



**Plan Submission Requirements  
January 1, 2026**

**1. Required Plan Sheets**

- a. Fire Access & Water Supply Site Plan. See required information below.
- b. Residential Landscape Plan (if applicable). See required information on page 2 & 3.
- c. Demo Floor plan indicating square footage that will be remodeled (if applicable).
- d. Code Compliance Section on Cover Sheet includes: "2025 CFC, amended by MFD Ordinance 2025-02"

**2. Fire Access & Water Supply Information**

- a. Utilities shut off locations (gas, electricity, water).
- b. Fire Access Roadway/Driveway length
- c. Fire Access Roadway/Driveway width
  - I. Single parcel or dwelling unit – 14'
  - II. Two to Four parcels or dwelling units – 16'
  - III. Four or more parcels or dwelling units in the SRA or VHFSZ LRA – 20'
  - IV. Five or more parcels or dwelling units and Non-Residential – 20'
- d. Fire Access Roadway/Driveway slope
  - I. Slopes in excess of 15% require approval by Fire Code Official. Slope shall not exceed 20%.
- e. Surface paving material
  - I. Asphalt (up to 15% Slope) or brushed concrete (15%-20% Slope)
  - II. Alternate surface acceptable on grades up to 10% if certified by a registered civil engineer as an "All-Weather Access Road"
- f. District-approved turnaround dimensions
  - I. Max slope of 5%
  - II. Required every 400' and on driveways/fire access roadways greater than 150'
  - III. Required when driveways/fire access roadways end at a gate or a dead-end
- g. District-approved turnout dimensions – Required every 200'
- h. Gate dimensions/location
  - I. Set-back – 30'
  - II. Gate width – Min open clearance width equal to width of roadway
- i. Distance to furthest part of the structure measured from the engine spotting location along an approved route around the exterior of the structure (Representing Hose Pull)
  - I. 150' max for unsprinklered structure and 200' max for sprinklered structure
- j. Four feet (4') of unobstructed pedestrian access around all structure
- k. Distance to closest hydrant
  - I. 150' max for non-residential
  - II. 250' max for unsprinklered residential structure
  - III. 350' max for sprinklered residential structure



**Residential Landscape Plan Requirements  
January 1, 2006**

**1. Plants and Shrubs**

The following items must be shown or noted on the plans: Clearly show and label with dimensions the three defensible space zones.

- a. Indicate all existing and proposed vegetation and irrigated areas.
- b. Include a plant legend with both botanical and common names for all plant materials. Include keyed identification as required on plan.
- c. Avoid planting woody plants species larger than 2-feet at maturity directly beneath any tree canopy.
- d. Vines and climbing plants are not permitted on any structures.
- e. Confirm via notes and dimensions that shrubs are grouped in 10-foot diameter clusters and groupings are maintained 10 feet apart.
- f. Proposed plant selections must exclude any species listed in the Undesirable Plant List (available online [HERE](#)).

**2. Trees**

The following tree-related details are required on the plans:

- a. Identify all tree species and confirm that the mature drip line is at least 10 feet from any structure and tree crowns are spaced at least 10 feet apart horizontally.
- b. Identify tree species and provide dimensions related to their location near access roads, driveways, and turnabouts.
- c. To prevent ground fires from spreading into tree canopies trees must be trimmed at least 6 feet above ground and no plantings should be placed under a tree's drip line.

**2. Required Verbatim Notes for Plan Inclusion**

The following tree-related details are required on the plans:

- a. All tree species must be planted so that at maturity, all portions of the tree are at least 10 feet from the structure's roof, eaves, chimney, or siding.
- b. The horizontal distance between the crowns of trees and adjacent trees must be no less than 10 feet.
- c. Shrubs must be grouped in clusters no larger than 10 feet in diameter and be spaced at least 10 feet from other groupings.
- d. Property owners are responsible for vegetation maintenance along private roadways/driveways and, in most cases, along public roads fronting their property.



- e. A minimum vertical clearance of 13.5 feet must be maintained above the full width of required roadways and driveways to always ensure emergency vehicle access.
- f. Horizontal vegetation clearance must extend at least to the road right-of-way or edge of pavement to preserve maximum emergency traffic circulation.
- g. Research shows that maintaining adequate defensible space greatly increases a structure's chances of surviving a fire. For this standard, defensible space is divided into the following zones:
  - Zone 0: 0–5 feet from structures (Ember-Resistant Zone)
  - Zone 1: 5–30 feet from structures (Lean, Clean, and Green Zone)
  - Zone 2: 30–100 feet from structures (Extended Zone)
- h. Zone 0 (0–5 feet from structures): Recent legislation requires this zone to be free of all combustible material. This mandate is being phased into local ordinances over the coming years. Currently this is a recommended no planting zone. However, any permitted plantings must be low-growing (under 2 feet) and have high water content.

Prohibited materials include:

- Grass
- Ornamental or native plants prone to ignition
- Shrubs
- Vegetation litter
- Combustible mulches such as bark or wood chips