

**CITY OF STOCKTON
PLANNING APPLICATION SUBMITTAL MATRIX**

Planning Applications	Site Plans/ Diagrams	Floor Plans	Elevations	Color Renderings of Buildings	Additional Documentation/ Information
Administrative Exception/ Waiver	Submit written request to the attention of the Community Development Director				
Annexation	See detailed Annexation Application and Checklist				
Appeal to Planning Commission	Submit written request to the attention of the Community Development Director				
Certificate of Appropriateness	Applications shall include plans, specifications, and photographs, as required on the application, showing the proposed change in architectural appearance, texture of materials, and the proposed architectural design of the structure. Applications may propose discreet alterations of a cultural resource or may propose a long-term plan of rehabilitation and preservation of a particular resource.				
Condominium Conversion	One (1) original 24"x36" plan folded; One (1) .pdf electronic version (compact disc or thumb drive transferable)		Elevations/color renderings are required if the building exterior will be changed. One (1) original 24"x36" plan folded; One (1) .pdf electronic version (compact disc or thumb drive transferable)		Report any repairs and replacements necessary, if any, to bring up to compliance with the California Building Code; Condominium conversions shall be in compliance with the Stockton Municipal Code Section 16.196 CONDOMINIUMS AND CONDOMINIUM CONVERSIONS .
Density Bonus	One (1) original 8 ½"x11" Vicinity Map and preliminary site plan, drawn to scale, including structure footprint(s), driveway(s), and parking layout.				Density Bonus Agreement, including a project financial report (pro forma).
Design Review	One (1) original 24"x36" plan folded; One (1) .pdf electronic version compact disc or thumb drive transferable			One (1) original 24"x36" plan folded; One (1) original 8 ½" x 11" of Site and surrounding development photos; One (1) materials board; One (1) .pdf electronic version compact disc or thumb drive transferable	Refer to the Design Review Brochure and Site Plan Review Brochure for required contents.
Development Agreement	Application shall be filed in compliance with Stockton Municipal Code Section 16.128 DEVELOPMENT AGREEMENTS				
General Plan Amendment	One (1) original 8 ½"x11" plan; One (1) .pdf electronic version (compact disc or thumb drive transferable)				Plans shall identify Assessor's Parcel Numbers (APNs), existing and proposed General Plan land use designations for project site and adjacent parcels. Submission shall also include a completed Environmental Checklist Form.
Home Occupation Permit	A Home Occupation Permit Application shall be completed and signed by the applicant and the property owner (if different). Home Occupation shall be in compliance with the Stockton Municipal Code Section 16.132 HOME OCCUPATION PERMITS				

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Interpretation of Regulations	Submit written request to the attention of the Community Development Director				
Land Development Permit	One (1) original 24"x36" plan folded; One (1) .pdf electronic version compact disc or thumb drive transferable		If new construction and subject to design review: One (1) original 24"x36" plan folded; One (1) .pdf electronic version compact disc or thumb drive transferable	If new construction and subject to design review: One (1) original 24"x36" plan folded; One (1) original 8 ½" x 11" of Site and surrounding development photos; One (1) .pdf electronic version compact disc or thumb drive transferable	Refer to the Design Review Brochure and Site Plan Review Brochure for required contents.
Master Development Plan (MDP)/Amendment (MDPA)	Scheduled pre-application conference with Planning Staff (see SMC 16.84.030); Detailed Administrative Draft MDP or MDPA (see SMC 16.140 for the Form and Content of MDP); A Draft Development Agreement (SMC 16.128), and Public Facilities Financing Plan (FIA) to be processed concurrently with the MDP or MDPA.				
Planned Development	One (1) original 24"x36" plan folded; One (1) .pdf electronic version compact disc or thumb drive transferable			In the project description section, include a detailed description of the proposal, including open space, aesthetics, recreational amenities, and street layout. Refer to Site Plan Review Brochure and Design Review Brochure for required contents.	
Pre-Application Meeting	One (1) original 11" x 17" plan			Plans can be in preliminary form.	
Precise Road Plan/ Amendment	Three (3) originals 24"x36" plan folded; One (1) .pdf electronic version compact disc or thumb drive transferable				A detailed description and drawings of the proposal, indicating the existing design of the roadway, existing and proposed land uses, and indicating access points, lane configurations, and right-of-ways. Traffic Analysis prepared by an independent consultant to determine impacts of plan or amendment.
Rezone/Prezone	One (1) original 8 ½"x11" plan; One (1) .pdf electronic version compact disc or thumb drive transferable				Legal Description(s) and exhibits for proposed rezoning/prezoning shall additionally be prepared and submitted. Plans shall identify Assessor's Parcel Numbers (APNs), existing and proposed General Plan land use designations for project site and adjacent parcels. Refer to the Rezoning Brochure for further details. Submission shall also include a completed Environmental Checklist Form .
Site Plan Review	One (1) original 24"x36" plan folded; One (1) .pdf electronic version compact disc or thumb drive transferable				Additional plan details may be requested if needed.
Specific Plan (SP)/ Amendment (SPA)	Schedule a pre-application meeting with Planning Staff; Provide a detailed scope of work for a SP or a SPA (See SMC 16.156 for requirements and Administrative Guidelines for the Form and Content of SP); and Public Facilities Financing Plan/Fiscal Impact Analysis.				

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Street Name Change	Submit a written request to the attention of the Community Development Director (see SMC16.160 for application requirements).				
Temporary Activity Permit	One (1) original 8 ½" x 11" Plan				
Tentative Parcel Maps/Tentative Maps/Vesting Tentative Maps	Ten (10) copies 24"x36" of map set; One (1) .pdf electronic version compact disc or thumb drive transferable; One (1) mylar set will be required once map is deemed acceptable prior to DRC or Planning Commission meeting.				Completed and signed Tentative Map Check-off list ; Tentative Map shall be in compliance with Stockton Municipal Code Section 16.184 REQUIREMENTS TO FILE SUBDIVISION MAPS
Time Extension	Submit written request to the attention of the Community Development Director				
Use Permit (Existing Structure/ Site Developed) May include: • Alcohol Use • Large Family Child Care • Child Care Center	One (1) original 8 ½" x 11" Plan		If the use is located at an existing business establishment, please list the name of the business. Describe any special equipment that will be involved in the use or activity and identify the number of existing and proposed parking spaces available for the proposed use. Please list the days and hours of operation. Refer to Use Permit Brochure for required contents.		
Use Permit (New Structure/Site Development)	One (1) original 24"x36" plan folded; One (1) .pdf electronic version compact disc or thumb drive transferable			One (1) original 24"x36" plan folded; One (1) original 8 ½" x 11" of Site and surrounding development photos; One (1) .pdf electronic version compact disc or thumb drive transferable	In addition to the proposed use activity, describe any special equipment that will be involved in the use or activity; Identify the number of proposed parking spaces available for the proposed use. Please list the days and hours of operation. Refer to Use Permit Brochure and Design Review Brochure for required contents with new construction.
Variance	One (1) original 24"x36" plan folded; One (1) .pdf electronic version compact disc or thumb drive transferable	If applicable to building interior: One (1) original 24"x36" plan folded; One (1) .pdf electronic version compact disc or thumb drive transferable	If applicable to design: One (1) original 24"x36" plan folded; One (1) .pdf electronic version compact disc or thumb drive transferable	If applicable to design: One (1) original 24"x36" plan folded; One (1) original 8 ½" x 11" of existing Site and surrounding development photos; One (1) .pdf electronic version compact disc or thumb drive transferable.	In accordance with SMC 16.172.050 it is the responsibility of the Applicant to establish evidence in support of the required findings. If applicable, refer to Site Plan Review Brochure and Design Review Brochure for required contents.