



## Administrative Permit - Submittal Requirements Checklist

This submittal requirements checklist details the documents and information necessary to file a complete Administrative Permit application with the Planning Services Division. Potential applicants are encouraged to consult with Planning staff in order to identify all necessary submittal documents prior to application filing. Submittal requirements may vary by project and are dependent upon the specific development proposal, land use, and other factors.

**GENERAL REQUIREMENTS** – All documents, plans, or exhibits must be **clear and legible**.

- Land Use Application** – Completed [Land Use Application](#) signed by all property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.
- Project Description** – Completed written [Project Description](#) for the development proposal. A thorough, detailed, and quantified project description is required for a complete application and will facilitate the project review and permitting process, reduce processing timelines, and help ensure a well-designed project.
- Assessor's Parcel Map** – APN map with the subject properties outlined in red. Maps may be obtained via the Solano County Assessor / Recorders office and online at: <http://www.solanocounty.com/depts/ar/viewparcelmaps.asp>
- Development Plans** – Provide one 8.5" x 11" **or** 11" x 17" size set of plans, as well as PDF electronic copies for each of the following: Site Plan, Floor Plan, and Elevation Drawings as detailed below:
- Site Plan** – A well-prepared site plan is an integral part of your development proposal and application submittal. An accurate, dimensioned, clear, and legible site plan is required to facilitate proper review of your project and reduce application processing times. Reference the Planning Services Division [Sample Site Plan](#) for a complete list of information to be included on your site plan. Basic elements of the site plan include:
  - Project name, date prepared, revision noted if necessary
  - North arrow, scale notation, graphic scale bar, and vicinity map
  - All property lines of the entire subject site, indicate the size of the property
  - Location of roadways (labeled), including right-of-way

*Indicate existing and proposed*

- Buildings and structures, including square footage, dimensions, and type of use
- Setback distances to property lines and between structures
- Public road frontage or access route from the nearest public road
- Location and nature of all easements
- Driveways and parking spaces
- Septic systems and leach fields
- Onsite water source, supply, and storage facilities
- Landscaping, retaining walls, and fences. Indicate height and type of construction (wood, stone, wrought iron, etc.)

- Development on adjacent parcels within proximity to subject property
- Floor Plan** – Provide floor plans for all newly proposed, altered, or existing structures that will be used for a change in use or occupancy. Floor plans should include:
- Project name, date prepared, revision noted if necessary
  - Drawn to scale with dimensions, square footage, and labeled with the use of each room or area.
  - Show all interior and exterior walls, doors, windows, stairways, fireplaces, closets, attic access, plumbing fixtures (water heaters, toilets, showers, tubs, sinks, dishwashers, washer/dryer) stoves, ovens.
  - Delineate any proposed changes including additions or demolitions.
- Elevation Drawings** – Provide elevation drawings for all newly proposed, altered, or existing structures that will be used for a change in use or occupancy. Elevations should show all sides of the structure and include:
- Project name, date prepared, revision noted if necessary
  - Drawn to scale with dimensions
  - Identify type, materials, and color of exterior surfaces
  - Show all mechanical equipment and exterior light fixtures.
  - Label the height of the building or structure (measured from the average of the highest and lowest points of the lot covered by the structure to the topmost point in the roof)
- Photographs** – Provide representative photos of the subject site and in relation to surrounding areas. Include one printed set as well as PDF electronic copy.
- Electronic Copies** – Provide electronic copies of all application materials on CD in PDF or JPEG format. Electronic copies may be shared via Microsoft OneDrive or emailed to [planning@solanocounty.com](mailto:planning@solanocounty.com).
- Application Filing Fees** – Application fees are paid to the County of Solano. Please consult the [Planning Services Division Fee Schedule](#) for appropriate application filing fees.
- Agreement for Supplemental Application Processing Fees** – Completed [Agreement for Supplemental Application Processing Fees](#) signed by all property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.

---

**MISCELLANEOUS** - In addition to the General Requirements, the following items are required for projects meeting these criteria:

- Land Conservation Contract** – [Williamson Act Supplemental Questionnaire](#) completed and signed by all property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.
- California Board of Forestry and Fire Protection State Responsibility Area** – [Fire Safe Regulations Checklist](#) completed and signed by all property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.
- Preliminary Site Grading, Storm Water Management, and Drainage Plan** – required for projects that meet or exceed any of the following thresholds listed below. Contact Public Works – Engineering at (707) 784-6765 for contents of Grading Plan submittal.

- Landscaping area 10,000 square feet
- Excavations:
  1. 50 cubic yards total movement on any site
  2. 5,000 square feet of area disturbed
  3. 3 feet in depth
  4. 2:1 slopes
- Fills:
  1. 50 cubic yards or more of total movement on site
  2. 5,000 square feet of area disturbed
  3. 3 feet in depth
  4. Placed on existing surfaces with slopes of 7:1
  5. Create slopes 2:1 or greater
  6. Change existing off-site drainage patterns
  7. Are used for structural support

Grading Plan review **not** required for:

- Structure excavations (pools, basements, septic tanks, leach fields, etc.)
- Agricultural activities except for land that has not previously been graded or leveled
- Utility trenches, wells, exploratory excavations
- Disposal areas, landfills, quarrying, stockpiling, or other operations where a Use Permit has been granted
- Grading by Solano County or Special Districts
- Land leveling by permit for agricultural purpose
- Fire roads and breaks
- Grading located within the Primary Management Area of the Suisun Marsh
- Projects on State or Federally owned and operated land

**LAND USE** - In addition to the General Requirements, the following items are required for these specific land uses:

<p><b>Agricultural Employee Housing</b></p> <p><input type="checkbox"/> Agricultural Employee Housing Certification</p> <p><input type="checkbox"/> Agricultural Employee Housing Questionnaire</p>	<p><b>Special Events Facility</b></p> <p><input type="checkbox"/> Road Maintenance Agreement (if private road)</p> <p><input type="checkbox"/> Traffic Control Plan (if 500 persons or more)</p>
<p><b>Cottage Industry</b></p> <p><input type="checkbox"/> Road Maintenance Agreement (if private road)</p>	<p><b>Vacation House Rental</b></p> <p><input type="checkbox"/> Proof of Commercial Property Insurance</p> <p><input type="checkbox"/> Transient Occupancy Tax Registration (prior to operation)</p>
<p><b>Second Kitchen</b></p> <p><input type="checkbox"/> Agreement for Registration of Second Kitchen</p>	<p><b>Wireless Telecommunications Facility</b></p> <p><input type="checkbox"/> Alternatives Analysis (if Planning Commission)</p> <p><input type="checkbox"/> Photo Simulations – representative versions of existing conditions and with the proposed project</p> <p><input type="checkbox"/> Radio-frequency Evaluation Report</p> <p><input type="checkbox"/> Visual Analysis – (if within ¾ mile of scenic roadway)</p>
<p><b>Winery</b></p> <p><input type="checkbox"/> Road Maintenance Agreement (if private road)</p> <p><input type="checkbox"/> Stormwater Pollution Prevention Plan</p>	
<p><b>Second Kitchen</b></p> <p><input type="checkbox"/> Agreement for Registration of Second Kitchen</p>	