

Site Plan Review Submittal Requirement

– Your first step is for us to review your project

What to submit?

The submittal required for the Site Plan Review must include a Site plan, Floor Plan(s), and Building Elevations. (See attached sample plans)

Who conduct the Site Plan Reviews?

A Planning Division staff member will conduct your Site Plan Review.

What is the timeframe for the Site Plan Review?

Typically, each review takes about 15 days to complete and comments will be given for corrections. Some projects will require more than one review to receive the Site Plan Approval.

Who should prepare the plans?

Plans should be prepared by a design professional with knowledge and experience in designing and drafting buildings. It is possible that a home owner could prepare plans for a minor project such as a patio cover; however, it is highly recommended that you retain a professional for additions and new construction projects. You are also reminded that plans prepared by a professional are more likely to contain the required items necessary for Site Plan Review. (See the attached sample plans)

What are the basics required for the plans?

- All plans must be drawn to scale.
- All plans must be fully dimensioned
- All plans must be placed on a minimum 11"x 17" sheet of paper or larger.
- All plans must be provided with necessary information as shown on the sample plans, including Site Data (see the required content for Site Data provided on the Sample Site Plan)

How much is the Site Plan Review fee and when do I need to pay it?

The fee is \$389 and it is required when submitting your project for a Site Plan Review. For projects with no new area involved such as interior remodels, solar panel installations and etc, the Site Plan Review fee is \$82. Staff can provide you the answer if you are not sure which fee you should pay for your project.

What happens after I receive approval for the Site Plan Review?

1. Except for those projects subject to a public hearing approval, after the Site Plan Review you can start preparing structural plans for the project.
2. The structural plans are subject to the Building Plan Check procedures.

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Sample Building / Planning Requirements

STREET NAME

CURB

Site Data:

Zoning: R-1
 Lot Size: 60' x 108' = 6,480 SF
 Existing House: 948 SF
 Existing Garage: 400 SF
 Proposed Addition: 648 SF
 Total Living Area: 1,596 SF
 Lot Coverage: 30.8%
 Landscaping Coverage: 35.5%
 Assessor's Parcel Number: 1234-56

For 2-Story, Please Include:

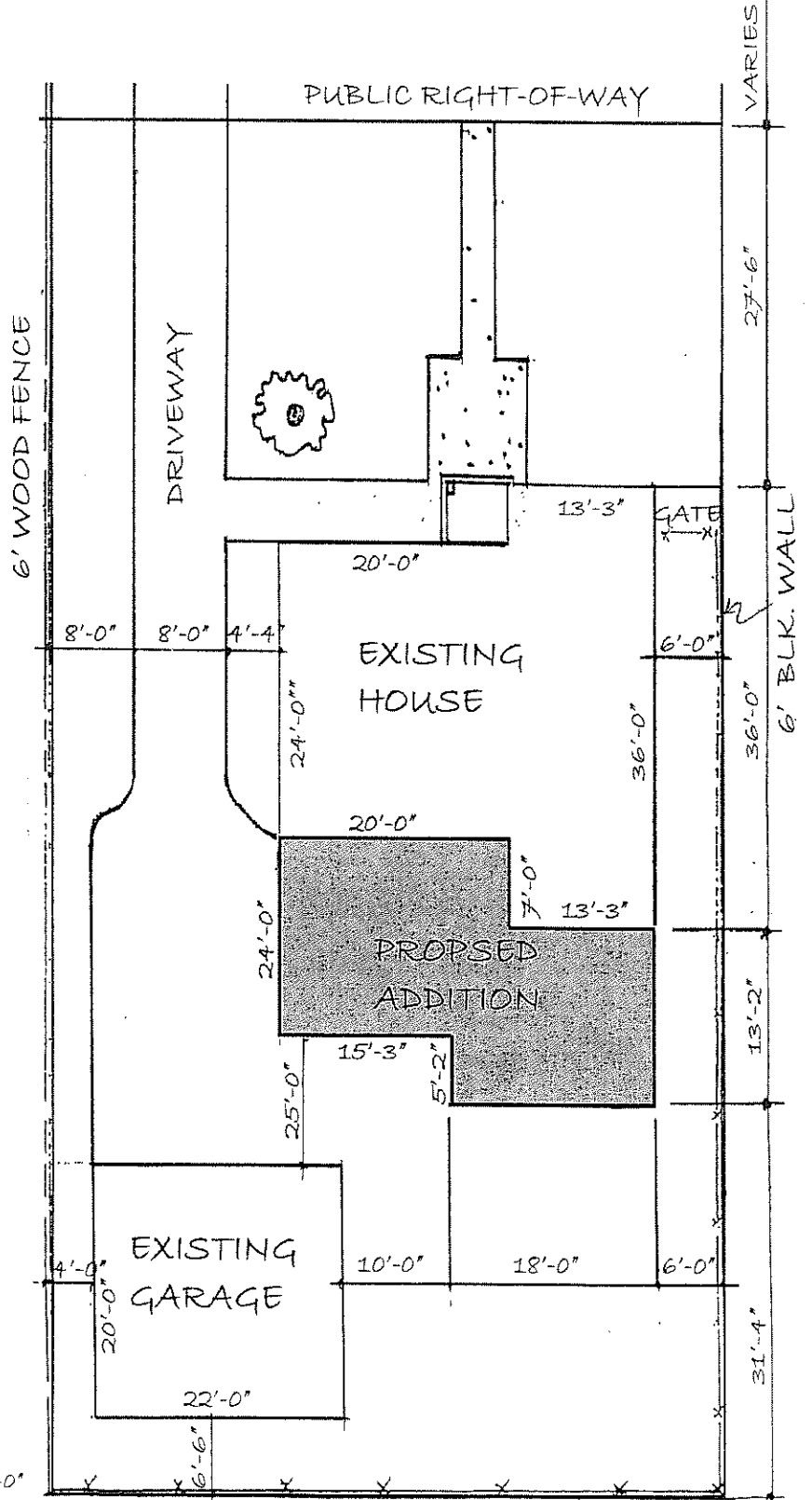
Vaulted Ceiling Area: _____ SF
 Floor Area Ratio: _____ %

PLOT PLAN
NAME: JOHN DOE
ADDRESS: 1234 OLIVE ST.
PHONE: 285-9876
DATE: JUNE 1, 1999

(ALL DIMENSIONS ON THIS SAMPLE PLOT ARE TYPICAL AND ARE NOT INTENDED TO REPRESENT ACTUAL ORDINANCE REQUIREMENT)

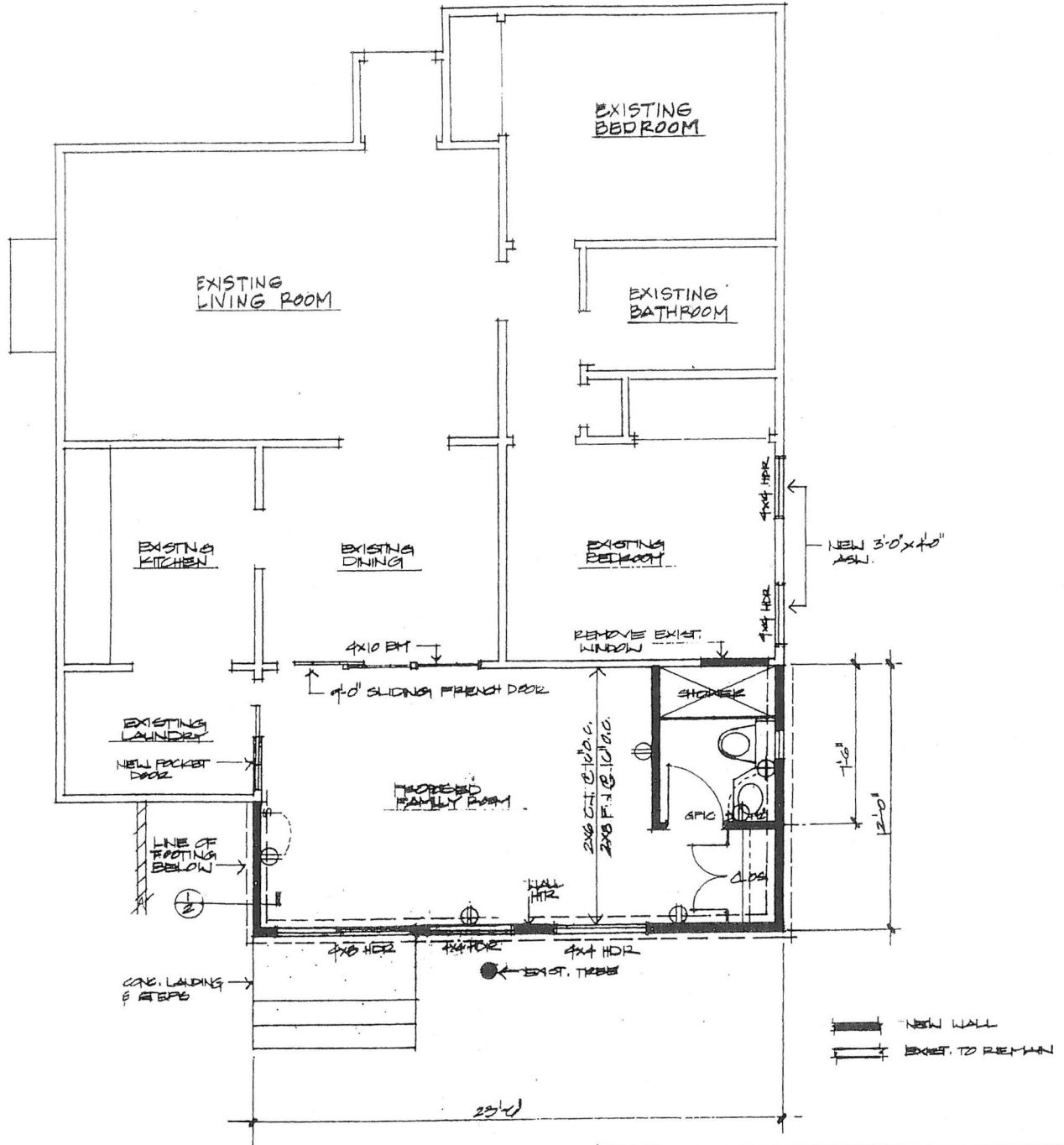


Scale: 1/8" = 1'-0"



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Sample Floor Plan

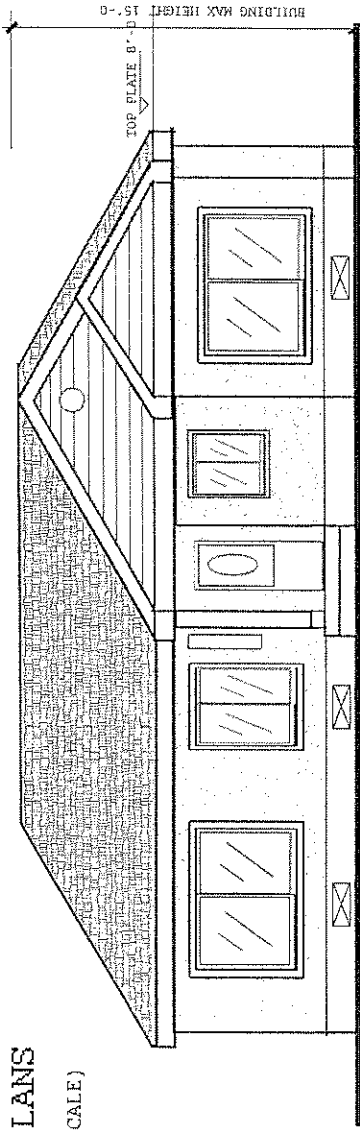


PROPOSED ADDITION SQ. FOOTAGE:
 EXISTING HOUSE SQ. FOOTAGE:
 TOTAL SQ. FOOTAGE:
 SCALE:

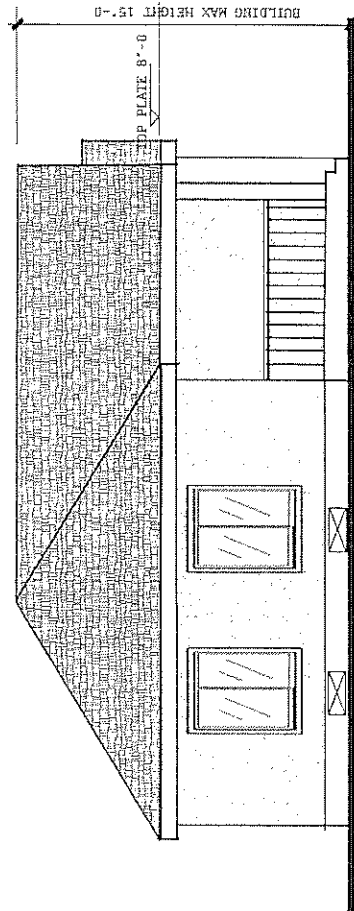
FLOOR PLAN	
NAME:	JOHN DOE
ADDRESS:	1234 HOMEWOOD LN.
PHONE:	285-9876
DATE:	OCTOBER 1, 1991

SAMPLE ELEVATION PLANS

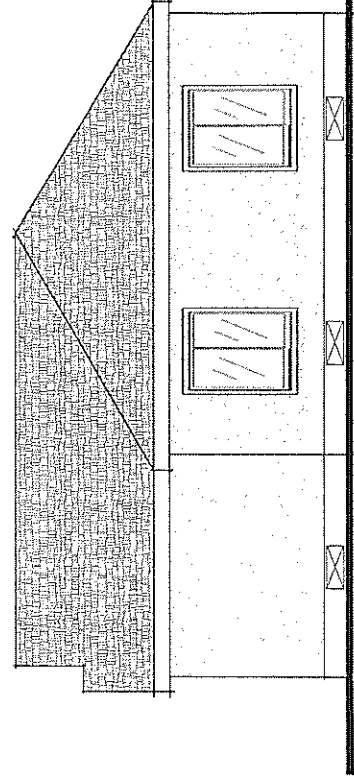
(NOTE: PLAN MUST BE DRAWN TO SCALE)



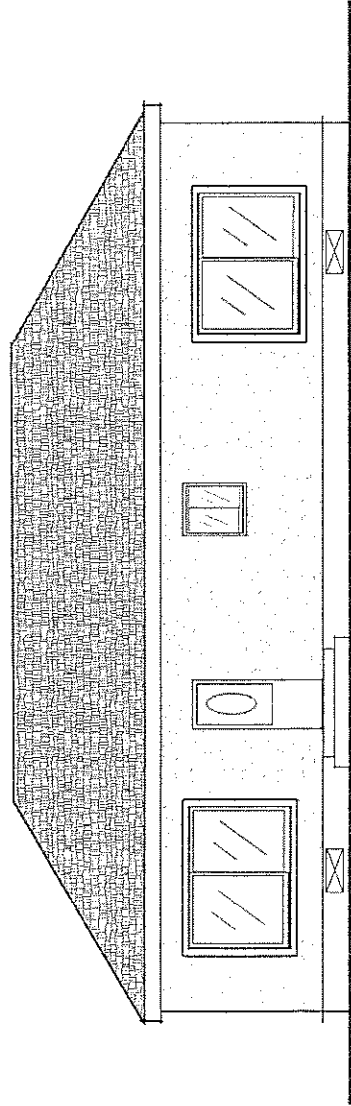
FRONT ELEVATION



LEFT ELEVATION



RIGHT ELEVATION



REAR ELEVATION