

**City of Walnut Creek**  
**Community Development**  
**Department**

**Submittal Schedule\*\***

		ITEM																									
		Application Form(s)	Filing Fee(s)	Environmental Assessment	Statement of Understanding	Legal Description	Preliminary Title Report	Site photographs (digital preferred)	Vicinity map	Detailed site plan	Building elevations	Sign drawings	Landscape plan	Grading plan	Phasing plan	Floor plans	Roof plan	Arborist's report / tree inventory	Material sample(s)	Colored drawings	Perspective drawings	Business Plan	Parcel map	Tentative map (2)	Seismic/geology safety report	Preliminary soils report	
APPLICATION TYPES	General / Specific Plan Amendment	A	R	R	R	R	R	O	O	R	R													O			
	Zoning Ordinance Amendment	A	R	R	R	R																					
	Rezoning	A	R	R	R	R	R	O	O	R	R	O		O										O			
	Planned Development (PD) Rezoning	A	R	R	R	R	R	O	O	R	R	R		R	O	O	O	O		O	O						
	Conditional Use Permit	B	R	R	R	R		O	O	R	R	O	O	O	O	R	O		O	O			O				
	Administrative Use Permit	C	R	R		R			O	R	R	O	O	O	O	R	O		O	O			R				
	Fence Permit - Minor Use Permit	C	R	R					R	R	R	O		O					O	O							
	Design Review - Architect's Custom Home	S	R	R		R			R	R	R	R		R	R	O	R	R	R	R	R	O					R
	Design Review	S	R	R	O	R			R	R	R	R	O	O	O	O	R	R	R	R	R	O					
	Variance	S	R	R	O	R			R	R	R	O		O	O		O	O	O								
	Signs (1)	S	R	R		O			R	R	O	R	R	O							R	R					
	Minor Subdivision (Four or fewer lots)	B	R	R	R	R	R	R	R	R				R	O	O			R					R	R	R	R
	Major Subdivision (Five or more lots)	B	R	R	R	R	R	R	R	R					O	O			R					O	R	R	R
	Large Family Day Care Permit	C	R	R					O	O	R	O					R						R				
Home Occupation Permit - Cottage Food	C	R	R		R			O	O	R	O	O				R						R					

**NOTES**

- R** - Required Item
- O** - Optional item(s) may be required if deemed necessary by the Community Development Department  
Determination will be made on a case-by-case basis.
- 1** - The site drawings for sign approval are only required to show the location of the building and sign in relationship to public streets, adjacent property, and surrounding buildings as necessary. Elevations need only depict the sign in relation to the elevation on which it is proposed.
- 2** - Contact the Planning Division for vesting map requirements.

**\*\* = Submittal Schedule**

**A** - 20 sets  
**B** - 16 sets  
**C** - 8 sets  
**D** - 4 sets

**S** - To be determined by CDD Staff

"Set" is defined as scaled plans on 24"x36" (maximum) sheets and 11"x17" scaled reductions. All plans must be folded to a size no greater than 12"x18".

This sheet is provided to assist applicants in providing the most complete application possible. It is not intended to define or to supersede other information or materials that may be required after initial review.