



City of Half Moon Bay

Planning Department
 501 Main Street Half Moon Bay CA 94019
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REQUIRED INFORMATION FOR COMMERCIAL PROJECT PLANS

All plans submitted must be legible. If plans are not legible, they will be returned to the Applicant for revision and deemed an incomplete application. The application will not be processed until the revised plans are resubmitted and accepted as adequate by Staff. Please strive for consistency between plan sheets. Thank you for your efforts.

Working drawings/details are not required in the Planning Phase but are necessary when submitting a Building Permit Application.

COMMERCIAL PLAN SETS SHOULD INCLUDE THE FOLLOWING ITEMS:

- SITE PLAN
- ROOF PLAN
- DRAINAGE PLAN/STREET IMPROVEMENTS
- LANDSCAPE PLAN
- FLOOR PLAN
- ELEVATIONS
- COLOR RENDERING
- TOPOGRAPHIC SURVEY (one wet-stamped required)

**Note: Plans sets larger than 24" x 36" will not be accepted*

All plan sets shall use:

- Architect's Scale=1/8" & 1/4"=1'- 0" (1/16" = 1'- 0" will be accepted for larger structures)
- Engineer's Scale=1" = 10', 20', 30' & 40'

SITE PLAN

- Property Line boundaries** (include street rights-of-way, and any existing easements)
- Show all existing structures and features** (houses, sheds, barns, garages, trees, etc.)
- Location and dimensions of existing and proposed street improvements** (including but not limited to sidewalks, curb & curb cuts, gutters, centerline of streets, alleyways, etc.)
- Location of utility services, recycling areas, and trash enclosures** (see Chapter 18.31 of the Zoning Code for standards)
- Exterior Lighting Plan** (fixture type, location, and lamp intensity)
- Circulation/Parking Design** (Including but not limited to, design and dimensions of aisle widths, dimensions, number, and angle of parking stalls/loading areas, and proposed surface materials)
- Location Map** (location of subject property & major cross streets)
- Legend of Calculations for Development Standards and Parking Requirements** (Refer to City Development Standard and Parking definitions to make proper calculations)
- Show actual setbacks for all existing and proposed structures**
- Indicate any existing water features, water courses, or drainage flows** (swales, creeks, etc.)
- Show any topographical OR unique features of project site**

Roof Plan, Drainage Plan, and Grading Plan

- Roof Plan shall show the ridgeline and direction of water flow off of the roof
- The Drainage Plan shall show compliance with National Pollution Discharge Elimination System (NPDES) (check with Public Works/Building for requirements)
- Provide a grading Plan if deemed necessary by the Planning and/or Public Works Department

IRRIGATION/LANDSCAPE PLAN

- Identify existing trees that will be retained or removed
- Plant Location and Types (including species, sizes, quantities of proposed materials, utilization of drought tolerant plant species, utilization of water efficient landscaping policies (City Council Resolution C-3-93), street trees, etc.)
- Show materials of all hardscape surfaces (driveways, sidewalks, patios, terraces, etc.)

FLOOR PLAN

- Floor Plan of each proposed Floor with exterior dimensions only
- Doors & Windows and Room usage called out

ELEVATIONS

- North, South, East and West facing elevation drawings of the proposed finished structure(s) Indicate, from bottom to top existing grade, finished grade, finished floor, and roof ridgeline elevations in a vertical line at the side of each elevation to indicate the proposed overall project height from existing grade
- Indicate exterior materials (Siding, roof, trim, architectural elements, window style and treatment, doors, garage and railings)
- Full Vertical and Horizontal Dimensions

COLOR RENDERING

- One (1) street frontage elevation shall be in color
- Manufacturer's paint chip colors shall be attached to color elevation
- Try to keep color rendering and color boards to a size no larger than 11" x 17"

TOPOGRAPHICAL SURVEY MAP

A detailed topographic survey shall be prepared and certified by a licensed surveyor or civil engineer properly registered to perform surveying and submitted with Planning Permit application plans. The survey shall include a baseline elevation datum point on the construction site, indicating existing grade prior to development. This datum point shall be permanent, marked, shall remain fixed in the field, and shall not be disturbed throughout the Planning and Building Review process. Examples of datum points include: fire hydrants, manhole covers, survey markers, street curbs, etc. This datum point shall be shown on all of your site plans including revised/resubmitted plans. The footprint of the proposed structure(s) shall be drawn on plans with a roof plan. Specific elevation points at structure(s) corners and ridgeline shall be noted on the survey.

The approved height of all projects developed in the City will be measured from existing grade as indicated on the submitted topographical survey to the roof ridgeline (highest approved structure height) of the structure.

Check with the Public Works/Building Department to determine the finished floor requirement for your particular commercial project and site