

- Submit eight (8) full size 24" x 36", and eight (8) reduced size 11" x 17" plan sets.
- Project title block at the top center of the title sheet:
Inscribe words (VESTING) TENTATIVE TRACT/PARCEL MAP (NUMBER) in the title block.
- Contact list: Names, addresses, zip codes and phone numbers of record owners, Land Subdividers, project engineer and/or surveyor, geotechnical engineer, architect, landscape architect, and all of whom prepared plans in their respective fields
- Subdivision boundaries (if applicable).
- Railroad rights-of-way, easements, political subdivisions, rancho lines, watercourses, other physical features.
- Layout, number, dimensions, and area of parcels/lots.
- Zoning information: existing and proposed zoning.
- Utility providers (Water, Sanitary Sewer, Storm Sewer, Telecommunications, etc.)
- Include the following statements as applicable:

I, Engineer Name, CERTIFY THAT THIS TENTATIVE MAP WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT IT COMPLIES WITH THE CITY OF GILROY SUBDIVISION ORDINANCE AND THE STATE MAP ACT.

A SOILS REPORT ON THIS PROPERTY HAS BEEN PREPARED BY, Geotechnical Name, ENTITLED "Report Name" DATED , WHICH HAS BEEN FILED WITH THE CITY OF GILROY.

I, Surveyor Name, A LICENSED LAND SURVEYOR IN THE STATE OF CALIFORNIA, HEREBY STATE THAT THIS TENTATIVE MAP IS BASED UPON SURVEY UNDER MY DIRECT SUPERVISION AND THAT IT COMPLIES WITH CITY OF GILROY SUBDIVISION ORDINANCE AND STATE MAP ACT.

- Flood Zone information: use current FEMA Flood Insurance Rate Map (FIRM).
- Vicinity Map.
- True North Arrow, dimensional and graphic scale, date and subsequent revision date.
- Floor Area Ration (FAR) if mixed use is proposed

EXISTING CONDITIONS

- Adjacent streets and roadway details are provided (i.e. street sections).
- Existing top of curb, if none, edge of pavement, flowline of roadside ditch and property line grades.
- Existing pedestrian ramps at the intersection adjacent to the project site.
- Existing slope of street along street center line and along curb line.
- Existing buildings, structures, and trees to remain or be demolished / removed.
- Existing trees and any shrubbery, in excess of three (3) feet in height or ten (10) inches or more in trunk diameter, both on-site and off-site. Label trees to remain or be removed.
- Locations and nature of known or suspected soil or geologic hazard areas.
- Contour lines at one-foot intervals up to 1% slope; two-foot intervals at 1-50% slope. Ten- foot intervals at 50+% slope.
- Existing buildings, distances between structures and between structures and property lines to be removed.
- Existing power poles, street lights or other above ground utility structures such as Pacific Gas and Electric, AT&T Telephone, etc., existing overhead utility lines, and poles within and/or contiguous to the proposed subdivision.
- Existing easements
- Existing property boundary (or boundaries if multiple lots involved).
- Existing utilities (storm, water, sewer, etc.)

SITE PLAN

- Proposed street name(s) and indicate whether a public or private street.
- Development summary tables (i.e. number of units, square footages, parking spaces, etc.)
- Proposed building footprints.
- Right-of-way width and future ultimate right of way width if applicable.
- Proposed curb-to-curb and sidewalk widths.

- Proposed pedestrian ramps. (Any existing pedestrian ramps adjacent to the project site must be verified, and as required, upgraded to comply with current Title 24 requirements.)
- Typical street or driveway cross-sections.
- Radius of curb returns, street curves, landscaping islands, and cul-de-sac.
- Proposed top of curb grades – minimum shown should be at curb returns and grade breaks.
- Longitudinal and cross slopes of street(s) or driveway(s).
- Show proposed driveway locations and provide details such as width and type.
- Area(s) offered for dedication for widening of realignment of existing streets.
- All proposed Easements.
- Proposed special pavement treatments (i.e. permeable pavers, decorative concrete).
- Parking stalls – dimensions for full and compact sizes, and handicap parking space(s).
- Indicate whether overhang design is used.
- Proper vehicle back-up area width and back-up notch.
- Proposed Stormwater Treatment Control Measure locations.

GRADING PLAN / DRAINAGE PLAN

- Limits of grading.
- Earthwork quantities.
- General topography, contour lines, existing and proposed elevations.
- Topographical contours shall be shown at two (2) foot intervals.
- Show existing contours beyond the property lines sufficient to identify existing drainage patterns or no impact to existing drainage patterns.
- Limits of grading and earthwork quantities.
- Elevations of various plateaus of grading, flowlines, top of curbs, etc.
- Slope ratios.
- Elements of grading must be in conformance with Preliminary Geotechnical Report.
- Location of overland release route(s).
- Location, width, direction of flow and approximate elevations of flowline, top of curbs, top and bottom of bank of any watercourse.
- Drainage facilities, sizes, and slopes.
- Typical cross-sections (not less than two) of all existing and proposed graded areas taken at locations of maximum cuts and fills.

UTILITY PLAN

A. Sanitary Sewer:

- Information on existing sanitary sewer mains within or abutting project site.
- Size and slope of sanitary sewer pipes. Invert elevations at manholes, at connection points and at the nearest manholes.
- Location and size of sanitary sewer system and its design parameters.

B. Storm Sewer:

- Information on existing storm drain pipes, inlets, natural swales, creeks, etc.

- Size, slope of existing pipes and inverts of existing inlets, manholes, etc.
- Invert elevation of connection to treatment control measures, swales, creeks, ponds, etc.
- Approximate boundaries of any areas with a history of flooding.
- Contours of adjacent property to show drainage conditions that may affect the subdivision.
- Locations and sizes of storm drain system and its design parameters.
- Proposed ground slopes, elevations, directions of ditch, swale and pipe flows.
- Sufficient grades or contours are shown to indicate the ultimate drainage of the property.
- Hydraulic grade line (HGL) or water surface elevation (WSE) at discharge location(s).

C. Water:

- Information on existing water mains (i.e. size & material) within or abutting project site clearly shown.
- Location of existing and proposed water hydrants and water meters.
- Location and size of water system and its design parameters.
- Location and size of proposed water main.

FIRE TRUCK CIRCULATION PLAN

- Show proposed driveway locations and details.
- Provide a circulation plan for emergency vehicles with turning templates and showing truck turning movements.
- Display emergency vehicle profile and dimensions.

SOLID WASTE HANDLING PLAN

- Show proposed driveway locations and details.
- Show proposed trash enclosure locations and details including truck access to each enclosure. Trash enclosure design must meet all requirements set forth in the City of Gilroy Standard Conditions and have adequate space for appropriately sized trash, recyclables, and organics containers. Provide trash, recyclables, and organics generation calculations.
- Provide a circulation plan for solid waste handling vehicles with turning templates and show truck turning movements. Dashed lines indicating the collection vehicles' path of travel to enter the property, service each container, and exit are required. Collection vehicles will be allowed to back up no more than 150 feet, and all turns and turn-around areas shall be designed with a 40-foot turning radius. Collection vehicles require a minimum vertical clearance of 14 feet and a minimum width of 12 feet. Driveways or parking lots in the path of the collection vehicle must accommodate a 50,000-pound truck on a weekly basis.
- Provide a letter from the local solid waste hauler (Recology) indicating that they have reviewed the proposed plan and can service the site as proposed. You may contact Customer Service at customerservice055@recology.com or at (408) 842-3358.

Exhibit D

Planning Level Stormwater Management

CONCEPTUAL STORMWATER CONTROL PLAN (Planning Level)

All projects within the City of Gilroy are subject to post-construction requirements per the provisions of the Phase II National Pollutant Discharge and Elimination System (NPDES) Stormwater Permit, dated February 2013. For specific submittal requirements, visit the City of Gilroy Storm Water Management website (<http://www.cityofgilroy.org/261/Storm-Water-Management>) and click the link for the *Stormwater Management Guidance Manual*. Projects in the planning phase, shall submit a planning level stormwater control plan with the following requirements.

- Submit a Conceptual Stormwater Control Plan containing the following information:
 - a. Drainage boundaries clearly defined and labeled.
 - b. Location, size, and identification (including description), of types of water quality treatment control measures such as swales, detention basins, bioretention, infiltration trenches, flow-thru planter boxes, etc.
 - c. Location, size and identification of proposed landscaping/plant material.
 - d. Specify Soil Type(s) of the project site.
 - e. All existing and proposed topographic contours with drainage management areas (DMA) identified, and proposed structural control measures.
 - f. For each drainage area, specify types of impervious area (roof, plaza, sidewalk, streets, parking, etc.) and surface area of each.
 - g. Specify depth to groundwater.
 - h. Preliminary (planning level) numeric sizing calculations based on the Stormwater Control Plan by a qualified civil engineer, used to determine runoff quantity and to design/select the post- construction treatment control measures. Design level calculations will be provided at the final design phase.
 - i. Identify pollutants and pollutant source areas, including loading docks, food service areas, refuse areas, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing.

Note: The Engineering Site Plan and Landscape Plan must be consistent and identify the preliminary drainage scheme and stormwater treatment BMP's proposed for the project, with cross sections of such features.

- Source Control Checklist. Include this checklist in the Conceptual Stormwater Control Plan.

STORMWATER PERFORMANCE REQUIREMENTS

A project – depending on the scope and complexity of the project - may be required to meet different post-construction requirements or Performance Requirements for stormwater depending on the type and location of the project and amount of impervious surface created and/or replaced. Regardless of the type and size of project, all projects fall into one of the Tiers identified in the Performance Requirements. **All projects must complete a Performance Requirement Certification**, depending on the Tier the project falls under – refer to the *Stormwater Management Guidance Manual* (<http://www.cityofgilroy.org/261/Storm-Water-Management>) which provides details on Gilroy's post-construction Performance Requirements.

- Submit a Performance Requirement Certification (see following pages)

Stormwater Control Plan Checklist

Stormwater Control Plan Required Contents	PR Level	Done?
1. Project Information	All	
• Project name		
• Application number		
• Address and assessor's parcel number		
• Name of Applicant		
• Project Phase number (if project is being constructed in phases)		
• Project Type (e.g., commercial, industrial, multi-unit residential, mixed-use, public), and description		
2. Project Areas	All	
• Total project site area		
• Total new impervious surface area		
• Total replaced impervious surface area		
• Total new pervious area		
• Calculation of Net Impervious Area		
3. Statement of Performance Requirements that apply to the project:	All	
• Performance Requirement No.1 – Site Design and Runoff Reduction		
• Performance Requirement No.2 – Water Quality Treatment		
• Performance Requirement No. 3 – Runoff Retention		
• Performance Requirement No. 4 – Peak Management		
4. Delineation of Drainage Management Areas (DMAs)	All	
5. Summary of Site Design and Runoff Reduction Performance Requirement measures selected for the project (see PR-1 checklist)	PR-1	
6. Description of Runoff Reduction Measures and Structural Stormwater Control Measures, by Drainage Management Area and for entire site	PR-2, 3, and 4	
7. Water quality treatment calculations used to comply with the Water Quality Treatment Performance Requirement and any analysis to support infeasibility determination	PR-2	
8. Documentation certifying that the selection, sizing, and design of the Stormwater Control Measures meet the full or partial Water Quality Treatment Performance Requirements (see PR-2 checklist)	PR-2	

Stormwater Control Plan Required Contents	PR Level	Done?
<p>9. Statement that Water Quality Treatment Performance Requirement has been met on-site, or, if not achievable:</p> <ul style="list-style-type: none"> • Documentation of the volume of runoff for which compliance cannot be achieved on-site and the associated off-site compliance requirements • Statement of intent to comply with Water Quality Treatment Performance Requirement through Alternative Compliance 	PR-2	
10. LID Site Assessment Summary (see PR-3 checklist)	PR-3	
11. LID Site Design Measures Used (see PR-3 checklist)	PR-3	
12. Supporting calculations used to comply with the applicable Runoff Retention Performance Requirements	PR-3	
13. Documentation demonstrating infeasibility where Site Design and Runoff Reduction measures and retention-based Stormwater Control Measures cannot retain required runoff volume	PR-3	
14. Documentation demonstrating percentage of the project's Equivalent Impervious Surface Area dedicated to retention-based Stormwater Control Measures	PR-3	
<p>15. Statement that Runoff Reduction Performance Requirement has been met on-site, or, if not achievable:</p> <ul style="list-style-type: none"> • Documentation of the volume of runoff for which compliance cannot be achieved on-site and the associated off-site compliance requirements • Statement of intent to comply with Runoff Retention Performance Requirements through an Alternative Compliance agreement 	PR-3	
16. Supporting calculations used to comply with the applicable Peak Management Performance Requirements	PR-4	
17. Documentation demonstrating infeasibility where on-site compliance with Peak Management Performance Requirements cannot be achieved	PR-4	
<p>18. Statement that Peak Management Performance Requirement has been met on-site, or, if not achievable:</p> <ul style="list-style-type: none"> • Documentation of the volume of runoff for which compliance cannot be achieved on-site and the associated off-site compliance requirements • Statement of intent to comply with Peak Management Requirements through an Alternative Compliance agreement 		
19. O&M Plan for all structural SCMs to ensure long-term performance	PR-2, 3, and 4	
20. Owner of facilities and responsible party for conducting O&M	PR-2, 3, and 4	

SOURCE CONTROL CHECKLIST

ON-SITE SOURCE CONTROL MEASURES	INCORPORATED?
Wash area/racks, drain to sanitary sewer ¹	<input type="checkbox"/>
Covered dumpster area, drain to sanitary sewer ¹	<input type="checkbox"/>
Sanitary sewer connection or accessible cleanout for swimming pool/spa/fountain ¹	<input type="checkbox"/>
Parking garage floor drains plumbed to sanitary sewer ¹	<input type="checkbox"/>
Fire sprinkler test water/condensate drain lines drain to landscape/sanitary sewer ¹	<input type="checkbox"/>
Interior floor drains/boiler drain lines plumbed to sanitary sewer	<input type="checkbox"/>
Beneficial landscaping/IPM (minimize irrigation, runoff, pesticides and fertilizers; promotes treatment)	<input type="checkbox"/>
Outdoor material storage protection	<input type="checkbox"/>
Covers, drains for loading docks, maintenance bays, fueling areas	<input type="checkbox"/>
Maintenance (pavement sweeping, catch basin cleaning, good housekeeping)	<input type="checkbox"/>
Storm drain labeling	<input type="checkbox"/>
Other ² _____	<input type="checkbox"/>

Notes:

¹ Subject to sanitary sewer authority requirements.

² See CASQA Stormwater BMP Handbook for New Development and Redevelopment for additional BMPs for vehicle service repair facilities, fuel dispensing areas, industrial processes, rooftop equipment and other pollutant generating activities and sources:

<https://www.casqa.org/resources/bmp-handbooks/new-development-redevelopment-bmp-handbook>

Performance Requirements

A project may be required to meet different post-construction requirements or Performance Requirements (PR) depending on the type and location of the project and amount of impervious surface created and/or replaced. Performance Requirements include:

- PR-1 - Site Design and Runoff Reduction
- PR-2 - Water Quality Treatment
- PR-3 - Runoff Retention
- PR-4 - Peak Management

See the Table 1 for a summary of the Performance Requirements. Details on the implementation of these Performance Requirements are provided in the following Chapters.

Table 1. Post Construction Requirements at a Glance¹

Type of Project	Requirements
Tier 1 Projects, including single-family homes, that create or replace 2,500 square feet or more of impervious surface	PR-1 - Implement LID Measures: <ul style="list-style-type: none"> • Limit disturbance of natural drainage features. • Limit clearing, grading, and soil compaction. • Minimize impervious surfaces. • Minimize runoff by dispersing runoff to landscape or using permeable pavements.
Tier 2 Projects, other than single-family homes, that create or replace 5,000 SF or more of net impervious surface ² Detached single-family homes that create or replace 15,000 SF or more of net impervious surface	PR-1 requirements, plus PR-2: <ul style="list-style-type: none"> • Treat runoff with an approved and appropriately sized LID treatment system prior to discharge from the site.
Tier 3 Projects, other than single-family homes, that create or replace 15,000 SF or more of impervious surface. Detached single-family homes that create or replace 15,000 SF or more of net impervious surface ² .	PR-2 requirements, plus PR-3: <ul style="list-style-type: none"> • Prevent offsite discharge from events up to the 95th percentile rainfall event using Stormwater Control Measures³.
Tier 4 Projects, including single-family homes, that create or replace 22,500 square feet or more of impervious surface.	PR-3 requirements, plus PR-4: <ul style="list-style-type: none"> • Control post-project peak flows to not exceed pre-project peak flows for the 2- through 10-year storm events. (May be satisfied by Tier 3 requirements for some projects.)

Notes:

¹Adapted from "Stormwater Technical Guide for Low Impact Development: Compliance with Stormwater Post-Construction Requirements in Santa Barbara County", Project Clean Water, County of Santa Barbara, Water Resources Division, February 18, 2014

²Net impervious surface equals new and replaced impervious area minus the total pre-project to post-project reduction in impervious area (if any).

³Single-family home projects in some areas of Santa Clara County may be allowed to retain runoff from the 85th percentile rainfall event if they are in Watershed Management Zones 5, 6 or 9.

**PERFORMANCE REQUIREMENT NO. 1
SITE DESIGN AND RUNOFF REDUCTION**

CERTIFICATION

DESIGN STRATEGY	INCORPORATED?
1. Limit disturbance of creeks and natural drainage features.	
2. Minimize compaction of highly permeable soils.	
3. Limit clearing and grading of native vegetation at the site to the minimum area needed to build the project, allow access, and provide fire protection.	
4. Minimize impervious surfaces by concentrating improvements on the least sensitive areas of the site, while leaving the remaining land in a natural undisturbed state.	
5. Minimize stormwater runoff by implementing one or more of the following design measures:	
a) Direct roof runoff into cisterns or rain barrels for reuse.	
b) Direct roof runoff onto vegetated areas safely away from building foundations and footings.	
c) Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas safely away from building foundations and footings.	
d) Direct runoff from driveways and/or uncovered parking lots onto vegetated areas safely away from building foundations and footings.	
e) Construct bike lanes, driveways, uncovered parking lots, sidewalks, walkways, and patios with permeable surfaces.	

I, _____, acting as the Project Engineer for _____ project, located at _____, hereby state that the Site Design and Runoff Reduction design strategies indicated above have been incorporated into the design of the project.

Signature

Date

**PERFORMANCE REQUIREMENT NO. 2:
WATER QUALITY TREATMENT
CERTIFICATION**

	ON-SITE WATER QUALITY TREATMENT MEASURES (IN ORDER OF PRIORITY)	INCORPORATED?
1.	<p>Low Impact Development (LID) Treatment Systems designed to retain stormwater runoff generated by the 85th percentile 24-hour storm. Stormwater Control Measures implemented (circle all that apply, design documentation is required):</p> <ul style="list-style-type: none"> • Harvesting and Use, • Infiltration, • Evapotranspiration 	
2.	<p>Biofiltration Treatment Systems – with the following design parameters:</p> <ol style="list-style-type: none"> a) Maximum surface loading rate appropriate to prevent erosion, scour and channeling within the biofiltration treatment system itself and equal to 5 inches per hour, based on the flow of runoff produced from a rain event equal to or at least: <ol style="list-style-type: none"> i. 0.2 inches per hour intensity; or ii. Two times the 85th percentile hourly rainfall intensity for the applicable area, based on historical records of hourly rainfall depth b) Minimum surface reservoir volume equal to the biofiltration treatment system surface area times a depth of 6 inches c) Minimum planting medium depth of 24 inches. The planting medium must sustain a minimum infiltration rate of 5 inches per hour throughout the life of the project and must maximize runoff retention and pollutant removal. A mixture of sand (60%-70%) meeting the specifications of American Society for Testing and Materials (ASTM) C33 and compost (30%-40%) may be used. A Regulated Project may utilize an alternative planting medium if it demonstrates its planting medium is equal to or more effective at attenuating pollutants than the specified planting medium mixture. d) Proper plant selection¹³ e) Subsurface drainage/storage (gravel) layer with an area equal to the biofiltration treatment system surface area and having a minimum depth of 12 inches f) Underdrain with discharge elevation at top of gravel layer g) No compaction of soils beneath the biofiltration facility (ripping/loosening of soils required if compacted) h) No liners or other barriers interfering with infiltration, except for situations where lateral infiltration is not technically feasible 	

¹³ Technical guidance for designing bioretention facilities is available from the Central Coast LID Initiative. The guidance includes design specifications and plant lists appropriate for the Central Coast climate: http://www.centralcoastlidi.org/Central_Coast_LIDI/LID_Structural_BMPs.html

3.	Non-Retention Based Treatment Systems – designed to meet at least one of the following hydraulic sizing criteria:	
	(a) Volume Hydraulic Design Basis – Treatment systems whose primary mode of action depends on volume capacity shall be designed to treat stormwater runoff equal to the volume of runoff generated by the 85th percentile 24-hour storm event, based on local rainfall data.	
	(b) Flow Hydraulic Design Basis – Treatment systems whose primary mode of action depends on flow capacity shall be sized to treat: <ul style="list-style-type: none"> (i) The flow of runoff produced by a rain event equal to at least two times the 85th percentile hourly rainfall intensity for the applicable area, based on historical records of hourly rainfall depths; or (ii) The flow of runoff resulting from a rain event equal to at least 0.2 inches per hour intensity. 	

I, _____, acting as the Project Engineer for _____ project, located at _____, hereby state that the On-Site Water Quality Treatment Measures indicated above have been incorporated into the design of the project.

Signature

Date

**PERFORMANCE REQUIREMENT NO. 3:
RUNOFF RETENTION**

Design Rainfall Events & Treatment Requirements for WMZs

WMZ ¹	Treatment Options & Design Rainfall	Check Applicable WMZs
WMZ 1	Via optimized infiltration ² , prevent offsite discharge from events up to the 95 th percentile 24-hour rainfall event as determined from local rainfall data.	
WMZ 2	Via storage, rainwater harvesting, infiltration, and/or evapotranspiration, prevent offsite discharge from events up to the 95 th percentile 24-hour rainfall event as determined from local rainfall data.	
WM 4 *	Via optimized infiltration ² , prevent offsite discharge from events up to the 95 th percentile 24-hour rainfall event as determined from local rainfall data.	
WMZ 5	Via optimized infiltration ² prevent offsite discharge from events up to the 85 th percentile 24-hour rainfall event as determined from local rainfall data.	
WMZ 6	Via storage, rainwater harvesting, infiltration, and/or evapotranspiration, prevent offsite discharge from events up to the 85 th percentile 24-hour rainfall event as determined from local rainfall data.	
WMZ 9	Via storage, rainwater harvesting, infiltration, and/or evapotranspiration, prevent offsite discharge from events up to the 85 th percentile 24-hour rainfall event as determined from local rainfall data.	
WMZ 10 *	Via optimized infiltration ² , prevent offsite discharge from events up to the 95 th percentile 24-hour rainfall event as determined from local rainfall data	

Notes:

* Applicable only to those areas that overlay designated Groundwater Basins

1. Includes only those WMZs contained in Santa Clara County.

2. Storage, rainwater harvesting, and/or evapotranspiration may be used when infiltration is optimized.

**PERFORMANCE REQUIREMENT NO. 3:
RUNOFF RETENTION**

LID Site Assessment Checklist

ITEMS TO DOCUMENT:	INCLUDED?
1. Site topography	<input type="checkbox"/>
2. Hydrologic features including contiguous natural areas, wetlands, watercourses, seeps, or springs	<input type="checkbox"/>
3. Depth to seasonal high groundwater	<input type="checkbox"/>
4. Locations of groundwater wells used for drinking water	<input type="checkbox"/>
5. Depth to an impervious layer such as bedrock	<input type="checkbox"/>
6. Presence of unique geology (e.g., karst)	<input type="checkbox"/>
7. Geotechnical hazards	<input type="checkbox"/>
8. Documented soil and/or groundwater contamination	<input type="checkbox"/>
9. Soil types and hydrologic soil groups	<input type="checkbox"/>
10. Vegetative cover/trees	<input type="checkbox"/>
11. Run-on characteristics (source and estimated runoff from offsite which discharges to the project area)	<input type="checkbox"/>
12. Existing drainage infrastructure for the site and nearby areas including the location of municipal storm drains	<input type="checkbox"/>
13. Structures including retaining walls	<input type="checkbox"/>
14. Utilities	<input type="checkbox"/>
15. Easements	<input type="checkbox"/>
16. Covenants	<input type="checkbox"/>
17. Zoning/Land Use	<input type="checkbox"/>
18. Setbacks	<input type="checkbox"/>
19. Open space requirements	<input type="checkbox"/>
20. Other pertinent overlay(s)	<input type="checkbox"/>

**PERFORMANCE REQUIREMENT NO. 3:
RUNOFF RETENTION**

LID Site Design Measures

	DESIGN MEASURE	INCORPORATED?
1.	Defining the development envelope, identifying the protected areas, and identifying areas that are most suitable for development and areas to be left undisturbed	
2.	Identifying conserved natural areas, including existing trees, other vegetation, and soils (shown on the plans)	
3.	Limit the overall impervious footprint of the project	
4.	Design of streets, sidewalks, or parking lot aisles to the minimum widths necessary, provided that public safety or mobility uses are not compromised	
5.	Set back development from creeks, wetlands, and riparian habitats	
6.	Design conforms the site layout along natural landforms	
7.	Design avoids excessive grading and disturbance of vegetation and soils	

I, _____, acting as the Project Engineer for _____ project, located at _____, hereby state that LID Site Design Measures indicated above have been incorporated into the design of the project.

Signature

Date

**PERFORMANCE REQUIREMENT NO. 3:
RUNOFF RETENTION
Technical Infeasibility Checklist**

	Site Conditions	Check If Applicable
1.	Depth to seasonal high groundwater limits infiltration and/or prevents construction of subgrade stormwater control measures ¹⁴	<input type="checkbox"/>
2.	Depth to an impervious layer such as bedrock limits infiltration	<input type="checkbox"/>
3.	Sites where soil types significantly limit infiltration	<input type="checkbox"/>
4.	Sites where pollutant mobilization in the soil or groundwater is a documented concern	<input type="checkbox"/>
5.	Space constraints (e.g., infill projects, some redevelopment projects, high density development)	<input type="checkbox"/>
6.	Geotechnical hazards	<input type="checkbox"/>
7.	Stormwater Control Measures located within 100 feet of a groundwater well used for drinking water	<input type="checkbox"/>
8.	Incompatibility with surrounding drainage system (e.g., project drains to an existing stormwater collection system whose elevation or location precludes connection to a properly functioning treatment or flow control facility)	<input type="checkbox"/>

¹⁴ See Santa Clara Valley Water District guidelines for minimum groundwater separation from stormwater infiltration devices (Section 7, Table 6, of this Manual).

Exhibit E

Public Hearing Noticing Requirement Packet

Projects considered by the Planning Commission or City Council require public hearing notice to property owners of all properties located within 500 feet of the project boundaries. The following items comprise the required components of the Public Hearing Packet:

Property Owners List: The property owners' list address information must be prepared by or under the direction of a Title Company. This compilation must be based on information from the latest County of Santa Clara Assessor's roll, and must be current **(within 6 months) of the public hearing date***.

Property Owners Map: Assessor Parcel Maps from Santa Clara County must be provided to verify each parcel of land located within a 500-foot radius from the perimeter of the subject site.

Property Owners Labels: At minimum, two (2) sets of mailing labels and one (1) copy must be provided for staff use. The mailing labels must be provided on 1" x 2¾" labels on 3-column, 8½" x 11" sheets (30 to 33 labels per sheet) of mailing labels, such as Avery 5160 or 5960 (available at office supply stores). Other label formats are not acceptable. Clip each set of labels separately.

The labels must be current and correspond to the Property Owners List, and include any other individuals the applicant wishes to receive notices of public hearings. Be sure to include several blank labels on each set for staff use. Information on the labels must be in all uppercase (capital) letters and in the format below:

ASSESSORS PARCEL NO. OWNERS' FULL NAME(S) ADDRESS STREET #APT CITY STATE ZIP

Sample label (1" x 2¾")

Public Notice Affidavit: The affidavit form, available on the Planning Division webpage (<http://www.cityofgilroy.org/DocumentCenter/Home/View/5897>) must be signed by the applicant, applicant's agent, or other individual preparing the required Property Owners Map, List & Labels, to verify the accuracy of such information.

Publication Notices: For those projects involving multiple planning applications, concurrent processing and public noticing is pursued whenever possible. The fee for each scheduled public hearing is established by the City Council, and must be collected prior to advertising for the public hearing can occur.

Project Notification Sign: Prior to the project being scheduled for a public hearing, adequate notification sign should be erected in place in accordance with Project Notification Sign Specification Policy (see attached).

*** The applicant should coordinate with the project planner assigned to the case in order to arrange for submittal of mailing labels after the project has been accepted as complete for processing.**