

**CITY OF CHOWCHILLA  
SITE PLAN REVIEW APPLICATION**

Application Number \_\_\_\_\_

Date \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Assessors Parcel Number: \_\_\_\_\_

Property Location (Street Address): \_\_\_\_\_

Property is located: \_\_\_\_\_ side of \_\_\_\_\_ Street, between \_\_\_\_\_ Street and \_\_\_\_\_ Street

**PROJECT INFORMATION:**

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Existing Floor Plan: \_\_\_\_\_ Proposed Floor Area: \_\_\_\_\_

Describe structure(s) or improvements planned (two family, multi-family residential, commercial, industrial, wall sign, free standing sign, etc.) \_\_\_\_\_

Is project:  new construction or  remodeled

**Residential**

Number of dwelling units: \_\_\_\_\_ Total of area (in square feet): \_\_\_\_\_

Total lot coverage of buildings or structures (in square feet): \_\_\_\_\_ Percentage of lot coverage: \_\_\_\_\_%

Number of off street parking spaces provided: Covered \_\_\_\_\_ Open \_\_\_\_\_

Total square feet of sign area: \_\_\_\_\_ Total square feet devoted to recreation and open space: \_\_\_\_\_ sq ft.

Give total percentage of lot devoted to recreation and open space: \_\_\_\_\_ sq ft.  
(See instructions or Zoning Ordinance Section 18.27.170 for definitions and requirements.)

Total square feet of common recreation and open space area: \_\_\_\_\_

Describe type and material to be used on exterior walls and doors: \_\_\_\_\_

**Commercial**

Gross floor area or building when complete: \_\_\_\_\_ sq ft.

Describe sign (free standing, affixed to wall, etc.): \_\_\_\_\_

Number of parking spaces provided: \_\_\_\_\_ Number of customers expected per day: \_\_\_\_\_

Hours and days of operation: \_\_\_\_\_

Describe any outside storage of equipment or supplies: \_\_\_\_\_

**Industrial**

Describe any outside storage of equipment or supplies: \_\_\_\_\_  
\_\_\_\_\_

Maximum number of employees in any daily shift: \_\_\_\_\_

Number of delivery or shipping trucks per day: \_\_\_\_\_

Number of delivery or shipping trucks per day when construction is complete: \_\_\_\_\_

**Site Plan Requirements – Mapping/Drawings**

The applicant shall submit three (3) prints of the site plan to the Secretary of the Planning Commission. The Site Plan shall be drawn to scale and indicate clearly and with full dimensions the following information:

1. The lot dimensions
2. All building and structures, and their location, elevation, size, height and materials
3. The yards and spaces between buildings
4. Walls and fences, and their location, height, and material
5. Off-street parking, including the location, number of spaces, dimensions of the parking area and internal circulation pattern
6. Access (pedestrian, vehicular and service), points of ingress and egress, and internal circulation
7. Signs and their location, size and height
8. Loading, including the location, dimensions, number of spaces and internal circulation
9. Lighting, including the location, dimensions, number of spaces and internal circulation
10. Street dedications and improvements
11. Drainage improvements
12. Landscaping, including the location and type
13. Fire prevention equipment and measures, including the location and type
14. For two-family and multi-family dwellings, the location and design of all recreation and open-space area, and the recreation equipment to be included thereon
15. Such other data as may be required to permit the Planning Director to make the required findings. (Ord. 316-80, 1980)

**Applicant’s Certification**

The undersigned hereby certifies that the information presented in this application is correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Record Property Owner

\_\_\_\_\_  
Date

## Site Plan Requirements and Information

Provide a completed and signed application with proper fee.

Provide a legible drawing of the site on which the proposed use is located. Three (3) copies of maps are required if map size exceeds 8 ½" x 14".

### **Minimum Information Required on Map:**

- Scale of map and North arrow
- Title Block showing applicant's name and date of preparation or revision
- Location and dimensions of all structures (existing and proposed), all improvements (such as driveways, walkways, alleys, water and sewer connections, property lines, public utility easements, fences, paved areas, numbered parking areas, landscaping, signs, trash collection area, etc.)
- Location and names of abutting streets and proposed points of ingress and egress on property
- Unusual topographic or drainage conditions on the property

### **WHEN IS A SITE PLAN REQUIRED?**

The review and approval of a site plan for the activities shall encompass all improvements that are associated with the erection or alteration of public or private parking areas or lots.

1. In all residential districts, site plan review shall be required for:
  - a. The erection of a new two-family or multiple-family dwelling or related accessory building or structure when the erection requires the issuance of a building permit.
  - b. The alteration of an existing two-family or multiple-family dwelling when the alteration requires the issuance of a building permit and will increase the number of dwelling units on a site.
  - c. The erection of a new nonresidential building or structure when the erection requires the issuance of a building permit.
  - d. The alteration of an existing nonresidential building or structure when the alteration requires the issuance of a building permit and will increase the floor area of the building or structure by more than ten percent or five hundred square feet or the seating capacity by more than ten percent or twenty-five seats.
  - e. The erection of a new mobile home park or any building or structure for mobile home park purposes.

- f. The alteration of an existing mobile home park when the alteration will either increase the number of spaces within the mobile home park or will increase the floor area of a building or structure used for mobile home park purposes by more than ten percent or five hundred square feet or the seating capacity by more than ten percent or twenty-five seats.
2. In all commercial, industrial and medical arts districts, site plan review shall be required for:
    - a. The erection of a new building or structure when the erection requires the issuance of a building permit.
    - b. The alteration of an existing building or structure when the alteration requires the issuance of a building permit and any of the following conditions exist:
      - ❖ The alteration will increase the floor area or seating capacity of a non-conforming building or structure or involves the structural alteration of a nonconforming building or structure.
      - ❖ The alteration will increase the floor area of a conforming building or structure by more than ten percent or five hundred square feet or the seating capacity by more than ten percent or twenty-five seats.
    - c. The development of new public or private parking areas or lots;
    - d. The alteration of existing public or private parking areas or lots when the alteration will increase or decrease the number of parking spaces by more than five spaces, increase or decrease the gross area of the parking area or lot by more than one thousand seven hundred and fifty (1,750) square feet; or will involve the relocation of the parking area or lot.

### **WHEN IS THE SITE PLAN REVIEW NOT REQUIRED?**

3. In all districts, site plan review shall not be required for:
  - a. The erection or alteration of one-family dwellings and related accessory buildings or structures
  - b. The erection or alteration of signs and advertising structures
  - c. The installation or alteration of underground storage tanks having a capacity of one thousand one hundred fifty (1,150) gallons or less. (Ord. #316-80 1(part), 1080).

### **IF A SITE PLAN IS REQUIRED WHAT MUST BE SUBMITTED?**

Applicant must provide an application for site plan review and fifteen prints of the site plan to the Secretary of the Planning Commission. The site plan shall be drawn to scale and shall indicate clearly and with full dimensions the following information:

- a. The lot dimensions
- b. All buildings and structures, and their location, elevation, size, height and proposed use

- c. The yards and spaces between buildings
- d. Walls and fences, and their location, height and material
- e. Off-street parking, including the location, number of spaces, dimensions of the parking area and internal circulation pattern
- f. Access (pedestrian, vehicular and service), points of ingress and egress, and internal circulation
- g. Signs and their location, size and height
- h. Loading, including the location, general nature and hooding devices, if any
- i. Lighting, including the location, general nature and hooding devices, if any
- j. Street dedications and improvements
- k. Drainage improvements
- l. Landscaping, including the location and type
- m. Fire prevention equipment and measures, including the location and type
- n. For two-family and multiple-family dwellings, the location and design of all recreation and open space areas, and the recreation equipment to include thereon
- o. Such other data as may be required to permit the Planning Director to make the required findings. (Ord., 316-80 1(part) 1980.)