

**SITE PLAN REVIEW (SPR)**  
APPLICATION



FILE #: \_\_\_\_\_ FILING DATE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_  
FEE: \$200 + \$50/AC, OVER 1 AC FEES PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

**APPLICANT INFORMATION**

LEGAL OWNER(S) OF SUBJECT PROPERTY: \_\_\_\_\_  
\_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT : \_\_\_\_\_  
(If different than owner)

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON/REPRESENTATIVE: \_\_\_\_\_  
(If different than owner)

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

**PROPERTY INFORMATION**

STREET ADDRESS OF PROPERTY: \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_

ZONING: \_\_\_\_\_ GENERAL PLAN: \_\_\_\_\_

LEGAL DESCRIPTION: (Attach separate sheet if necessary) \_\_\_\_\_  
Lot / Plat

EXISTING USE: \_\_\_\_\_  
Use of property and/or Buildings

PROPOSED USE: \_\_\_\_\_  
Use of property and/or Buildings

\_\_\_\_\_

## SUBMITTAL “CHECK LIST”

YES	N/A	
—	—	1. Completed General Information form (page one)
—	—	2. Completed and signed Certified property Owner’s List Declaration with required mailing labels, if applicable.
—	—	3. Colored elevation drawing(s) showing all four sides of proposed buildings, and photo simulations, if applicable.
—	—	4. Color and materials board, or approved equivalent, as required.
—	—	5. Four (4) full sets of plans that include a fully dimensioned site plan, floor plan, landscape plan, grading plan, and elevations for all sides of the buildings. The scale should be no smaller than 1” = 20’ for the site plan, and 1” = 4’ or 1” = 8’ for the floor plan and elevations.

## SITE PLAN INFORMATION

Please include the following information on your site plans

YES	N/A	
—	—	1. Current address of project, plat name, assessor parcel number(s), and the applicant’s and plan preparer’s name, address, phone and fax numbers.
—	—	2. North arrow and scale.
—	—	3. Property lines, with dimensions, and the location, width, and description of any easements.
—	—	4. Existing and proposed streets, including names, centerlines, widths, and existing and future rights of way and improvements.
—	—	5. Show existing fire hydrants within 300 feet of the project site. Indicate any proposed fire hydrants.
—	—	6. Show proposed Fire Department vehicle access lane(s).
—	—	7. Show and dimension all existing and proposed buildings and structures, and indicate existing features to be removed. Show distances between buildings and distances from buildings to property lines, and indicate required and proposed building setback lines. Show any nearby buildings within 30 feet of the subject property lines. Indicate proposed walls, fences. Trash enclosures, utility vaults, mechanical equipment, accessory buildings, paved areas, tanks, or other site features.
—	—	8. Show proposed and existing parking, driveways and access points, both on-site and off-site within the vicinity. Indicate width of driveways and drive aisles, and show distances between driveways. Show parking space dimensions, and indicate handicapped accessible spaces. Indicate one-way and two-way drive aisles.
—	—	9. Show any significant natural features such as rock outcroppings and water courses.
—	—	10. Show proposed landscaping, including quantity, location, variety, and container size; a separate <b>landscaping plan</b> may be submitted instead of showing this information on the site plan.
—	—	11. Show locations and dimensions of pedestrian access ways, loading areas, and access to service areas.

YES N/A

- |   |   |     |   |
|---|---|-----|---|
| — | — | 12. | Show proposed lighting fixtures in parking areas, adjacent to walkways, and on buildings, and indicate type.  |
| — | — | 13. | Show all existing and proposed public improvements, including water, sewer, catch basins., curbs, gutters, sidewalks, street lights., signals, power lines, and utility poles.              |
| — | — | 14. | Show existing contour lines and proposed contour lines indicating finished grade on the site; a <b>grading plan</b> may be substituted instead of showing contours on the plan, if desired. |
| — | — | 15. | Show location of on-site and off-site drainage, both existing and proposed.   |
| — | — | 16. | Provide a <b>legend</b> on the site plan that includes:   |
|   |   | a.  | Current zoning  |
|   |   | b.  | General Plan  |
|   |   | c.  | Any proposed changes in zoning or general plan  |
|   |   | d.  | Total lot square footage  |
|   |   | e.  | Total building square footage   |
|   |   | f.  | Lot coverage  |
|   |   | g.  | Setbacks  |
|   |   | h.  | Building height   |
|   |   | i.  | Parking (show calculations)   |
|   |   | j.  | Open Space  |
|   |   | k.  | Landscaping (show calculations)(%)  |
|   |   | l.  | Proposed use (e.g. restaurant, retail, office, etc.)(show square footage allocated to each use within all buildings).   |
|   |   | m.  | For multifamily residential projects, include the unit type, number of bedrooms, square footage per unit, and the unit mix.   |
|   |   | n.  | Indicate the intended occupancy type of all buildings   |
|   |   | o.  | Identify building sprinkled and nonsprinklered.   |

## COMMENTS

1. Please be aware that, if determined necessary by City staff, additional information and/or special studies may be required to review the project. These studies may include, but not be limited to: a soils report, hydrology report, traffic study, etc.

---

---

2. Until the following information is submitted, your application will be considered incomplete:

---

---

3. The applicant has the ability and intention to utilize said SITE PLAN REVIEW within twelve (12) months from date of final approval; and the applicant understands this SITE PLAN REVIEW application, if granted, becomes null and void and of no effect if unused within twelve (12) months from the date of filing the application.
4. A SITE PLAN REVIEW approval does not eliminate the necessity of obtaining a building permit. a permit is required for construction of all buildings in the project.
5. Are there any deed restrictions affecting the use of the property involved? Give the expiration date of these restrictions.

---



---

6. Required site improvements such as pavement for parking areas, curb and gutter, privacy walls, landscaping, storm drain facilities, and all other improvements required under City Ordinance shall be completed prior to the issuance of a certificate of occupancy or approval for permanent electric power service. In the event such improvements cannot be completed prior to receiving permanent power or a certificate due to weather conditions or other unusual circumstances, a financial guarantee in the form of a cashiers check, bond, escrow, or other financial guarantee acceptable to the City attorney shall be provided to the City guaranteeing that such improvements will be fully completed within ninety (90) days of the issuance of permanent power and/or a certificate of occupancy.

**APPLICANT AGREEMENT**

I (we) have read and understood the requirements of this application and all information is true and accurate to the best of my (our) abilities.

---

Signature	Date
-----------	------

---

Signature	Date
-----------	------

## APPLICANT SUBMITTAL CHECK LIST

The following check list is provided for the benefit of the applicant only and does not have to be submitted as a part of the application.

YES	NO	
___	___	Slopes determined _____
___	___	Density determined _____
___	___	Contour / Grading Plan _____
___	___	Hillside Development Permit required? _____
___	___	Site Plan submitted _____
___	___	Elevations submitted _____
___	___	County Ownership Plat submitted _____
___	___	Is an earth-moving plan required? _____
___	___	Drainage Control Plan submitted _____
___	___	Soils Report _____
___	___	Landscape Plan submitted _____
___	___	Street Plans _____
___	___	Water Plans _____
___	___	Sewer Plans _____

## SITE PLAN REVIEW (SPR) PROCESS FLOWCHART

