



Community Development Department
2131 Pear Street, Pinole, CA 94564 www.pinole.gov
Phone: (510) 724-8912 Email: PlanningQuestions@pinole.gov

PLANNING APPLICATION CHECKLIST

Applications shall include all listed items applicable to the proposed project. Items may include but are not limited to those listed below. Through the application review process, Staff may identify additional information needed to evaluate the proposal.

Planning applications are submitted digitally. Please see the Planning Permit Information webpage for more information: https://www.pinole.gov/planning_permit_information/

Application and Fees

- ☐ Complete application fees
- ☐ Property owner authorization letter, if applicant is not the property owner
- ☐ Proof of ownership, including a Title Report for new development
- ☐ Architect/Designer authorization allowing for posting of plans (for projects with hearings)

Project Description

- ☐ Written explanation describing the proposed development and/or proposed use.
 - For use permit applications, describe the operating characteristics of the use (e.g., typical business operations, dates/hours of operation, maximum number of employees at the same time, expected number of visitors on site, time and amount of vehicle traffic/deliveries as part of business operations, parties responsible for maintenance and operation of the use and the site, etc.). A site plan and floor plan may also be required to illustrate operations.
- ☐ Describe surrounding uses and their hours of operation, if applicable.

Plan Set

General Information

- ☐ Name and contact information of applicant, and designer if applicable
- ☐ Project address
- ☐ Date of the version of the plan set

Site Plan

- ☐ Building Footprint: Footprint of buildings on site. Measured exterior wall lengths.
- ☐ Setbacks: Measured distance from property lines and other structures on site.
- ☐ Eaves/Roof Overhangs: Eaves/roof overhangs in relation to the building footprint.
- ☐ Parking: Number and location of automobile and bicycle parking spaces, parking space and aisle dimensions, direction of travel, and fixed features (e.g., wheel stops, signs, EV charging).
- ☐ Site Access: Location and width of pedestrian and vehicle access openings.
- ☐ Adjacent Features: Partial outlines of structures and driveways in close proximity.
- ☐ Adjacent Right-of-Way: Indicate all existing street lights, utility poles, utility boxes, trees, and signs within the public right-of-way adjacent to the site.
- ☐ Trash Enclosures: Location of any trash enclosures.

- ❑ Trees: Location, size, and species of existing trees. Indicate trees to be removed.
- ❑ Lot Survey: Survey conducted by a licensed surveyor (where applicable).
- ❑ North Arrow and Scale Bar

Roof Plans

- ❑ Existing and Proposed Roof Plans: Roof layout, slopes, pitches, materials, and connected elements (e.g., chimneys, skylights, gutters, solar panels, etc).

Floor Plans

- ❑ Existing Floor Plan: Existing building interior layout
- ❑ Proposed Floor Plan: New building interior layout
- ❑ Floor Plan Details:
 - Accurately measured dimensions of the building layout
 - Locations and sizes of windows and interior and exterior doors
 - Wall widths graphically shown
 - Use of rooms identified. Where changes to existing conditions are proposed, include applicable details of new features within rooms such as cooking facilities, sinks, toilets, showers/tubs, storage areas, mechanical rooms, etc.
- ❑ Parking: Identify garage parking spaces, carports, and other parking spaces on site (excluding driveways). Provide dimensions of parking spaces.

Exterior Elevations

- ❑ Exterior Finishes: Exterior siding materials and colors.
- ❑ Openings: Doors, windows, window trim, and roof trim clearly delineated. For additions to structures, indicate whether these features in the proposed portions would match those in the existing portions.
- ❑ Building Height: Overall building height measurements, from a point on the grade occupied by the building to the highest part of the building directly above that point. Show plate and floor heights if applicable.
- ❑ Building Cross-Sections with rooms identified and interior heights (if applicable)
- ❑ Roof Slope (if applicable)
- ❑ Exterior Lighting Features (if applicable)
- ❑ Color Rendering of Exterior Elevations (for new developments)

Grading & Utility Plan

- ❑ Site Topography: Existing and proposed grades, showing contour lines and intervals.
- ❑ Drainage Facilities: Location, dimension and elevation of all drainage facilities and utility connections. On site stormwater retention and management features.
- ❑ Utilities: Utility lines, utility equipment, fire hydrants, and line sizes.
- ❑ Impervious surface calculations: Square feet of impervious surfaces.
- ❑ Stormwater Management Plan: Plans and/or documents showing proposed management of stormwater runoff on the construction site and for ongoing operations, as applicable.

Conceptual Landscape Plan and Open Space Plan

- ❑ Landscaping Area: Existing landscaping area to remain, proposed landscaping area, square footage calculations of landscaping area.
- ❑ Plants: Proposed plants and their water use (high, moderate, low).
- ❑ Trees: Existing and proposed tree locations. Show drip lines and identify species.
- ❑ Hardscape: Paths, steps, yard walls, patio, paved areas, etc.
- ❑ Open Space (multifamily developments): Common open space location and area calculations. Private open space location and area calculations for each unit.