



City of Walnut Creek Planning Application Checklist

Community Development Department

Planning Division

1666 North Main Street, Walnut Creek, CA 94596

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www.walnut-creek.org

Item Required?		<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Rezone	<input type="checkbox"/> CEQA
YES	NO	<input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Minor Use Permit <input type="checkbox"/> Administrative Use Permit <input type="checkbox"/> Design Review <input type="checkbox"/> Variance <input type="checkbox"/> Hillside Performance Stds. <input type="checkbox"/> Tree Removal <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Tree Dripline Encroachment <input type="checkbox"/> Major Subd. <input type="checkbox"/> Minor Subd. <input type="checkbox"/> Master Sign Prgm <input type="checkbox"/> ZCL		
<input type="checkbox"/>	<input type="checkbox"/>	APPLICATION & STATEMENT(S) OF UNDERSTANDING (SOU) & PROJECT NARRATIVE (address scope of work)		
<input type="checkbox"/>	<input type="checkbox"/>	FILING FEE, COLOR & MATERIAL BOARD* (if required for Design Review)		
<input type="checkbox"/>	<input type="checkbox"/>	*(if required) - Reports & Applications - Density Bonus Application, Inclusionary Housing Information, CEQA Environmental Checklist		
<input type="checkbox"/>	<input type="checkbox"/>	*(if required) - Photometric Study (existing & proposed off-site street lights, Seismic Hazard Map report, Site Survey		
<input type="checkbox"/>	<input type="checkbox"/>	*(if required) - Drainage report (including hydrology and hydraulic calcs.), Building Code compliance analysis meeting requirements of CBC Chapters 5,10, and 7, and Chapters 11A or 11B, if applicable.		
<input type="checkbox"/>	<input type="checkbox"/>	EXISTING SITE PLAN <ul style="list-style-type: none"> North arrow, bar scale, graphic scale and vicinity map, author of drawing, and professional stamp All property lines and dimensions labeled Topographical survey All existing natural features (trees, rock outcrops, streams, etc.) Location, size, and species of existing trees Location, size, and dimensions of existing structures Location and height of existing walls/fences Location of existing rights-of-ways and easements All adjacent existing land uses and street names labeled Contiguous adjacent properties (within 50 ft) All points of ingress and egress shown 		
<input type="checkbox"/>	<input type="checkbox"/>	PROPOSED SITE PLAN * <ul style="list-style-type: none"> North arrow, bar scale, graphic scale, vicinity map, author of drawing, and professional stamp Site data table (general plan, zoning, gross/net lot size, height, lot coverage, FAR, etc.) All property lines and dimensions labeled Proposed rights-of-way All building setbacks labeled Conceptual grading and drainage plan (hydrology & stormwater treatment) All proposed landscaped areas Proposed building footprint All proposed fire separation distances per building code requirements Location of utility equipment (HVAC, backflow preventers, and utility lines) Proposed trash area All adjacent existing land uses and street names labeled All points of ingress and egress shown Pedestrian and vehicle circulation All parking spaces Parking calculation – required vs. proposed Accessible parking spaces Accessible path of travel to building entrances All free-standing sign locations (including sign size and dimensions) 		

<input type="checkbox"/>	<input type="checkbox"/>		LANDSCAPE PLAN * <ul style="list-style-type: none"> • North arrow, bar scale, graphic scale, vicinity map, author of drawing, and professional stamp • All property lines and present dimensions labeled • Preliminary planting plan • Proposed plant legend (quantity, size, species/variety of all trees, shrubs, and ground cover in table format) • Arborist report, if applicable • Existing trees to be removed or retained • Hardscape features • Schematic irrigation plan • WELO calculation & certificate of compliance
<input type="checkbox"/>	<input type="checkbox"/>		ELEVATION DRAWINGS * <ul style="list-style-type: none"> • Graphic scale, bar scale, graphic scale, author of drawing, and professional stamp • North, south, east, and west elevations of all buildings (w/ heights labeled) • All building materials and colors noted • All light stanchions, light poles, and fixtures • Elevations of fences/walls (w/ heights labeled) • All wall sign locations shown with sizes and dimensions noted • Roof Plan • Location of utility equipment (e.g. HVAC, backflow preventers, and utility lines)
<input type="checkbox"/>	<input type="checkbox"/>		FLOOR PLANS * <ul style="list-style-type: none"> • Graphic scale, bar scale and building dimensions labeled • North arrow, scale (to include a graphic scale) • All building entrances/exits shown • Use of all rooms noted/labeled • Occupancy type • Seating capacity, if applicable • Type of construction • Fire sprinklers (Y/N)
<input type="checkbox"/>	<input type="checkbox"/>		CEQA – ENVIRONMENTAL REVIEW * <ul style="list-style-type: none"> • Geotech/Soil report • Radio Frequency (RF) report, if applicable • Noise Study • Arborist report • Traffic Study, if required
<input type="checkbox"/>	<input type="checkbox"/>	SUBDIVISIONS	TENTATIVE MAP * <ul style="list-style-type: none"> • Proposed streets • Existing and proposed lot lines • Parcel summary table (gross lot size, net lot size, etc.) • Existing and proposed utility equipment (e.g. water, electric, sewer, etc.) • Topographical Survey (state plane coordinate system) • Perimeter wall details and elevations • Cross section drawings • Fire separation distances from any existing or proposed structures to any property line or other structure
<input type="checkbox"/>	<input type="checkbox"/>	MASTER SIGN PLANS	SITE PLAN * <ul style="list-style-type: none"> • Sign analysis table (sign type, illumination, length, width, total size) • All property lines and dimensions labeled • All existing and proposed sign locations
<input type="checkbox"/>	<input type="checkbox"/>	MASTER SIGN PLANS	ELEVATIONS * <ul style="list-style-type: none"> • North arrow, scale (to include a graphic scale), and building dimensions labeled • North, south, east, and west elevations of all freestanding signs or building elevations containing signage with sizes and dimensions noted

* Not all items are required for all entitlement types. For additional information, please contact the duty planner at dutyplanner@walnut-creek.org.

The City of Walnut Creek is currently accepting electronic application and plan submittals via the Duty Planner. Please email all application materials to dutyplanner@walnut-creek.org.

Revised 02/2026