



## Documentation Checklist for Site Plan Reviews for Projects with Greater Than or Equal to 50k sq. ft or Greater Than or Equal to 50 Dwelling Units

Documentation Category	Document Type	Description
Plan	Site Plan	<p><b>Required with your application submittal</b></p> <p>A site plan depicts the project site property boundaries, the location of buildings on the property, and the building setbacks from the property lines, as well as parking, drainage, landscaping, adjacent public right-of-way, and other site features.</p> <p>The site plan submitted with your application must be legible, to scale, and include:</p> <ul style="list-style-type: none"> <li>■ Lot lines and dimensions</li> <li>■ Footprint of existing and proposed buildings on the site</li> <li>■ Distances between buildings</li> <li>■ All setback lines properly measured</li> <li>■ A North arrow</li> <li>■ Existing and proposed easements</li> <li>■ Parking areas and loading facilities, including all parking spaces, access to parking spaces and circulation patterns</li> <li>■ Location of all trash containers and how they will be accessed</li> <li>■ All existing trees on the site and parkway.</li> </ul> <p>The following must be tabulated and shown on the Site Plan:</p> <ul style="list-style-type: none"> <li>■ Lot size</li> <li>■ Lot coverage</li> <li>■ Building area (by floor)</li> <li>■ Floor area ratio</li> <li>■ Parking by size and type</li> <li>■ Location of building footprints on adjoining and abutting lots noting height and number of stories on the elevations (this can be done on a separate plot plan, if necessary)</li> <li>■ All contiguous properties, streets, and alleys showing centerline, lane striping, curb lines, street widths, right-of-way lines, circulation patterns and street names (this can be done on a separate plot plan, if necessary).</li> </ul>
	Floor Plans	<p><b>Required with your application submittal</b></p> <p>A floor plan shows the size, use and location of the interior spaces in a building. The floor plan submitted with your application must be legible, to scale, and should include the items listed below. Floor plans required for submittal may be typical if several units are included.</p> <ul style="list-style-type: none"> <li>■ Specific room arrangements</li> <li>■ Room sizes</li> <li>■ Window sizes and types</li> <li>■ Location of all doors</li> <li>■ Uses for all rooms</li> <li>■ Distance from the windows to the property lines*</li> </ul>

Documentation Category	Document Type	Description
		<ul style="list-style-type: none"> <li>▪ Distance to other windows on the same floor*</li> </ul> <p>*Required only for <b>residential projects of five or more units</b>. A separate floor plan showing only window spacing may be required, but only if specifically requested by the Planning Bureau</p>
	Sections	<p><b>May be required at a later point</b></p> <p>Section drawings are only required for certain types of buildings: multi-story buildings, projects with internal courtyards, and semi-subterranean or subterranean parking</p> <p>The Planning Bureau will let you know whether section drawings after required once you have submitted your application</p> <p>Sections are drawings showing the project, or certain aspects of the project, as if made by a geometric plane cutting through it perpendicular to the ground.</p> <p>If required, they must be legible, to scale and should include:</p> <ul style="list-style-type: none"> <li>▪ Sections through the length and width of the building</li> <li>▪ Sections through interior courtyards and courtyard planters</li> <li>▪ Original, adjacent, and finished grade</li> <li>▪ Building height</li> <li>▪ All finished floor elevations</li> </ul>
	Roof Plan	<p><b>Required with your application submittal</b></p> <p>A roof plan shows the architectural details of the roof(s) of all buildings on the site. The roof plan must be legible, to scale and should include:</p> <ul style="list-style-type: none"> <li>▪ Proposed rooftop equipment locations</li> <li>▪ Proposed screening devices, if any</li> <li>▪ Location of any rooftop deck, pool, or spa areas</li> </ul>
	Landscaping Plan	<p><b>Required with your application submittal</b></p> <p>A landscaping plan shows proposed landscaping (trees, shrubs, and groundcover) with building footprints and parking areas shown as well.</p> <p>General landscaping plans are required for all projects, although the landscaping plan may be combined with the site plan if all components remain legible. For larger projects, a detailed landscaping plan is required.</p> <p>All landscaping plans must show, at a minimum:</p> <ul style="list-style-type: none"> <li>▪ The location of the planting area</li> <li>▪ Number and general types of plants to be used</li> </ul>
	Sign Plan	<p><b>May be required at a later point</b></p> <p>A sign plan will be required if the following criteria apply:</p> <ul style="list-style-type: none"> <li>▪ Any sign application submittal for five (5) or more new or replacement signs (not including minor, exempt, or temporary signs) intended to be placed on a site</li> <li>▪ Any new commercial, industrial or, institutional building(s)</li> <li>▪ Any new mixed-use development with three (3) or more nonresidential tenant spaces</li> <li>▪ Any residential project consisting of five (5) or more new dwelling units</li> </ul> <p>A sign plan shows the types and locations for primary and secondary on-site signs. All proposed signs must be compatible with the project’s architecture through the use of similar shapes, colors and materials. The submitted sign plan must be legible, to scale</p>

Documentation Category	Document Type	Description
		<p>and should include:</p> <ul style="list-style-type: none"> <li>■ The location of the signs</li> <li>■ Signage design features including height, width, colors, materials, and other features</li> <li>■ Compatibility with building architecture</li> <li>■ Area of each sign in square feet</li> </ul> <p><b>Note:</b> “Can” or “cabinet” signs are prohibited. Individual channel letters or push-through sign faces should be used instead.</p>
Sketch/Drawing	Color Elevation Drawing	<p><b>Required with your application submittal</b></p> <p>Elevations show the exterior sides of a building. The elevations submitted with your application must be legible and to scale. Measure height from top of curb to roof peak, midpoint of sloped roof, and from eaves. Show the following:</p> <ul style="list-style-type: none"> <li>■ All sides of the proposed building(s), labeled according to which direction the building faces (i.e., north face, south face, etc.)</li> <li>■ Adjoining buildings (side or rear) in outline form</li> <li>■ Primary, secondary, and tertiary building massing</li> <li>■ Original and finished grade changes</li> <li>■ A clear identification of all building materials and textures to be used on the facades</li> <li>■ Curb grade (top of curb), which differs from “natural grade” or “finish grade.”</li> </ul> <p>All drawings must be in full color.</p>
	Project Renderings	<p><b>May be required at a later point</b></p> <p>Project renderings are perspective drawings or software renderings</p>
Other	Materials Boards	<p><b>Required after your application submittal</b></p> <p>Materials boards should include the following:</p> <ul style="list-style-type: none"> <li>■ Colored elevations with all materials noted and materials legend</li> <li>■ Actual material samples of each exterior material to be used in the building design (including stucco, paint colors, etc.), fully labeled to correspond to the elevations and legend</li> <li>■ Samples of window and door frames</li> <li>■ Small samples of all exterior elements including railings, canopies, lights, window glass, hardware, etc.</li> </ul> <p>Materials board can be dropped off in the Development Permit Center on the second floor of City Hall or be mailed to</p> <p>Long Beach Development Services  Planning Bureau  411 W. Ocean Blvd., 3rd Floor  Long Beach, CA 90802</p> <p>Make sure that your mail-in submission identifies the application number.</p> <p>Please also make sure that all material samples are mounted securely on the board and will not detach if the board is bumped, dropped, or sent in the mail.</p> <p>Please do not submit full-size samples of windows, railings, lights, or other hardware.</p>

Documentation Category	Document Type	Description
Report	Preliminary Title Report	<p><b>Required with your application submittal depending on project type</b></p> <p>Only required for projects involving new construction, requesting approval of shared or off-site parking, and upon request from the Planning Bureau</p> <p>If one of these criteria applies, please provide a Preliminary Title Report for each lot or parcel involved in the project, including copies of all documents under the exclusions or exceptions section of the report</p>