



## **FLOOR PLAN SUBMITTAL REQUIREMENTS**

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The following list outlines the submittal requirements for floor plans for entitlement review. Please consult the Galt Zoning Ordinance and the Planning Division with any questions. Floor plans must comply with the following requirements/include the following information in order to be considered a part of a complete project application.

### **Dimension/Orientation**

1. All floor plans shall be fully dimensioned. The scale must be drawn to an architectural scale within the range of 1/8 inch = 1 foot to 1/4 inch = 1 foot.
2. Full-sized plan sheets shall be at least 24 x 30 inches in size, FOLDED to no larger than 8.5 x 11 inches.
3. For projects that have multiple floors and/or have multiple buildings, include a sheet for each floor of each building.
4. Provide a legend including the scale, north arrow and description of all symbols used on the plan.

### **Title Block**

The Title Block shall include:

- The address of the project
- The Assessor's Parcel Number(s)
- The name, address, and phone numbers or email addresses of:
  - Applicant
  - Person preparing the plan and their license/seal/expiration signature and date signed
  - Property Owner
- Date of latest revision. Any future revisions shall be clearly annotated.

### **Project Information List**

1. Identify floors, levels, attics, lofts and basements of the buildings and structures with labels indicating the building or structure and the proposed use square footage occupant load factor and occupant load of each room.
2. Identify provisions for accessibility that are proposed or required by law.
3. Identify cooking facilities/kitchens, restrooms and other special uses.