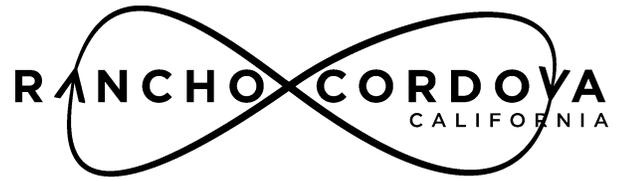


**TENTATIVE SUBDIVISION MAP AND
RESIDENTIAL DESIGN REVIEW SUBMITTAL CHECKLIST**



SUBMITTAL PLAN CHECKLIST

Last Revised November 2017

Common Acronyms/Definitions			
RCZC	Rancho Cordova Zoning Code	RCMC	Rancho Cordova Municipal Code
CRPD	Cordova Recreation Park District	RCIS	Rancho Cordova Improvement Standards
Contact Information			
City of Rancho Cordova Planning Department	(916) 851-8750	Sacramento Metro Fire	(916) 859-4300
City of Rancho Cordova Public Works	(916) 851-8719	Cordova Recreation Park District	(916) 362-1841 www.crpdc.com
City of Rancho Cordova Building	(916) 851-8760		

This Checklist includes information for the following Entitlements;

- Tentative Subdivision Map
- Residential Design Review

SUBDIVISION PLAN SUBMITTAL ITEMS			
#	Requirement	Additional Information	Reference
1	Three (3) full-size sets 24" x 36" Paper Copies <u>Plans include; Cover Sheet, Existing Conditions Sheet, Subdivision Layout Sheet, Grading Sheet, Utility Sheet.</u> One (1) set of reduced exhibits at 11 x 17 size One (1) digital set of exhibits in JPEG format.	Submit application, a set of site plans (24"x36" at a scale of not less than 1"=50' horizontal, 1"=5' vertical)	
2	Every submittal checklist item must be included on the plan sets. Do not attach checklist to the plan submittal.		
3	Check the Subdivision Plan for conformity with City Plans, Ordinances, and outside agency plans.	General Plan Zoning Code Approved Specific/Special Plan (if the project site is within a Specific/Special Plan area) Transportation Master Plan Bicycle Master Plan and Pedestrian Master Plan Open Space Guidelines City of Rancho Cordova Design Guidelines Water and Wastewater Master Plans Cordova Park and Recreation Master Plan	City website www.cityofranchocordova.org See Application form for outside agency website.

COVER SHEET SUBMITTAL ITEMS			
#	Requirement	Additional Information	Reference
1	Index of titled drawing sheets	All sheets are to be titled in a descriptive manner (i.e. Site Layout Plan, Landscape Plan, etc.).	
2	Vicinity Map	Map showing location of property and adjacent streets within a maximum of a ½ mile radius.	
3	State type and how many acres if any public recreation is proposed.	Projects will be routed to CRPD for review and comment.	CRPD www.crpdc.com
4	List & label any proposed adjustments.		RCZC 23.131

COVER SHEET SUBMITTAL ITEMS			
#	Requirement	Additional Information	Reference
5	Project Data (tabular format)-requirements below:		
a	Name, address(s) and parcel ID(s) of the project	Include any phase numbers.	
b	Applicant/Preparer's name, address, phone number, fax number and e-mail address		
c	Owner's name, address, phone number, fax number and e-mail address		
d	Contract purchaser's name, address, phone number, fax number and e-mail address		
e	Zoning of the property	Contact the Planning Department at 916-851-8750 to get a copy of the zoning conditions.	Zoning Map
f	Current General Plan Map designation		General Plan Map
g	Proposed General Plan Map designation	If amendment is required, an application must be submitted.	Application
h	Area of tract(s)	In square foot or acres	
i	Required front, side and rear yard setbacks	Please Contact the Planning Dept at 916-851-8750 if the project site is within a Specific Plan Area or Special Planning Area as they may have different setbacks from the RCZC	RCZC Table 23.310-2
j	Indicate if the site contains a FEMA designated 100 year floodplain.	Floodplain Map	City website, Community Map, under Public Works layers
k	Amount and percentage of built upon area allowed		RCZC Table 23.310-2
l	Amount and percentage of built upon area proposed. If entitlement includes Design Review.		
m	Gross square footage and percent of Open Space required.		Appropriate Specific/ Special Plan
n	Gross square footage and percent of Open Space provided.		

EXISTING CONDITIONS SHEET SUBMITTAL ITEMS			
#	Requirement	Additional Information	Reference
1	Provide boundaries of the site in metes and bounds		
2	Provide topography contours at the property line corners, showing existing grades		City website, Community Map, under Public Works layers
3	Provide tree survey locating existing trees with type and measurement of DBH on the site.		RCMC Chapter 19.12
4	If wetlands exist on the site, show location and prepare a wetland delineation that is verified by the Army Corps of Engineers.		Army Corps of Engineers
5	Show location of all creeks, streams, ponds and dams.		
6	Show location of the 100-yr floodplain and 100-yr floodway based upon the effective FIRM maps, or best available information.	If not applicable, certify that there is no FEMA floodplain on the subject property by giving FIRM map number and date. Where no FEMA FIRM exists, provide non-FEMA flood study information on	

EXISTING CONDITIONS SHEET SUBMITTAL ITEMS			
#	Requirement	Additional Information	Reference
		floodplains, floodways, flood fringes and flood hazards at the construction plan stage of plan review.	
7	Provide location of existing fencing, roads and structures.		
8	Provide locations of significant site elements.	Significant site elements include, but are not limited to, historic and cultural sites and structures, scenic views, rock outcroppings and cemeteries.	
9	Indicate clearly on the plans the location of all existing utilities (water, sewer, natural gas, electric, telephone, cable, fiber optic, fire service/fire hydrants, etc.) above and/or below ground as well as existing utility easements.	Structures including fences and retaining walls and their support structures are not allowed within the public utility easement. Contact the public utility agency for more information.	
10	Identify location of any underground storage tanks, hazardous waste and debris, abandoned wells, septic tanks or similar structures.		

SUBDIVISION LAYOUT SHEET SUBMITTAL ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items:		
a	North Arrow		
b	Roads and driveways		
c	Vehicular Use Areas, if applicable		
d	Detention, retention or natural ponds	Please label each pond with a number.	
e	Creeks, streams, ponds and dams		
f	Location and dimension of all Open Space Area and buffers including riparian buffers	Open Space must be recorded as a separate lot from the residential building lots. On Final Plats Include a metes and bounds description of the proposed Open Space.	
g	All Public and Private Easements		
h	Location of the 100-yr floodplain and 100-yr floodway based upon the FIRM maps, the FEMA detailed study and field measurements		City website, Community Map, under Public Works layers
2	Residential building footprints must be located outside floodplain areas. Residential Lots must be located outside buffers and open space areas		
3	Square footage & dimensions of each lot	Square footage must be shown on all sheets. Dimensions are only needed on layout sheet.	
4	Location and dimensions of setbacks	On corner lots, where the dwelling can face either street, provide building setback lines for each possible configuration. If the front of the dwelling is limited to face only one street, then provide the appropriate building setback lines and add the word "FRONT" to indicate the front yard.	RCZC Chapter 23.704
5	Zoning, ownership and current use of all adjacent tracts	List uses such as residential, vacant, etc. Include uses on opposite side of adjoining streets	
6	Location and dimensions of existing and proposed driveways or curb cuts on site and adjoining properties	Include properties on opposite side of adjoining streets and existing/ proposed lane striping on all streets	
7	Boundary of entire tract by metes and bounds		
8	Location fences and decorative or retaining walls, if	Where there are multiple retaining walls in one	RCZC Chapter

SUBDIVISION LAYOUT SHEET SUBMITTAL ITEMS			
#	Requirement	Additional Information	Reference
	applicable. Indicate type and height of fence. Retaining wall heights will be indicated on the Grading Sheet	location, either use a color to differentiate them on the plan or label them (RW1, RW2, etc.) and include a legend on the same page.	23.731
9	Location of entrances/exits and general internal circulation	Include lane striping, crosswalks, pavement markings and signs.	
10	Location of existing and proposed sidewalks and other pedestrian areas such as trails and greenways	Show widths and material of all features.	
11	Ensure that turning radii accommodate emergency vehicles.		Sac Metro Fire
12	Streets and rights-of-way showing existing and proposed dimensions in accordance with the approved Specific/Special Plan or City Standards. Show Street sections/cross-sections of right-of-ways.	Connections must be made to existing stubs on adjacent property. Indicate location and dimensions of pavement, curbs and gutters and sidewalks.	Approved Specific/Special Plan or City Improvement Standards
13	Show clear vision triangles with dimensions. If entitlement includes Design Review		City Improvement Standards
14	If buildings will be demolished, a Demolition Permit shall be obtained from the City of Rancho Cordova Building and Safety Division		Demolition Permit
15	Indicate clearly on the plans the location of all existing Public utilities easements and overhead lines (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.)	Structures including fences and retaining walls and their support structures are not allowed within the public utility easement. Contact the public utility agency for more information.	
16	Show location of all existing saved trees		
17	Location of emergency access (include roadways, turning-radi, and turnaround)		Sac Metro Fire
18	Proposed Street Names; Please fill out the Street Name Application within the Entitlement Application Packet	Please e-mail a list of proposed Street Names to Marilyn Phelps at mphelps@cityofranhocordova.org Street names must be pre-approved by City of Rancho Cordova.	
19	Location and dimensions of parks, recreation areas and greenways	Reviewed by CRPD	CRPD www.crpdc.com

GRADING SHEET SUBMITTAL ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items (a through h)	See the Subdivision Layout Sheet Submittal Items	
2	Provide a Final Rough Grading sheet that shows drainage of lots.		
3	If there will be fill within a floodplain, a Letter of Map Revision based on Fill LOMR-F is required to be obtained	Flood Plain Development Permit Application	
4	Location of existing trees to be saved and removed	Show type and DBH of trees.	
5	Show location of Tree Protection Fencing (saved trees and saved environmental sensitive areas)		
6	All required stormwater detention and water quality facilities shall be designed in accordance with City	All required storm water quality/detention facilities shall be shown in plan and profile. Include any	City Stormwater

GRADING SHEET SUBMITTAL ITEMS			
#	Requirement	Additional Information	Reference
	stormwater design standards and the adopted Stormwater Quality Design Manual. Indicate location and size.	necessary details including but not limited to flow control structures, bypass structures, and emergency spillways. Provide a table with detention/water quality sizing volume requirements necessary to mitigate post developed runoff. Detention facilities shall be designed to match the pre-developed 10-yr and 100-yr 24 hr. peak flows.	Design Standards and Stormwater Quality Design Manual
7	Show location of all existing saved trees		
8	Indicate clearly on the plans the location of all existing Public utilities easements and overhead lines (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.)	Structures including fences and retaining walls and their support structures are not allowed within the public utility easement. Contact the public utility agency for more information.	
7	Location of retaining walls. Indicate material, color, height of wall and area of disturbance. Top of wall and bottom of wall spot elevations must be provided.	Where there are multiple retaining walls in the same location, either use a color to differentiate them on the plan or label them (RW1, RW2, etc.) and include a legend on the same page.	RCZC Chapter 23.731 and 23.731.080.B
a	All grading and support structures associated with any retaining structure shall not encroach into any required buffer or protected area shall be contained entirely on site.	Protected areas are defined as but are not limited to, Open Space and critical root zones of trees, public utility easements and rights-of-way.	
b	Retaining systems: A separate Building Permit may be required.		RCMC Chapter 16 and Chapter 12.03
9	Show area of site elements required to satisfy recreational and open space requirements.	Site elements include but are not limited to play fields and greenway trails.	CRPD
10	Indicate location and width dimension of easements required for stormwater (drainage) lines and culverts. Include permanent and temporary construction easements.		
11	Provide Finished Floor Elevations (FFE) for all structures If entitlement includes Design Review		

UTILITY SHEET SUBMITTAL ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items (a through h)	See the Subdivision Layout Sheet Submittal Items	
2	Indicate services – water, sewer, storm and electricity.	Information on services can be located on the City website on the Public Works page; Services and Programs; Water, Sewer, and Drainage Services	www.cityoffranchocordova.org
3	Indicate location and width dimension of easements required for utilities		
4	Indicate clearly on the plans the location of all existing and proposed utilities above and/or below ground. Co-location of dry utilities is preferred.	Utilities include water, sewer, storm. If the site is encumbered by existing utility easements then the applicant should provide a letter from the utility company indicating the acceptability of the site improvements.	
5	Location of existing trees to be saved and removed.		RCMC Chapter 19.12
6	Show location of Tree Protection Fencing (saved trees and saved environmental sensitive areas)		

UTILITY SHEET SUBMITTAL ITEMS			
#	Requirement	Additional Information	Reference
7	Location of recreational elements such as greenways in utility easements.		

ADDITIONAL ANALYSIS SUBMITTAL ITEMS			
#	Requirement	Additional Information	Reference
Required only upon request of the Planning Department.			
1	Report by a certified arborist, forester or horticulturist indicating the general health and condition of site vegetation and/or specimen trees. If applicable	Information to be included: type of trees and vegetation, size range and average sizes, density, general health and conditions, special vegetation and any noxious vegetation.	
2	Traffic Impact Analysis	Determined by Public Works or CEQA Initial Study	
3	Report by a design professional (architectural, engineering, etc.) related to any other relevant existing site features (ponds/dams, wetlands, structures, etc.). If applicable.	Report should indicate the general condition of the feature.	
4	Proposal for protecting existing vegetation and site features such as structures, wetlands, floodplains, floodways, etc. If applicable	Protection of existing trees and environmental sensitive areas can be achieved by High Visibility Protection Fencing	
5	Any reports requested by Planning staff to ensure site features do not pose a threat to the health, safety and welfare of the Town's residents.		

Design Review			
LANDSCAPE SHEET SUBMITTAL ITEMS			
#	Requirement	Additional Information	Reference
1	Please review the City of Rancho Cordova Design Guidelines. If property is within a Specific Plan or Special Area Plan, please review appropriate Plan.		Rancho Cordova website www.cityofranchocordova.org
2	Three (3) full-size sets 24" x 36" Paper Copies One (1) set of reduced exhibits at 11 x 17 size One (1) digital set of exhibits in JPEG format.	A set of landscape and irrigation plans (24"x36" at a scale of not less than 1"=50' horizontal)	
3	Base Items (a through h)	See the Subdivision Layout Sheet Submittal Items	
4	Show a typical house lot conceptual landscaping planting plan		
5	Show all landscaping, existing/saved and proposed to include landscaping along the public right of way and width and type of plantings for all buffers		RCZC Chapter 23.716 RCZC Chapter 23.716.050 and 23.716.060
6	Graphic symbols used to depict trees and shrubs must accurately reflect the average mature spread		
7	Indicate all slopes equal to or greater than 3:1 and provide appropriate landscaping and/or slope retention devices (no turf grasses) required to stabilize these areas		
8	Show clear vision triangles with dimensions		City Improvement Standards
9	Indicate clearly on the plans the location of all existing and proposed Public utilities easements and overhead lines (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.)	Structures including fences and retaining walls and their support structures are not allowed within the public utility easement. Contact the public utility agency for more information.	
10	Type of trees, located near overhead or underground utility lines	If plant material encroaches into the easement, express written consent of the utility company is required.	RCZC Chapter 23.716.060.I
11	If additional parking is provided within a designated parking lot, show location and type of plant material in vehicular use areas with planting area dimensions indicated. Show permanent protection for plants near vehicular use areas		RCZC Chapter 23.716.070
12	Enclosures and/or vegetative screening of loading and service areas, dumpsters and recycling bins, HVAC, mechanical and utility units.		RCZC Chapter 23.731.080
13	Show location of light poles and fire hydrants	Light poles and fire hydrants must be 15 ft. away from the center of the tree and shrubs large type tree and 10 ft. away from the base of a small type tree.	RCZC Chapter 23.716.050
14	Applicant shall certify that installed landscaping conforms to City water conserving landscape requirements		RCMC Chapter 22.180
15	Location, height and type of fencing and retaining		RCZC Chapter

Design Review				LANDSCAPE SHEET SUBMITTAL ITEMS	
#	Requirement	Additional Information	Reference		
	walls. Show elevation and construction detail.		23.731		
16	Show location of all existing saved trees				
17	Plant list summary table with the following information:				
a	Key identifying proposed plant material using botanical and common names		RCZC Chapter 23.716.050		
b	Quantity of each plant material				
c	Size, height, caliper and spacing of plant material		RCZC Chapter 23.716.050		

Design Review				DETAILS SUBMITTAL ITEMS	
#	Requirement	Additional Information	Reference		
1	Please place Detail items on the Design Review Elevation booklet or on the Landscape Sheet				
2	Detailed drawing of retaining wall including handrails and/or guardrails	Include colors and materials. Retaining structure materials must be an integrally tinted brown, rust, or earth-tone color.			
3	Detailed drawing of subdivision features including benches and fences, etc	Include colors, materials and manufacturers where applicable.			
4					

