



DEVELOPMENT APPLICATION GENERAL SUBMITTAL REQUIREMENTS & INSTRUCTIONS

Updated 9/16/21

The Planning Division, part of the Development Services Department, manages the intake and review of all development related discretionary permit applications, such as: new developments, modifications to existing developments, conditional use permits, General Plan amendments, rezoning, lot line adjustments, tentative maps, etc.

All applications filed with the Planning Division must be submitted electronically to PlanningAdmin@CityofTracy.org. Please be advised that the City will not accept partial submittals; all required documents must be submitted simultaneously, as separate files.

Submittal of the Development Application form, submittal of all requisite documents, and payment of related fee(s) are required in order for an application to be considered submitted, applied for, received, or accepted.

Please read the [Submittal Instructions](#) thoroughly prior to submitting your application materials. (You will find the Instructions beginning on Page 4.)

NOTE: The Planning Division routes applications to various City departments and external agencies, including the South San Joaquin County Fire Authority, for review. Fees assessed by the Planning Division do not include fees for review by the Fire Authority. The applicant may receive an invoice(s) from the Fire Authority throughout the review process. Please visit the South San Joaquin County Fire Authority's website to view the [Fee Schedule](#). You may also contact the Fire Authority at (209) 831-6707 or Fire.PlanCheck@SJCfire.org for additional information.

General Submittal Requirements

The purpose of this section is to provide general guidance on the documents required as part of your application package. This varies dependent upon the type of permit for which you are applying. In the Types Table below, the numbers following each application type refer to the materials that must accompany each particular application. These materials are described in detail in the Submittal Requirements table beginning on the next page.

TYPES TABLE	
APPLICATION TYPE	SUBMITTAL REQUIREMENTS
Conditional Use Permit	1 through 15
Development Review	1 through 15
General Plan Amendment	1 through 7

Lot Line Adjustment	See Title 12 of the Tracy Municipal Code
Rezoning	1 through 7
Tentative Map	See Title 12 of the Tracy Municipal Code
Variance	1 through 12
Other	Check with Planning staff at (209) 831-6400 or PlanningAdmin@CityofTracy.org .

NOTE: The requirements may be adjusted or waived according to the relevancy of the information to the application under consideration. Upon the City's receipt of your application, if required submittal materials are missing, you will be notified via email. If you have any questions regarding these requirements, please call or email the Planning Division staff at (209) 831-6400 or PlanningAdmin@CityofTracy.org.

SUBMITTAL REQUIREMENTS		
Refer to the Types Table above for the requirements that pertain to each specific application type.		
NO.	REQUIREMENT	DESCRIPTION
1	APPLICATION FORM	Development Application form , completed and signed. Note: If applying for multiple application types, all types can be included on one Development Application form, and should be explained as part of the project description on the form.
2	SUPPLEMENTAL FORMS	Completed Permit Application Addendum , APCD Compliance Questionnaire , and SJCOG SJMSCP Form are required for any new development.
3	FEE(S)	Pay by check or credit card. (You will receive payment instructions after all required materials have been submitted.)
4	LOCATION MAP	Indicate the subject parcel(s), adjacent streets and parcels, and land uses of adjacent parcels within 300 feet.
5	AERIAL PHOTO	An image as recent as possible that shows an overhead view of the subject site, terrain, and buildings as well as the streets/freeways, sites, and buildings in the general vicinity.
6	PRELIMINARY TITLE REPORT	A current Preliminary Title Report prepared within the three months preceding the application filing date.
7	WRITTEN STATEMENT	Describe the project in detail, including any phasing, the reasons for the project, and the potential benefits and costs to the City.
8	SITE PHOTOGRAPHS	Pictures should clearly show the views of the project, including neighboring development. Supply a legend indicating where the pictures were taken from and in which cardinal direction they were taken. Label the pictures accordingly. It is sometimes desirable to take a series of overlapping photographs which, when digitally manipulated together, show a panoramic view.
9	SITE PLANS *	Site plans of the project must be fully dimensioned and accurately drawn. The plans must contain the following basic information, unless additional information is necessary to properly evaluate the project. Provide as many pages as necessary. You may combine information, as long as the plans are easy to read. In most cases, the site plan should be prepared by a licensed civil engineer, surveyor, architect, and/or landscape architect. The boundary and topographic information (showing the existing topography) must be prepared by a licensed civil engineer or land surveyor.
	A. Legal Boundaries	Boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles, etc.

	B. Topography	Topography of the land, with one-foot contour lines for land with a slope of 5% or less, and two-foot contours for land over 5%. This contour interval may be increased for land with over 10% slope. Show faults, flood zones, and other areas susceptible to natural hazards.
	C. Grading	Preliminary grading plan clearly showing existing and proposed contours carried a minimum of 50' beyond the project boundaries. Show direction and path of existing proposed drainage channels or facilities. Indicate building pad, finished elevations, and retaining walls (with height and materials specified).
	D. Preliminary Utility Plan	Show existing and proposed utility connections to City sewer, storm drain, and water utilities lines in the public right-of-way. Also, show overhead power and utilities.
	E. Streets and Lots	Proposed street layouts and lot design, off-street parking, and loading areas. This should include proposed circulation of vehicles.
	F. Public Areas	Areas proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses.
	G. Land Use	Land uses proposed. Show the type, amount, and location. Show adjacent land uses, including their general location and the height of existing structures and trees, within 50 feet of the property lines.
	H. Trees	Species, common name, size, condition, location, and drip line of existing trees of over 12" in circumference and 24" above grade. Any trees proposed to be removed shall be so indicated, along with the reason why they are proposed to be removed.
	I. Buildings	All existing and proposed buildings and structures. Include their outside dimensions, height (from ground to peak of roof), location, and use. Delineate each residential unit or commercial shop and indicate unit type and size. Show trash enclosures, storage buildings, and other like structures. Indicate setbacks and distances between buildings.
	J. Features	Building appurtenances and features, including balconies, decks, stairs, roof lines, etc.
	K. Phasing	Potential phasing limits of the project should be indicated and a statement provided that sets forth the manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities, and open space.
	L. Coverage	Tabulation of building area and footprint, landscaping, open space, parking area (includes pavement, landscaping, and pedestrian paths within the portion of the site for use of vehicles), and mature tree canopy coverage within the parking area.
10	LANDSCAPE PLAN *	<p>A preliminary landscape plan shall be submitted showing major landscape structures, such as fences, walls, walks, pools, and trellises, with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscape plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked for conformance prior to issuance of a building permit.</p> <p>The preliminary landscape plan should indicate the general plant palette that is proposed, including a description of the type of plants, their rate of growth, size in 3-5 years, mature size, height and trunk caliper size, canopy coverage at maturity, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences, and street furniture. A description of objectives achieved by the plan shall also be included.</p>
11	BUILDING ELEVATIONS *	
	A. Elevations	<p>Show all elevations with materials, colors, and dimensions specified. The purpose of such drawings is to specify the height, bulk, and appearance of proposed buildings and structures.</p> <p>A materials list, including color photos of the materials and textures, shall accompany the application.</p>
	B. Lights	Show the location, height, size, and type of exterior lights.
	C. Features	Indicate the locations of identification signs and features, mailboxes, storage

		spaces, air conditioning units, transformers, utility meters, and other items that affect the exterior appearance and use of the proposed project and adjacent property.
12	FLOOR PLAN(S) *	Floor plans must show exterior doors, windows, and design with stairways, mechanical rooms and shared hallways so that parking and coverage calculations can be made. Building and room dimensions must be noted.
13	SIGNS	If buildings are proposed to be constructed or if the exterior is proposed to be remodeled, this is typically the best time to design space on the buildings to receive an exterior sign(s) and for the proposed sign design and location(s) to be reviewed by the City, sometimes in the context of a site sign program.
	A. Site Plan	Site plan, fully dimensioned, showing the location and size of all existing or proposed free-standing, monument, and wall signs. Include the length(s) of building frontage(s) onto a public right-of-way.
	B. Elevations	Fully dimensioned building elevations showing sizes and locations of existing and/or proposed wall signs (maximum scale 1/8" = 1'0").
	C. Details	Detailed drawings of all proposed signs indicating the type of letter, color scheme, cabinet colors, and material specifications (minimum scale 1/4" = 1'0")
	D. Inventory	An inventory of all signs must be submitted for any sign evaluation, to include the type, description, size, height, and locations of <u>all</u> existing and proposed signs. The height above finished grade, dimensions, and area (in square feet) of each sign shall be shown on all of the above drawings.
14	CROSS SECTIONS *	Cross sections shall be through the major axis of the project extending to the curb line on street sides and 10 feet onto adjacent properties along other boundaries. They shall be of the same scale as the building elevations. Normal vertical and horizontal scales shall be used to accurately portray the final building elevations in relation to the site, sidewalk, and adjacent properties. Both existing and proposed final grades shall be shown, as well as buildings and other structures. Cross sections should be used to show parapet wall, roof relationships, mechanical equipment and wells, fascia/gutter treatments, door and fenestration details.
15	ADDITIONAL INFORMATION	
	A	Photo simulations
	B	Perspective drawings
	C	Models/rendered elevations and site plan
	D	Typical building sections showing wall, eave, fascia and roof-mounted and through-roof mechanical equipment and penthouses
	E	Other information required by the City to understand the proposed project

* As with all required materials, plans must be submitted electronically. The plans must be 24" x 36" in size. The scale used on submittal plans shall be at a maximum 1/8" = 1'0" for the architectural plans, and minimum 1" = 20' for site plans. Include a north arrow, the scale, and a bar scale on all plans.

Submittal Instructions

Electronic submittal is required for all applications and resubmittals filed with the Planning Division.

FIRST SUBMITTAL:

1. Please email your submittal package to: PlanningAdmin@CityofTracy.org.
2. The submittal package must comply with the General Submittal requirements for the appropriate application type(s).

3. Each document shall be submitted in PDF format (Portable Document Format), shall be bookmarked when appropriate (i.e., plans), and shall NOT be locked as "Read Only". All PDFs must be editable.
4. Send each document as a separate file. For example, the application form, the plans, and the Preliminary Title Report should each be sent as a separate PDF file (i.e., the Preliminary Title Report might be a 26-page PDF file, and it will be submitted as a whole, as one file). Similarly, plans (including Site Plan, Landscape Plan(s), Floor Plan(s), Colored Elevations, etc.) should be submitted as one file, as opposed to individual plan sheet files.
5. The City's email file size limit is 25mb, and thus oversized plans and other large documents can sometimes cause the application package to exceed the email limit. To resolve this problem, you may submit your application package via an FTP (File Transfer Protocol) site. You may either use the City's FTP site, or a different FTP site.

To use the City's FTP site, send an email to PlanningAdmin@CityofTracy.org requesting a link to upload the files. You will receive an email response containing the link.

6. The City will not accept partial submittals; ALL required documents must be submitted simultaneously as separate PDF files. If some required materials are missing from the submittal package, then the applicant will be notified that the application cannot be accepted, will be advised of the missing materials, and will need to resubmit the entire package.
7. Once we receive a submittal package that meets the minimum requirements, you will be provided with an application number and fee payment instructions. Please do not submit payment until you have been provided with an application number to reference in your payment.
8. **Your application will not be considered submitted, applied for, received, or accepted until all required materials have been submitted and the required fees have been paid.**
9. Lot Line Adjustments: Please note that, while lot line adjustments are approved by the City Engineer, the application must be submitted to the Planning Division at PlanningAdmin@CityofTracy.org.

NEXT STEPS:

1. Your application will be considered submitted, applied for, received, and accepted when:
 - (a) It is determined that the City has received adequate information (based on the General Submittal Requirements) to begin the review process; and
 - (b) Application fees have been paid. *
2. Within one week after your application has been accepted for review, you will be notified of the name and contact information of the Planner who will be reviewing your project.

* Fees collected at the time of application submittal do not include fees for review by the South San Joaquin County Fire Authority. The applicant may receive an invoice(s) from the Fire Authority throughout the review process. Please visit the South San Joaquin Fire Authority's website to view the [Fee Schedule](#). You may also contact the Fire Authority at (209) 831-6707 or Fire.PlanCheck@SJCfire.org for additional information.

3. Approximately 30 days following submission/receipt/acceptance of your application, you will receive the City's initial comments on your project.

SUBSEQUENT SUBMITTALS:

1. Subsequent submittals must meet the requirements of Numbers 1, 3, 4, and 5 under "FIRST SUBMITTAL" above.
2. Response letters to the City's plan review comments are required, and should be submitted as a separate PDF file at the time revised plans are submitted.

Ensuring continued high-quality service to our customers is of paramount importance to us. If you have any questions, please contact the Planning Division at (209) 831-6400 or PlanningAdmin@CityofTracy.org.