



## Town of Los Gatos

PARKS AND PUBLIC WORKS/ENGINEERING DIVISION

41 Miles Avenue, Los Gatos, CA 95030

Main: (408) 399-5771 • Fax: (408) 354-8529

[www.losgatosca.gov](http://www.losgatosca.gov)

# PARKS AND PUBLIC WORKS REQUIREMENTS FOR PREPARATION OF DEVELOPMENT PLANS

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Some of the submittal requirement items may not apply to all projects, depending on the type or complexity of the project application.

☐ **SUBMITTALS MUST BE COMPLIANT WITH ALL APPLICABLE ENGINEERING STANDARDS, CODES AND REGULATIONS.**

- [Town Code of Los Gatos](#)
- [Town of Los Gatos Standard Plans and Specifications](#)
- [Caltrans Standard Plans and Specifications](#)
- [California Municipal Uniform Traffic Control Devices](#)
- [A Policy on a Geometric Design of Highways and Streets](#)
- [Highway Capacity Manual](#)
- [Public Right of Way Accessibility Guidelines](#)
- [Institute of Transportation Engineers](#)
- [Illuminating Engineering Society](#)
- [Subdivision Map Act](#)

☐ **EVERY SHEET MUST:**

- Include a consistent boarder with a title block. The Title block for each sheet must include:
  - i. Name of project (if any) or applicant name.
  - ii. Project address and assessor parcel number (APN).
  - iii. Name, address, and phone number of the applicant, architect, and/or engineer.
  - iv. Revision number and date for revised submittals.
  - v. Date, Scale, Sheet Title, Sheet numeric number (Sheet 14 of 28), and Sheet number (e.g. A0.4).
- Be clear, legible, and accurately scaled. Be Internally consistent with all other sheets in the plan sets.
- Not exceed 1" = 40' in scale unless authorized in writing.
- Be prepared on uniform sheets 24"x36" maximum and face the same direction (preferably with north to the top or left of the page).
- Denote revisions with clouds or bubbles for easy reference. The finally accepted plan shall be resubmitted without clouded revisions.

The following individual plan sheets must be included in the submittal, unless otherwise approved by the Town Engineer:

- ☐ **PLAN COVER SHEET (See Exhibit A for requirements)**
- ☐ **EXISTING SITE PLAN (See Exhibit B for requirements)**
- ☐ **DEMOLITION PLAN (See Exhibit C for requirements)**
- ☐ **PROPOSED SITE PLAN (See Exhibit D for requirements)**
- ☐ **TENTATIVE MAP (See Exhibit E for requirements)**
- ☐ **GRADING AND DRAINAGE PLAN (See Exhibit F for requirements)**
- ☐ **UTILITY PLAN (See Exhibit G for requirements)**
- ☐ **STORMWATER MANAGEMENT PLAN (See Exhibit H for requirements)**
- ☐ **SITE CIRCULATION PLAN (See Exhibit I for requirements)**
- ☐ **LANDSCAPE PLAN (See Exhibit J for requirements)**
- ☐ **REFUSE CIRCULATION PLAN (See Exhibit K for requirements)**
- ☐ **OFFSITE IMPROVEMENT PLAN (See Exhibit L for requirements)**
- ☐ **PHOTOMETRIC PLAN (See Exhibit M for requirements)**

The following reports must be included in the submittal, unless otherwise approved by the Town Engineer:

☐ **GEOTECHNICAL AND GEOLOGICAL REPORT**

- A Geotechnical Geological Report that describes the site condition and design/construction recommendation for the proposed development must be prepared by a California licensed Geotechnical Engineer.
- Depending on the location of the project, a Soils Report for Geologic and Geotechnical Review may be required. Please review the [Geotechnical and Geological Peer Review Flowchart](#) to determine if a Geotechnical Geological Report would be necessary.

☐ **PRELIMINARY TITLE REPORT**

- A preliminary title report dated within 30 calendar days of filing the application that includes all referenced documents. Internet links to referenced files will not be accepted.

☐ **TRANSPORTATION IMPACT ANALYSIS (TIA)**

- Submit the Town's [Traffic Information Questionnaire](#) and coordinate with the Town's traffic engineer to determine if a TIA will be necessary. Depending on the scope of both proposed and existing conditions, a transportation impact analysis (TIA), including a vehicle miles traveled (VMT) analysis, may be required for the project.

- If a TIA is required, the applicant must hire a transportation consultant to prepare the TIA. The Town maintains a list of pre-approved traffic consultants that can be provided upon request. Once the developer selects a transportation consultant, the transportation consultant must submit their proposed scope for the TIA and the anticipated trip generations for the proposed development. After the project TIA is submitted, the Town will select a consultant to provide a peer review of the TIA. Preparation of the peer review will be at the applicant's expense and require a separate deposit.

☐ **PHASING PLAN**

If project will be constructed in phases, rather than all at once, a phasing plan is required to clarify the expectations of build-out for each phase.

- A separate phasing plan must identify the proposed phases.
- A description of each phase must include the timing, types of land uses (with area size), list of buildings (with square footage), and any other amenities or site information.
- Be sure to identify any triggers for development of subsequent phases, and reasons for phasing the development. Each phase will be considered for functionality in advance of subsequent phases (e.g. traffic circulation and ingress/egress requirements).

☐ **STORMWATER FORMS AND CALCULATIONS**

- All development/redevelopment projects (except single-family home projects) that create and/or replace 5,000 sq. ft. or more of impervious surface on the project site must fill out and submit the Town's [NPDES C.3 Data Form](#).
- All large single-family home projects that create and/or replace 10,000 sq. ft. or more of impervious surface on the project site must fill out and submit the Town's [NPDES C.3 Data Form](#).
- Regulated project must submit sizing calculations.

SEE EXHIBITS NEXT PAGE

## **Exhibit A**

### **PLAN COVER SHEET REQUIREMENTS**

A plan cover sheet is required. The plan cover sheet must have at least the following information for the proposed development:

- Vicinity Map showing nearby and adjacent major streets and landmarks,
- Property Address,
- APN,
- Scope of Work,
- Project Manager and Property Owner,
- Sheet Index including a sequential numeric page number for each sheet,
- Lot Size, Required and Proposed Lot Setbacks by type, Proposed Floor Areas by type for each building, and Average Slope,
- Proposed Maximum Height, and
- Required and Proposed Parking count and type.

## Exhibit B

### EXISTING SITE PLAN REQUIREMENTS

An existing site plan is required. The existing site plan must:

- Indicate north, the drawing scale, and sheet legend.
- Indicate the property boundaries with recorded lengths and bearings.
- Identify the location, dimensions, and purpose of all rights-of-way and easements (existing and proposed).
- Indicate placement and size of existing natural features (e.g., trees, water/drainage courses, etc.).
- Show the location and land uses of adjacent parcels. Include existing buildings, structures, driveways, vehicular access areas, walls, fences, and other improvements within 150 feet of the subject property boundaries. Indicate the distances between structures and between structures and property lines.
- Indicate top and bottom elevations of all retaining wall at all endpoints, angle points, and critical points.
- Identify the location, dimensions, elevation, and surface type of existing hard surfaces including but not limited to streets, alleys, frontage improvements (e.g., curb cuts, gutter, sidewalk), driveways, drive aisles, trails, walkways, and pedestrian ramps.
- Identify existing loading zones, signing, striping including existing parking spaces, and parking area landscape planters, and monument signs.
- Identify existing trash and recycling enclosures.
- Indicate existing public and private utilities and services including, but not limited to power poles and lines, gas lines, communication lines, sanitary sewer facilities, septic tanks, leach fields, storm drain facilities, recycled and domestic water facilities, fire hydrants, streetlights, traffic signal facilities, etc.
- Show any existing transit/bus stops within 150 feet of the project boundaries including stops across the street. Indicate existing transit stop amenities (i.e., shelter, bench, bike racks, trash, and lighting).
- Identify all existing wells and status.
- Indicate existing bike parking facilities, trash and recycling container storage areas, and pickup service locations.
- Existing contours, spot grades, and drainage features.
- Known geological hazards (faults, liquefaction areas, flood hazard areas, etc.)

## **Exhibit C**

### **DEMOLITION PLAN REQUIREMENTS**

A demolition plan is required. Smaller projects may combine the demolition plan and the existing site plan onto one sheet at the Town Engineer's discretion. The demolition plan must show the existing site features and include the following:

- North, the drawing scale, and sheet legend and abbreviations.
- Property boundaries with recorded lengths and bearings.
- Location of all rights-of-way and easements (existing and proposed).
- Placement and size of existing natural features (e.g., trees, water/drainage courses, etc.).
- Location and land uses of adjacent parcels, including existing buildings, structures, driveways, vehicular access areas, walls, fences, and other improvements within 150 feet of the subject property boundaries.
- Features to be removed, relocated, or abandoned, for instance sidewalks, fences, signs, pavement, buildings, pavement markings, etc.
- Utilities to be abandoned including where and how.
- Show demolition of any existing transit/bus stops within 150 feet of the project boundaries including stops across the street.
- Any existing wells planned to be abandoned.

## Exhibit D

### PROPOSED SITE PLAN REQUIREMENTS

A proposed site plan is required. The proposed site plan must include the following:

- Property boundaries with recorded lengths and bearings.
- Location, dimensions, and purpose of all rights-of-way and easements (existing and proposed).
- North arrow, drawing scale, legend, and abbreviations.
- Location and land uses of adjacent parcels, including existing buildings, structures, driveways, vehicular access areas, walls, fences, and other improvements within 150 feet of the subject property boundaries.
- Placement and size of natural features (e.g., trees, water/drainage courses, etc.).
- Proposed building footprints.
- Location and setback dimensions for all existing and proposed structural improvements, measured to the face of curb, all property lines, and between buildings onsite. Be sure to include accessory buildings, walls, fences, gates, trash/recycling enclosures, etc.
- Top and bottom of wall elevations for proposed retaining walls at all endpoints, angle points and critical points. Provide details where needed.
- Location and dimensions of existing and proposed streets, alleys, and frontage improvements (e.g., curb cuts, gutter, sidewalk, and curb ramp type and layout).
- Cross-section details with proposed curb-to-curb sections denoting the median (if applicable), roadway, planter strip, sidewalk, and right-of-way widths. Include full width of roads adjacent to the property boundaries.
- Proposed pedestrian ramps.
- Location, dimensions, and type of paving material for proposed driveways, drive aisles, walkways, and any other proposed hardscape areas (e.g. asphalt, scored concrete, enhanced paving, etc.).
- Radius of curb returns, street curves, landscaping islands, cul-de-sacs, and required fire department turn arounds. Provide site circulation analysis using Autoturn to ensure roads are wide enough to accommodate all vehicle movements (Fire response vehicles, refuse haulers, etc.).
- Location of all proposed parking spaces for vehicles (standard, compact, motorcycle, charging, handicap, and bicycle short and long term) and required parking area landscape planters. Include parking space size and show any structural elements or other obstructions that impact parking spaces. Number the parking spaces for convenient reference during review. Show any parking space overhang of adjacent sidewalk.
- Location, dimensions, and design details of trash recycling enclosures.
- Location and dimensions of commercial/industrial loading area(s) and loading area striping, if proposed.
- Location of proposed aboveground utility vaults, transformers, gas meters, backflow preventers, communication pedestal, and other similar utility facilities. Describe how the utility will be screened and protected if necessary.
- Locations and size of any existing or proposed public and private utilities and services, including, but not limited to PG&E, telephone, cable television, sanitary sewer, septic tank, leach field,

storm drain, water, water tank, fire hydrants, etc. If a joint trench for dry utilities is proposed, provide a cross section of the joint trench.

- Location of any freestanding mailboxes, including details such as height, width, and depth.
- Location of any existing or proposed transit/bus stops within 150 feet of the project boundaries including across the street from the site. Show all existing/proposed transit stop amenities and details (i.e., shelter, bench, bike racks, trash, and lighting). If proposed, location, capacity, and design detail of temporary and permanent bicycle racks or bike storage/lockers.
- If proposed, location and identification of onsite amenities, including site accessories and furnishings to be included in any outdoor private or common areas. Include outdoor seating areas, fountains, bike parking facilities, trash and recycling container storage area and pickup service locations.
- If proposed, location, size, and type (e.g., tenant identification, directional, project identification) of existing and proposed directional, freestanding monument signs.
- Proposed contours (one-foot contours for ground slopes of less than five percent and five-foot contours otherwise), spot grades, retaining walls, drainage features, pad, and finish floor elevations.
- Public roads must meet Town required minimum cross section dimensions.
- Driveway ramps to subsurface garages showing slopes and using minimum 10' vertical curves both at top and bottom of ramp. Include a longitudinal cross section through the ramp.
- Area(s) offered for dedication to the Town.
- Show any building features encroaching onto the public right of way.
- Dimension vehicle back-up area widths and back-up notch.
- Proposed Stormwater Treatment Control Measure locations.
- For Hillside projects, or lots with greater than 10% average slope, show the Least Restrictive Development Area (LRDA) per Section II of the Town's [Hillside Development Standards and Guidelines](#). The LRDA shall be shown as a dashed line on all site and grading plans.



## Exhibit E

### TENTATIVE MAP REQUIREMENTS

A tentative map is only required when mapping exercises are anticipated. If required, the tentative map must include the information below. If it is impossible or impracticable to place upon the tentative map any matter required in this section, such matter or information shall be furnished in a written statement which shall be submitted with such map. Before preparing a tentative map the subdivider and his engineer shall familiarize themselves with the subdivision design standards of the town which may be adopted from time to time by the Town Council. The tentative map must include the following:

- Title either “TENTATIVE MAP” or “VESTING TENTATIVE MAP” at the top center of the first sheet.
- The tract name or designation.
- A sufficient legal description of the land to define the boundaries of the proposed tract.
- Names, addresses, zip codes and phone numbers of record owners, Land Subdividers, project engineer and/or surveyor, geotechnical engineer, architect, landscape architect, and all of whom prepared plans in their respective fields.
- The locations, names and widths of all adjoining highways, streets, or ways, the names of adjacent subdivisions and the names of record owners of unsubdivided adjoining property.
- The width and approximate grades of rights-of-way and roadways for all highways, streets and ways within such proposed subdivision, with typical cross sections showing proposed improvements.
- The widths and approximate locations of all existing or proposed easements, whether public or private, for roads, drainage or sewers.
- The approximate radius of all curves.
- The approximate lot layout and the approximate dimensions of each numbered lot.
- The approximate location and direction of flow of all watercourses and natural drainage channels; and approximate locations of all areas covered by water or subject to overflow.
- The flood hazard area and the elevation of the base flood.
- The elevation of proposed structures and pads. If the site is to be filled above the base flood, the final pad elevation shall be certified by a registered professional engineer or surveyor and provided to the Flood Administrator.
- The source of water supply.
- The proposed method of sewage disposal.
- The proposed use of the property.
- The proposed public areas, if any.
- Contour lines showing one-foot contours for ground slopes of less than five (5) feet vertical and one hundred (100) feet horizontal distance, and five-foot contours for ground slopes in excess thereof. Such contours shall be referred to the mean sea level datum as established by the United States Geological Survey, or to benchmarks established by the Town Engineer. Proposed cuts and fills shall be clearly delineated on the map in accordance with the provisions of chapter 12 of the Town Code.
- The date, north arrow, scale, legend, and definitions of abbreviations.
- The number of each lot.

- The approximate location and outline to scale of each existing building or structure which is not to be moved in the development of the subdivision.
- Each street shown by its actual street name or by a temporary name or letter for the purpose of identification until the proper name of such street is determined.
- The proposed division of land and airspace within the subdivision.
- Existing and proposed monuments.

## Exhibit F

### GRADING AND DRAINAGE PLAN REQUIREMENTS

A grading and drainage plan is required. The grading and drainage plan must include the following:

- Property boundaries.
- Location of all rights-of-way and easements (existing and proposed).
- North arrow, drawing scale, legend, and abbreviations.
- Placement and size of natural features (e.g., trees, water/drainage courses, etc.).
- Proposed building footprints.
- Proposed perimeter landscaping, fencing, and retaining wall(s).
- Top and bottom of wall elevations for proposed retaining walls at all endpoints, angle points and critical points.
- Location of existing and proposed streets, alleys, and frontage improvements (e.g., curb cuts, gutter, sidewalk).
- Existing slope of street along street center line and along curb line.
- Proposed pedestrian ramps.
- Location, dimensions, and type of paving material for proposed driveways, drive aisles, walkways, and any other proposed hardscape areas (e.g. asphalt, scored concrete, enhanced paving, etc.).
- Proposed top of curb grades – minimum shown should be at curb returns and grade breaks.
- Location and dimensions of trash and recycling enclosures.
- If proposed, location and type (e.g., tenant identification, directional, project identification) of existing and proposed monument signs.
- Proposed contours (one-foot contours for ground slopes of less than five percent and five-foot contours otherwise), spot grades, top and bottom grades of retaining walls, drainage features, pad, and finish floor elevations.
- Area(s) offered for dedication to the Town.
- A delineated and labeled limit of grading/disturbed area boundary.
- Proposed Stormwater Treatment Control Measure locations.
- Provide the table below of earthwork quantities by site element (basement/cellar, driveway, pool, landscape, etc.).

Average Slope: _____	Earthwork/Agg (CY)		Max Cut/Fill Depth (ft)		(CY)	
Site Element	Cut	Fill	Cut	Fill	Import	Export
Driveway/Parking						
House Footprint						
Porch/Patio						
Garage						
Landscape						
Misc. Hardscape						
Basement/Cellar						
Pool						
Total						

- For Hillside projects, or lots with greater than 10% average slope, show the Least Restrictive Development Area (LRDA) per Section II of the Town's [Hillside Development Standards and Guidelines](#). The LRDA shall be shown as a dashed line on all site and grading plans.
- Show existing contours beyond the property lines sufficient to identify existing drainage patterns. Proposed improvements do not divert runoff to the detriment of adjacent, downstream, or down slope properties.
- Elements of grading must be in conformance with Preliminary Geotechnical Report.
- Location of overland release route(s).
- Location, width, direction of flow and approximate elevations of flowline, top of curbs, top and bottom of bank of any watercourse.
- Drainage facilities, sizes, and slopes.
- Typical cross-sections (no less than two) of all existing and proposed graded areas taken at locations of maximum cuts and fills.
- Show distance from any stormwater facility to the nearest property line. Proposed stormwater facility must be offset a minimum distance of 10 feet from the adjacent property/right-of-way line.

## Exhibit G

### UTILITY PLAN REQUIREMENTS

A utility plan is required. The utility plan must include the following:

- Property boundaries.
- Location of all rights-of-way and easements (existing and proposed).
- North arrow, drawing scale, legend, and abbreviations.
- Placement and size of natural features (e.g., trees, water/drainage courses, etc.).
- Proposed building footprints.
- Proposed perimeter landscaping, fencing, and retaining wall(s).
- Location of existing and proposed streets, alleys, and frontage improvements.
- Location of proposed hardscape areas.
- Location of trash and recycling enclosures.
- Location of existing and proposed monument signs.
- Proposed contours (one-foot contours for ground slopes of less than five percent and five-foot contours otherwise).
- Area(s) offered for dedication to the Town.
- Proposed Stormwater Treatment Control Measure locations.
- Information on existing sanitary sewer mains within or abutting project site.
- Size and slope of sanitary sewer pipes. Invert elevations at manholes, at connection points and at the nearest manholes.
- Location and size of sanitary sewer system and its design parameters.
- Proposed spot grades at sewer manhole rims and cleanouts.
- The sanitary sewer lateral cleanout must be located on private property. The cleanout must be located within 30 inches of the property line.
- Any proposed trash enclosure(s) must be covered and include area drains connected to the sanitary sewer.
- West Valley Sanitation District approval letter including any conditions of development.
- Information on existing storm water drainage pathways. Include the size, slope, and inverts of existing storm drainpipes, natural swales, and appurtenances. Include high water mark for creeks and other bodies of water.
- Spot grades at proposed storm drain manhole rims, area drains, basins, and any storm sewer element. Locations and sizes of proposed storm drain system.
- Invert elevation of proposed drainpipe connections to treatment control measures, swales, creeks, ponds, etc.
- Approximate boundaries of any known areas with a history of flooding and approximate storm event frequency causing such historical flood.
- Contours of adjacent property to show drainage conditions that may affect the subdivision.
- Proposed ground slopes, elevations, directions of ditch, swale, and pipe flows.

- Sufficient grades or contours are shown to indicate the ultimate drainage of the property.
- Information on existing water mains (i.e. size & material) within or abutting project site clearly shown.
- Location of existing and proposed fire hydrants and location of existing or proposed water meters.
- Location and size of water system and its design parameters.
- Location and size of proposed water main.
- Provide clearance information at utility crossings. Horizontal clearance: Ten-foot horizontal separation between parallel water and sewer mains. Sewer mains must be vertically below adjacent water mains. At pipe crossings: a minimum separation of one foot between pipe outside diameters with sewer mains always below water mains.

## Exhibit H

### STORMWATER MANAGEMENT PLAN REQUIREMENTS

All projects within the Town of Los Gatos are subject to post-construction requirements per the provisions of the National Pollutant Discharge and Elimination System (NPDES) Stormwater Permit. A stormwater management plan (SMP) is required if your project will be considered a regulated project per the Municipal Regional Stormwater Permit Order No R2-2022-0018. The SMP must include the following:

- Property boundaries.
- Location of all rights-of-way and easements (existing and proposed).
- North arrow, drawing scale, legend, and abbreviations.
- Placement and size of natural features (e.g., trees, water/drainage courses, etc.).
- Proposed building footprints inclusive of downspout locations.
- Proposed perimeter landscaping, fencing, and retaining wall(s).
- Location of existing and proposed streets, alleys, and frontage improvements.
- Location of proposed hardscape areas.
- Location of trash and recycling enclosures.
- Location of existing and proposed monument signs.
- Proposed contours (one-foot contours for ground slopes of less than five percent and five-foot contours otherwise).
- Area(s) offered for dedication to the Town.
- Drainage management areas (DMA) boundaries clearly defined and labeled.
- Location, size, and identification (including description) of proposed types of water quality treatment control measures such as swales, detention basins, bioretention, infiltration trenches, flow-thru planter boxes, etc.
- Location, size, and identification of proposed hydromodification features and appurtenances.
- Location, size, and identification of proposed landscaping and plant material.
- Specify the project site soil type(s) including reported infiltration rates for existing soils.
- Table of impervious and pervious area broken down by drainage area and site element.
- Specify minimum depth to groundwater at the project site.
- Preliminary (planning level) numeric sizing calculations based on the Stormwater Control Plan by a qualified civil engineer, used to determine runoff quantity and to design/select the post-construction treatment control measures. Design level calculations will be provided at the final design phase.
- Identify pollutants and pollutant source areas, including loading docks, food service areas, refuse areas, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing.
- If a project will create and/or replace more than 2,500 square feet of impervious area, completion of the [NPDES Stormwater Compliance Small Projects Worksheet](#) and implementation of at least one of the six low impact development site design measures it specifies will be required.
- If a pervious paver or pavement surface is proposed, provide details and a cross section.

- Projects regulated under the Municipal Regional Stormwater Permit Order R2-2022-0018 must be reviewed by the Town's stormwater peer review consultant. If this is the case, a deposit and fees must be paid before materials can be routed to the consultant for review. The fee and deposit amount will be determined by the project engineer.



# Exhibit I

## SITE CIRCULATION PLAN REQUIREMENTS

A site circulation plan is required. The site circulation plan must include the following:

- Property boundaries.
- Location of all rights-of-way and easements (existing and proposed).
- North arrow, drawing scale, legend, and abbreviations.
- Placement and size of natural features (e.g., trees, water/drainage courses, etc.).
- Proposed building footprints.
- Proposed perimeter landscaping, fencing, and retaining wall(s).
- Location of existing and proposed streets, alleys, and frontage improvements.
- Location of proposed hardscape areas.
- Location of trash and recycling enclosures.
- Location of existing and proposed monument signs.
- Proposed contours (one-foot contours for ground slopes of less than five percent and five-foot contours otherwise).
- Area(s) offered for dedication to the Town.
- Pathways for pedestrian circulation internally and to connections with pedestrian pathways in the public right-of-way. Pathways must be compliant with the Americans with Disabilities Act (ADA).
- Pathways for bicycle circulation internally and to connections with bicycle pathways in the public right-of-way.
- Vehicular circulation within the site.
- Provide site circulation analysis using Autoturn to ensure roads are wide enough to accommodate all vehicle movements (Fire response vehicles, refuse haulers, etc.).

## **Exhibit J**

### **LANDSCAPE PLAN REQUIREMENTS**

A landscape plan is required. The landscape plan must include the following:

- Property boundaries.
- North arrow, drawing scale, legend, and abbreviations.
- Placement and size of natural features (e.g., trees, water/drainage courses, etc.).
- Proposed building footprints.
- Proposed planting and irrigation in the public right of way. Water source for irrigation of plants in the public right of way.
- Location of existing and proposed streets, alleys, and frontage improvements.
- Existing and proposed streetlights shown in conjunction with existing and proposed street trees.
- Location of proposed stormwater treatment facilities.
- Location and details of proposed plantings. Include plants' mature heights and widths.
- Irrigation plan. The irrigation plan can be a separate sheet or combined onto one sheet as allowed by the Town Engineer based on complexity of the project.
- Location of driveway and intersection sight triangles.

## Exhibit K

### REFUSE CIRCULATION PLAN REQUIREMENTS

A refuse circulation plan may be required. The refuse circulation plan must include the following:

- Property boundaries.
- Location of all rights-of-way and easements (existing and proposed).
- North arrow, drawing scale, legend, and abbreviations.
- Placement and size of natural features (e.g., trees, water/drainage courses, etc.).
- Proposed building footprints.
- Proposed perimeter landscaping, fencing, and retaining wall(s).
- Location of existing and proposed streets, alleys, and frontage improvements.
- Location of proposed hardscape areas.
- Location of trash and recycling enclosures.
- Show proposed trash enclosure locations and details including truck access to each enclosure. Show on-site staging areas for waste containers on collection day(s).
- Provide trash, recyclables, and organics generation calculations.
- Provide a circulation plan for solid waste handling vehicles with turning templates and show truck turning movements. Dashed lines indicating the collection vehicles' path of travel to enter the property, service each container, and exit are required. Collection vehicles will be allowed to back up no more than 150 feet, and all turns and turn-around areas shall be designed with a 40-foot turning radius. Collection vehicles require a minimum vertical clearance of 14 feet and a minimum width of 12 feet. Driveways or parking lots in the path of the collection vehicle must accommodate a 50,000-pound truck on a weekly basis.
- Provide a letter from the local solid waste hauler (West Valley Collection & Recycling) indicating that they have reviewed the proposed plan, the trash area is sized appropriately, and the appropriate vehicles can access the refuse area. [West Valley Collection & Recycling \(westvalleyrecycles.com\)](http://westvalleyrecycles.com).

## **Exhibit L**

### **OFFSITE IMPROVEMENT PLAN REQUIREMENTS**

An offsite improvement plan may be required. The offsite improvement plan must include the following:

- Property boundaries.
- Location of all rights-of-way and easements (existing and proposed).
- North arrow, drawing scale, legend, and abbreviations.
- Placement and size of natural features (e.g., trees, water/drainage courses, etc.).
- Proposed building footprints.
- Proposed perimeter landscaping, fencing, and retaining wall(s).
- Location of existing and proposed streets, alleys, and frontage improvements.
- Proposed contours (one-foot contours for ground slopes of less than five percent and five-foot contours otherwise).
- Area(s) offered for dedication to the Town.
- Limits of existing and proposed curb, gutter, sidewalk, and roadway surface.
- Stormwater treatment facilities, including sizing calculations.
- Proposed grades, cross slopes, and longitudinal slopes of all hardscapes to confirm drainage and compliance with the ADA.
- ADA compliant pedestrian ramps.
- Necessary signing and striping work.
- Existing and proposed streetlight and signal improvements.

## Exhibit M

### PROPOSED PHOTOMETRIC PLAN REQUIREMENTS

A proposed photometric plan is required. The proposed photometric plan must include the following:

- North, the drawing scale, and sheet legend and abbreviations.
- Placement and size of existing and proposed trees.
- Location of all existing and proposed structural improvements. Be sure to include accessory buildings, walls, fences, gates, trash/recycling enclosures, etc.
- Location and dimensions of existing and proposed streets, alleys, and frontage improvements (e.g., curb cuts, gutter, sidewalk).
- Location of any existing or proposed transit/bus stops within 150 feet of the project boundaries including across the street from the site. Show all existing/proposed transit stop amenities and details (i.e., shelter, bench, bike racks, trash, and lighting). If proposed, location, capacity, and design detail of temporary and permanent bicycle racks or bike storage/lockers.
- If proposed, location and identification of onsite amenities, including site accessories and furnishings to be included in any outdoor private or common areas. Include outdoor seating areas, fountains, bike parking facilities, trash and recycling container storage area and pickup service locations.
- Light levels and requirements shall be in accordance with Section 2.38 of the Town's Street Design Standards.
- Luminosity calculations including all existing and proposed exterior lighting including fixtures mounted on the exterior of the building, elements placed along walkways, in vehicular parking and access areas, within the adjacent public right of way, or elsewhere on the site.
- Specific lumens (foot-candles level) calculated at property lines should be clearly noted.
- Depiction of the anticipated light levels generated by all exterior lights shall be provided across the site and at least ten (10) feet beyond the property lines. Include the uniformity ratio and maintained horizontal illumination in foot candles for all areas.
- Indicate any dimmable lights and describe proposed functionality.