

Mayor:
VICTOR P. LOPEZ

Mayor Pro Tem:
DIANA GUERRA SILVA

City Council Members:
JOEL LIZAOLA
GLENDA HILL
BERTHA DELBOSQUE



City Administrator:
BILL LITTLE
(559) 626-5103

Finance Director:
Manuel Sandoval
(559) 626-5170

City Clerk:
JUNE V. BRACAMONTES
(559) 626-5100

Incorporated Jan. 20, 1948

BUILDING & PLANNING DEPARTMENT

* Site Plan Review Application *

Applicant

Date: _____

Name(s): _____

Mailing Address: _____

Site Plan Review Fees	
0 – 5 Units	\$75
6 – 10 Units	\$100
11 + Units	\$125 + \$5/Unit
Commercial	\$100 + \$24/Acre

Phone #: _____

SITE

Proposed Use: _____

Property Site: _____

APN: _____

Existing Building: _____

Project Location: _____

Date of Submittal: _____

Resubmitted: Yes No

Plans Should Include the Following:

1. Scale of Drawing.
2. North Arrow. (Pointing to top of paper)
3. Name of Property Owner.
4. Existing Uses on the Property.
5. Names of Adjacent Streets.
6. Correct Location of Center Lines of Adjacent Streets.
7. Correct Location of Property Lines.
8. Submit One Copy Site Plan, Floor Plans and Elevations.
9. Indicate the Land Use of Adjacent Property.
10. Show any existing Off-Site Improvements; i.e. Driveway Approaches, Fire Hydrants, Etc.

Instructions for Submitting Site Plan Application

After completion of the Site Plan, please submit to the Building & Planning Dept. for review and subsequent processing. If there are any questions, please call the Department at 559-626-4488.

Instructions to Applicant

The following information must be clearly indicated on the site-plan(s) submitted for review. Plans that do not have the required information will not be accepted for site-plan review processing.

- _____ 1. One (1) completed copy of the application form.
- _____ 2. Address, Lot number and description on the site plan drawing and a Preliminary Title report, not more than 30 days old.
- _____ 3. Notarized letter of agency if the applicant is not the owner of the property in question.
- _____ 4. One (1) copy of the County Assessor's Parcel Maps showing the property involved outlined in red with the Assessor's Parcel Number. (APN)
- _____ 5. a. 5 copies of the plan(s) must be submitted on a minimum 18" by 24" sheet and shall be drawn and dimensioned to a reasonable scale in a legible fashion.
_____ b. Or Email Plans
- _____ 6. In all cases, the following information shall be included in the appropriate drawings when submitting for Site-Plan Review.
_____ a. Vicinity map on cover sheet, scale and north arrow, dimensions o property.
_____ b. All buildings and structures and their location, elevations, size, height and proposed use, showing dimensions from property lines.
_____ c. Yards and space between buildings.
_____ d. Location, height and material of existing and/or proposed fences and walls.
_____ e. Location of off-site parking. Indicate the number of parking spaces, type of paving, direction arrows and parking dimensions.
_____ f. Location and width of drive approaches and indicated method of on-site drainage.
_____ g. Generally the locations, size and height of signs.
_____ h. Location of existing and/or proposed public improvements (such as curbs, gutters, sidewalks, transition paving, utility poles, fire hydrants, street lights, traffic signal devices, etc.
_____ i. Location of trash pickup facilities and screening.
_____ m. Location, species, and maturity of landscaping.
_____ n. Existing utilities to the site.
_____ o. Composition of material comprising exterior surfaces.
_____ p. Adjacent public right-of-way , including median island detail where applicable.
_____ q. Proposed surfacing of all pave areas.
_____ r. Any phasing of a project shall be included as a part of the application.
_____ s. Roof-mounted equipment and screening, existing and proposed.
_____ t. Location of address and mail delivery system.
_____ u. Location of irrigation systems for landscaping.
_____ v. Loading and storage areas indicating any fences and walls to be used as screening.
_____ w. Indicate size, location and number of water services desired.
_____ x. Indicate size, location and number sewer services proposed.
_____ Indicate size, location and number of gas services proposed.
_____ y. Indicate all existing and proposed easements.
_____ z. Verify flood hazard requirement.