CITY OF FAIRFIELD

COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED APPLICATION INFORMATION
(See following pages for detailed explanation)

APPLICATION TYPES	Filing Fee(s)	Application Form(s)	Findings / Justification	Environmental Assessment	Mailing Labels for Properties within 500ft	Legal Description / Title Report	Site Photographs	Contextual Aerial Map	Detailed Site Plan	Building Elevations	Conceptual Landscape Plan	Conceptual Grading / Utility Plan	Phasing Plan	Floor Plan(s)	Roof Plan(s)	Building Material Sample(s)	Colored Drawings	Perspective Drawings	Parcel Map	Tentative Map	Truck Turning Templates	Fire Access Plan	Stormwater Questionnaire	Trip Generation Assessment	Queuing Analysis	Sign Drawings	Electronic Copy
General Plan / Specific Plan Amendment	R	R		R	R*	R	O	R	R																		R
Zoning Ordinance Amendment	R	R		R	R*	R	O	O																			R
Zone Change	R	R		R	R*	R	O	R	R																		R
Planned Unit Development (PUD) Permit	R	R		R	R*	R	R	R	R	O	R	R	R	O	O	O	O	O	O	O	O	O	O	O		O	R
PUD Permit Amendment	R	R		R	R*	R	R	R	R	O	R	R	R	O	O	O	O	O	O	O	O	O	O	O		O	R
Conditional Use Permit	R	R	R	R	R*	R	R	R	R	O	O	O		O	O	O	O	O			O	O	O	R	R**	O	R
Variance	R	R	R	R	R*	R	R	R	R	O	O	O		O	O	O	O	O			O	O					R
Freeway Sign Approval [1]	R	R		R	R*	R	R	R	R	R	R	R	O			R	R	R					R			R	R
Development Review	R	R		R	R*	R	R	R	R	R	R	R	O	R	R	R	R	O	O	O	R	R	R	R			R
Minor Development Review	R	R		R	R*	R	R	R	R	R	R	R	O	R	R	R	R	O	O	O	R	R	R	R			R
Community Design Plan	R	R		R	R*	R	R	R	R	O	R	O	O	O	O	R	R	O								R	R
Lot Line Adjustment or Merger	R	R		R	R*	R	R	R	R										R			O					R
Tentative Parcel Map	R	R		R	R*	R	R	R	R		R	R	O						R		R	R	R	R			R
Tentative Subdivision Map	R	R		R	R*	R	R	R	R		R	R	O							R	O	R	R	R			R

NOTES

- R - Required Item.
- R* - Two sets of mailing labels are required.
- R** - Queuing Analysis is only required for proposed drive-through operations.
- O - Optional Item. Optional Items may be required if determined necessary by the Planning Division. Determinations will be made on a case-by-case basis.
- 1 - Application must identify sign relationship to public streets, adjacent properties, and surrounding buildings as necessary. Elevations need only to depict the sign in the elevation to which the sign is being installed.
- Ten (10) sets of full size plans, ten (10) sets of reduced 11"x17" plans, and one (1) set of 8.5" x 11" plans are required. The number of required plan sets may be reduced at the determination of the Planning Division on a case-by-case basis.
- Full size plans must be folded down to 12" x 15" or the smallest scale possible when submitted.
- All applications are subject to additional information required for CEQA analysis.

PLAN PREPARATION GUIDELINES

- ☐ All plans shall be drawn on the same size sheets. The sheets shall be no greater than 30” x 42”.
- ☐ All site plans and conceptual landscape plans shall be drawn to a scale not to exceed 1” = 40’ or 1/8” = 1”.
- ☐ The scale used and north arrow shall be included on the plans.
- ☐ All required drawings shall be collated and stapled along the left margin and folded to a size no greater than 9” x 14”.
- ☐ A one-sheet master plan shall be provided when the detailed site plan cannot contain the entire project on one sheet.
- ☐ All plans shall be clearly labeled with sheet title.
- ☐ 10 sets of collated drawings, 10 sets of 11” x 17” reductions, and one set of 8 ½” x 11” shall be submitted with the initial application for each project. Additional plan sets may be required prior to scheduling the project for a public hearing/meeting.

CONTEXTUAL MAP

This map is intended to show the relationship of the proposed project to the surrounding buildings and site features. The easiest way to prepare this map is to show the proposed site plan on a topographic map or aerial photograph. The Contextual Map should include the following information:

- ☐ Vicinity Map indicating the site in relation to adjacent or major streets.
- ☐ Location of the site and relationship of the proposed project to existing and surrounding land uses, noting all significant structures, landscaping, and topography.
- ☐ All buildings within a 10 to 300 foot radius of the site, including median islands and breaks.
- ☐ Footprints of adjacent structures.
- ☐ Adjacent access and circulation.
- ☐ Contour elevations, slope banks, ridge lines, natural drainage courses, rock outcroppings, and all mature trees.
- ☐ Driveways, parking, and loading areas.
- ☐ Proposed and existing open space and/or wetlands.

SITE PLAN

The Site Plan shall be fully dimensioned and drawn to a usable scale (1” = 40’ or larger) showing the size and location of the following:

- ☐ Lot lines, property dimensions, and all easements on the subject property.
- ☐ Access for pedestrians, bicycles, and vehicles showing service areas, points of ingress and egress.
- ☐ Internal circulation pattern (walkways and drive aisles).
- ☐ Distances between buildings and/ or structures.
- ☐ Building setbacks and required yard areas (front, rear, and sides). Location, height, and materials of wall and fences.
- ☐ Location of exterior light fixtures.
- ☐ Existing and proposed sidewalks, curbs, gutters, driveways, and paving widths on-site and on all adjacent properties and properties across the street.

[SITE PLAN CONT.]

- ☐ Typical street section(s).
- ☐ Location and footprint of buildings within approximately 50 feet of the site
- ☐ Location, dimensions, and height of outdoor storage areas, trash enclosure, and mechanical service areas.
- ☐ Location of existing and proposed utilities (sewers, water main, culverts, power and telephone lines) on-site and within 50 feet of the boundary of the site.
- ☐ Site Plan Summary Table with the following information:
  - Lot area.
  - Existing and proposed zoning and land use.
  - Site coverage.
  - Gross floor area per building and total for all non-residential buildings.
  - Floor area ratio and lot coverage (percentage of net acreage after dedication of rights-of-way).
  - Gross density (for residential projects).
  - Number of unit types, square footage by unit type, number of bedrooms, number of stories, and number of units per building.
  - Proposed landscape area (square footage and percent of net acreage after dedication of rights-of-way).
  - Require and proposed number of parking spaces (covered, uncovered, disabled, and compact, as possible).
  - One full size site plan shall be colored and include a legend.

CONCEPTUAL GRADING AND UTILITY PLAN

The grading and utility plan shall be fully dimensioned and drawn to a usable scale (1" = 40' or larger) showing the following:

- ☐ Existing features (natural ground, trees, structures, drainage courses, streets, trails, slopes, etc.) on the subject site within approximately 50 feet of the project boundary.
- ☐ Existing elevations at project limits.
- ☐ Proposed grading, including structures, curbs, retaining walls, gutters, pavement, swales, trails, etc.
- ☐ Pattern or colored shading of cut and fill areas.
- ☐ Location, elevation, and size of proposed building pads.
- ☐ Drainage direction and slope.
- ☐ Overland release arrows/direction.
- ☐ Proposed on-site stormwater infrastructure, including utilities and inlets.
- ☐ Proposed point of connection to existing stormwater structure.
- ☐ Proposed on-site domestic water, fire water, irrigation, and sewer.
- ☐ Existing public water and sewer main connections and/or existing on-site private infrastructure.
- ☐ Proposed water meters and backflow devices.
- ☐ Proposed sewer cleanout locations.

BUILDING ELEVATIONS

Architectural drawings shall be drawn to a minimum scale of 1/8" = 1' and include:

- Elevations of all sides of the building(s); landscaping shall not block buildings.
- Typical building section(s) showing wall, eaves, roof height, and roof mounted equipment (a roof plan may be required to show such equipment).
- Materials and colors used called out on buildings elevations.
- If exterior of existing building is to be changed, show existing and proposed elevations.
- One set of building elevations colored to the proposed scheme for the project.

ROOF PLANS

The Roof Plan shall show the following:

- Form and configuration of roof.
- Direction and slope of roof pitch/ drainage.
- Outline of building footprint below.
- Potential location of roof mounted mechanical equipment, elevator penthouses, and exhaust ducts for HVAC and/ or kitchen equipment.

BUILDING MATERIALS SAMPLE AND COLOR BOARD

Building material sample and color board shall be mounted on a flat board no larger than 8" x 14" in size.

CONCEPTUAL LANDSCAPE PLAN

The Conceptual Landscape Plan shall show all existing and proposed improvements as shown on the site plan (excluding dimensions such as setbacks and street widths) and the flowing:

- Location of all proposed plantings.
- Plant legend identifying plant materials by form or function, and a species palette.
- Building footprint and roof outlines, including eaves and overhangs.
- Private walkways, walls, and courtyards.
- Berms and/ or mounded areas, turf and ground cover areas; shrub locations; accent and street trees; slope planting materials; retaining walls; private and areas; landscape light; and other elements necessary to show the conceptual landscape plan.

TENTATIVE PARCEL MAP

The requirements for a parcel map shall be the same for Tentative Subdivision Map, except that a soils report and geologic report will not be required.

TENTATIVE SUBDIVISION MAP

A Tentative Map shall be prepared by a registered civil engineer of a license land surveyor, and shall contain not less than the following:

- ☐ Subdivision title.
- ☐ Key map (if more than one sheet).
- ☐ Sheet number and number of sheets.
- ☐ Location and names of abutting subdivisions.
- ☐ Topographical features within 200 feet.
- ☐ North arrow, scale, and date.
- ☐ Benchmarks.
- ☐ Contours and/ or spot elevations.
- ☐ Vicinity map and surrounding land uses.
- ☐ Owner and subdivider's name, address, and telephone number.
- ☐ Engineer or surveyor's name, address, and telephone number.
- ☐ Lot dimensions, numbers, and square footage.
- ☐ Lot seizes: minimum, maximum, and average.
- ☐ Location and description of any trees on property.
- ☐ Building setback lines.
- ☐ Areas subject to inundation.
- ☐ Width and direction of watercourses.
- ☐ List of utilities providing service.
- ☐ Location, size, and approximate size of sewers and drains.
- ☐ The width, grades, names, typical sections, curve radii, and dedication of proposed streets.
- ☐ The location, width, and names of adjacent existing streets.
- ☐ The location, width, and purpose of easements.
- ☐ The location, size, and purpose of utilities.
- ☐ Acreage of subdivision and total number of lots.
- ☐ Outline of existing structures on the property.
- ☐ All cut and fill areas shaded in different patterns.
- ☐ Proposed common areas and areas to be dedicated to public open space.
- ☐ The tentative map shall be accompanied by a sols report and geologic report in accord with the Alquist-Priolo Geologic Act.

TRUCK TURNING TEMPLATES

A dedicated plan shall be submitted clearly demonstrating vehicle turning templates to identify circulation for emergency vehicles, passenger vehicles, and applicable delivery vehicles. The plan shall include and depict the following:

- All proposed building and site improvements, including parking lot planter islands and parking stalls.
- Applicable vehicle design detail exhibit. (Emergency vehicles, passenger vehicles, California-legal or applicable delivery vehicles)
- Applicable vehicle design and turning radii. (Emergency vehicles, passenger vehicles, California-legal or applicable delivery vehicles)
- Off-site templates demonstrating vehicles can exit or enter without encroaching into opposing or adjacent lanes.
- Turning movements shall maintain a minimum 12-inch overhang and wheel clearance from all vertical elements, including curbs, structures, and retaining walls and a minimum 24-inch clearance from all building structures.
- Garbage trucks shall be able to access trash enclosures. Service trucks shall be able to access delivery areas. Fire engines shall be able to access fire hydrants and building entrances.

FIRE ACCESS PLAN

A dedicated plan shall be submitted identifying Fire access lanes/roads within and adjacent to the proposed project site. The Fire Access Plan shall include the following:

- Plans shall show compliance with 2019 CFC 503, 504, Appendix D and Fairfield Fire Prevention Standard 87-27."
- Site plan demonstrating that Fire access lanes/roads shall be provided within 150 feet from all portions of the building.
- Minimum 20 foot wide, 13'-6" high fire lanes shall provide 28 feet inside radius and 48 feet outside radius for apparatus turning.
- Where the building is greater than 30 feet in height, Fire Access shall be designed and maintained, including a "pad" with a minimum width of 26 feet for Aerial Apparatus (Ladder Truck) located between 15 and 30 feet from the building.
- Access to rescue windows, balconies and the building roof shall be considered as part of mature landscape design.

PROJECT VMT SCREENING / TRANSPORTATION ANALYSIS

The project applicant shall provide an initial technical memo from their transportation consultant summarizing the project use and transportation information from the project as directed by the "Fairfield Guidelines for Project VMT Screening Transportation Analysis". Technical transportation assessment or analysis shall be completed in two stages, analyzing for project VMT (vehicle miles travel) and local project transportation analysis, delay, level of service.

1. VMT Screening/Analysis – The applicant's transportation consultant can screen the proposed project in several ways, project size/type, proximity to transit maps, and zoning maps, where the project threshold is 85% of existing baseline VMT per land use unit as calculated over the Fairfield model area for office and residential spaces. If a proposed project is unable to be screened under the conditions mentioned, then a full VMT analysis will be required in accordance to CEQA requirements and Office Of Planning and Research guidelines. This will require the use of the City's 2020 Travel Demand Model which can be downloaded.

   If the thresholds are exceeded, mitigation analysis for VMT will be necessary to clearly determine what the applicant's obligations would be for the project to reduce the miles travel. If a project was previously entitled utilizing LOS, a VMT analysis is still required to satisfy the current CEQA requirements.

2. Local Transportation Analysis – The applicant's transportation consultant shall include in the memo a trip generation assessment. If the project exceeds the peak hour trip generation thresholds of 50 residential 100 all other uses, then the applicant's transportation consultant shall perform a LOS analysis per City's General Plan with 4-5 scenarios, existing, existing + project, cumulative, cumulative + project. If the project is master planned over a 5-10 years term, a near-term scenario shall be completed. There could be exceptions to performing a full transportation analysis if the project was included in a certified EIR (Environmental Impact Report).

"Fairfield Guidelines for Project VMT Screening Transportation Analysis" and additional analysis guidelines can be found on the Public Works - Traffic Engineering page of the City of Fairfield website: https://www.fairfield.ca.gov/gov/depts/public_works_/eng/traffic.asp

QUEUING ANALYSIS (FOR DRIVE-THRU PROJECTS)

For all drive-through project proposals, a queuing analysis shall be submitted at the time of application. The analysis shall include the following:

- Quantitative queuing data collected from three similar project sample sites within Solano County or neighboring counties. Data shall show peak weekday and weekend volumes at select sample sites.
- An exhibit showing the maximum queuing length available on the proposed project site plan.
- Any potential queuing shall not impact proposed parking spot locations or internal circulation of the site. Queuing spillback onto public rights-of-way is prohibited.

Additional information on Queuing Analysis requirements can be obtained from the City's Public Works Department – Traffic Engineering Division (707) 434-3800.