

CITY OF ORANGE COVE
633 6th St.
Orange Cove, CA 93646
559-646-4488
BUILDING & PLANNING DEPARTMENT
'Site Plan Review Application'

Date: _____

Applicant Name _____

Address: _____

City: _____

Phone: _____ **Email:** _____

Owner Name _____

Address: _____

City: _____

Phone: _____ **Email:** _____

Site
Describe
Proposed Use: _____

Describe
Current Use: _____

Project Location: _____ **APN:** _____

Project Address: _____

Existing Building: _____

Date of Submittal: _____ **Resubmitted** Yes: No:

Email Completed Form To: ray@cityoforange Cove.com

Instructions for Submitting Site Plan Application
(See Reverse)

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. One (1) copy of the County Assessor's Parcel Maps showing the property involved with Assessor's Parcel Number.
- ___ 3. Submit Three Copies of Site Plan, Floor Plans and Elevations.
- ___ 4. 3 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.
- ___ 5. Email copy of site plan to building department for electronic storage. ray@cityoforange Cove.com

The following applicable information shall be included on the site plan drawings when submitting for Site-Plan Review.

- ___ 6. Scale of Drawing with North Arrow.
- ___ 7. Name & Phone Number of Property Owner.
- ___ 8. Assessor's Parcel Number of property.
- ___ 9. Names of Adjacent Streets.
- ___ 10. Location of Property Lines With Dimensions.
- ___ 11. Existing & Proposed Uses of Property.
- ___ 12. Indicate Land Use of Adjacent Property.
- ___ 13. All (existing & proposed) buildings and structures and their location, elevations, size, square feet, height and proposed use, showing dimensions from property lines and yards & spaces between buildings. 1.
- ___ 14. Location and width of drive approaches.
- ___ 15. Indicate method of on-site drainage.
- ___ 16. 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.
- ___ 17. Location of trash pickup facilities and screening.
- ___ 18. Roof-mounted equipment and screening, existing and proposed.
- ___ 19. Loading and storage areas indicating any fences and walls to be used as screening.
- ___ 20. Existing utilities to the site.
- ___ 21. Proposed surfacing of all paved areas.
- ___ 22. Location of off-street parking. Indicate the number of parking spaces, type of paving, direction arrows and parking dimensions.
- ___ 23. Existing and proposed building address and/or mail delivery system.
- ___ 24. Generally the locations, size and height of signs.
- ___ 25. Indicate all existing and proposed easements.
- ___ 26. Notarized letter of agency if the applicant is not the owner of the property in question.
- ___ 27. Address, Lot number and description on the site plan drawing and a Preliminary Title report, not more than 30 days old.
- ___ 28. Adjacent public right-of-way, including median island detail where applicable.