



Administrative Use Permits for Single-Family Projects— Submittal Requirements

The following materials must be included in any application for an Administrative Use Permit for a project involving a single-family residential property. **All materials shall be provided in both paper and digital form.** Depending on the nature of the proposed project, the Planning Department may request additional materials not on this list that are needed to conduct the review.

Required Application Materials
Development Review Application. This is the basic application form, available at http://www.el-cerrito.org/planningforms. It must include the property owner's signature.
Fees. See the City's Master Fee Schedule (available at http://www.el-cerrito.org/planningforms). Fees can be paid via cash, check, or card.
Project Summary. A letter describing the proposed project. Include a statement of how the project will meet the required findings for approval. Required findings for all use permits are found in Section 19.34.040 of the El Cerrito Municipal Code (https://www.municode.com/library/ca/el_cerrito/codes/code_of_ordinances). There are additional required findings for certain types of projects. For example: • Reductions to rear yards: See Section 19.06.030(D)(3)(b). • Exceptions to heights, setbacks, or locational standards for Second Units: See Section 19.20.190(H).
Plans. Please Include <i>two copies</i> of each of the following plans. These plans shall be drawn to scale. • Project Information Table. The project information table is typically located on the first page of the plans. It should include: - Lot area - Floor area, existing and proposed - Lot coverage, existing and proposed - Height and number of stories, existing and proposed - Number of parking spaces, existing and proposed - Percentage of property covered with impervious surface, existing and proposed - Lot slope (for lots with an average slope of 10% or more) - In the case of an accessory dwelling unit, a comparison of the floor area to be occupied by the primary and accessory units, in terms of both square feet and percentage • Site Plan. A site plan shows the entire property on which the project will be located. A site plan shall include: - Scale (e.g., 1" = 20', 1" = 10') and north arrow - Property lines, with the length of each property line labeled - Adjacent street(s), with street names labeled - Any easements on the property - Footprints (outlines) of all existing and proposed buildings, including accessory buildings, on the subject property - Footprints or edges of nearest buildings on adjacent properties - Setbacks (distances from buildings and other structures to the property lines) - Location and dimensions of parking spaces - Driveways and curb cuts - Fences and retaining walls

Required Application Materials *continued*

- **Floor Plans.** A floor plan shows the layout of the proposed walls and interiors of a building. Floor plans shall be labeled or shaded to clearly distinguish between existing and proposed new areas and features. Floor plans shall include, at a minimum:
 - Scale (e.g., 1' = 1/8" or 1' = 1/4") and north arrow
 - All walls, doors, and windows
 - All rooms, with the use of each room labeled
 - Stairways
 - Kitchen installations, including sinks and stoves
 - Closets
- **Elevation Drawings.** Elevation drawings show the sides of the dwelling. Elevation drawings shall be included for each side of a dwelling* and include:
 - Scale (e.g., 1' = 1/8" or 1' = 1/4")
 - Natural (or existing) and finished grade
 - Existing and proposed building and roof forms. Clearly indicate which portions of the building are existing and which will be new.
 - An imaginary line parallel to grade that represents the base height and maximum height allowed in the zoning district and applicable to the project. See Section 19.03.050 of the El Cerrito Municipal Code for how to measure height.
 - Required daylight planes. Daylight planes begin at the required setback line at a specified height above grade and angle inward and upward toward the center of the site at a 45-degree angle. See Section 19.06.030(D) of the Municipal Code.
 - Proposed height, labeled
 - Exterior siding materials and colors
 - Type of windows (e.g., casement, slider, single- or double-hung)
 - Any architectural features, trim, or detailing
 - **In cases in which no changes will occur to certain sides of a dwelling, Planning Division staff may allow photographs to be substituted for elevation drawings.*
- **Slope Calculation.** For projects on lots with greater than 10% slope, and for which the additional height allowance will be used, a slope calculation needs to be included with the plans. The elevations of the four points used in the calculation must be based on a survey by a qualified individual such as a surveyor or civil engineer. See Section 19.03.070 of the El Cerrito Municipal Code for how to calculate average lot slope.

Photos. Photos of the existing project site and building(s).

Additional Materials. In addition to the basic requirements listed above, the following plans and materials *may* be needed, depending on the nature of the project:

- **Stormwater Plan:** Projects that create or replace 2,500 square feet or more of impervious surface (roofs or pavement) must incorporate one or more specified measures to reduce runoff. (See <http://cccleanwater.org/Publications/Guidebook/2012/StormwaterControlPlanforSmallLandDevelopmentProjects2012-12-01.pdf>. For projects that create 10,000 square feet or more of impervious surface, see http://www.cccleanwater.org/Publications/Guidebook/Stormwater_C3_Guidebook_6th_Edition.pdf.)
- **Environmental Review:** Categorical exemption, negative declaration, mitigated negative declaration, or environmental impact report, as required.
- **Title Report.** A title report prepared within three months of the date of the application submittal.

Format for Digital Versions of Application Materials

Please include a digital copy of the project application, project summary, all plans and drawings (site plan, floor plan, elevation drawings), and any supporting materials. These documents shall be in "portable document format" (PDF), version 7 or later. Each PDF file must not exceed 25 MB.

Please submit digital documents on a flash drive or provide a link (such as to an FTP site) where the files can be readily downloaded.