



# DEPARTMENT OF PLANNING

## SITE DEVELOPMENT PLAN REVIEW SUBMITTAL REQUIREMENTS

**PRE-APPLICATION CONFERENCE:** A pre-application conference with a representative from the Department of Planning is required before submitting an application. It is the responsibility of the applicant to schedule the pre-application conference by submitting a completed Electronic Pre-Application Conference Request form through the CLVEPLANS system, as well as accessing the CLVEPLANS system to upload required drawings and documents and completing the upload task. See the Planning Commission Meeting Schedule for submittal closings dates and Planning Commission meeting dates.

**PRE-APPLICATION SUBMITTAL CHECKLIST:** A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required. The Submittal Checklist shall be uploaded into the CLVEPLAN project's documents folder.

**APPLICATION/PETITION FORM:** The applicant shall enter in the required information into the associated fields located within the CLVEPLAN Project "Application" tab. Furthermore, the applicant is responsible for certifying that they are the applicant and that the information submitted with the application is true and accurate to the best of their knowledge and belief and that they understand that the City is not responsible for inaccuracies presented, and that inaccuracies, false information or incomplete application may cause the application to be rejected. Furthermore, the applicant must certify that they are owner or purchaser (or option holder) of the property involved in the application, or lessee or agent fully authorized by the owner to make the submittal. The City reserves the right to request a completed Application/Petition Form if required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Site Development Plan Review is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Site Development Plan Review application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Site Development Plan Review.

**DEED & LEGAL DESCRIPTION:** In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.

**JUSTIFICATION LETTER:** A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

**COLOR & MATERIALS:** An 8x10 color photo of the original Color & Materials Board(s). The original Board(s) shall include: 1) Paint & Stain color chips; 2) Material sample(s). The Board(s) shall relate specific color & material selections to the colored Building Elevations. **NOTE: The applicant shall present to the Planning Commission and/or City Council, at the time of the hearing, the original Color & Materials Board(s).**

**DINA (SB 191) and/or PROJECT OF REGIONAL SIGNIFICANCE:** If applicable, a Development Environmental Impact Assessment Notification statement will be required.

**FEES:** Administrative or Non-public Hearing..... \$500  
Public Hearing ..... \$500 plus \$500 for notification and advertising costs  
plus \$30 for recording of Notice of Zoning Action

**ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.**

**SITE PLAN:** (6 folded and 1 rolled, colored)\* draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, and adjacent streets. **Colors to Use:** residential buildings-YELLOW; multi-family buildings-ORANGE; commercial buildings-PINK; landscaping-GREEN; pavement-GRAY; industrial building-PURPLE; public building-BLUE. Site Plans must include:

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> PROPERTY LINES CALLED OUT      | <input type="checkbox"/> INGRESS/EGRESS             | <input type="checkbox"/> NORTH ARROW                    | <input type="checkbox"/> PROPERTY SIZE (SQ. FT.)   |
| <input type="checkbox"/> DIMENSIONS (ACTUAL)/SCALE      | <input type="checkbox"/> ADJACENT LAND USES/STREETS | <input type="checkbox"/> SCALE                          | <input type="checkbox"/> F.A.R. (FLOOR AREA RATIO) |
| <input type="checkbox"/> STREET NAMES                   | <input type="checkbox"/> LANDSCAPE AREAS            | <input type="checkbox"/> PARKING ANALYSIS               | <input type="checkbox"/> DENSITY                   |
| <input type="checkbox"/> PARKING SPACES/DIMENSIONS      | <input type="checkbox"/> VICINITY MAP               | <input type="checkbox"/> BUILDING SIZE (SQ. FT.)        |  |
| <input type="checkbox"/> EXISTING PERIMETER WALL DETAIL |   | <input type="checkbox"/> PROPOSED PERIMETER WALL DETAIL |  |

**\* Additional Site Plans may be required for submittal (to be determined at the Pre-Application Conference).**

**LANDSCAPE PLAN:** (1 folded and 1 rolled, colored) Draw and make legible: all proposed and/or existing trees, shrubs and ground covers within common areas, easements, parking islands, buffers, perimeters and all other open space areas.

**Photographs may be submitted for existing landscaping only when no changes are proposed.** Landscape Plans must include:

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> TYPE & SIZE OF GROUND COVER      | <input type="checkbox"/> SPECIFIC PLANT MATERIAL/SIZE | <input type="checkbox"/> NORTH ARROW |
| <input type="checkbox"/> LANDSCAPED AREA DIMENSIONS/SCALE |   |                                      |

**BUILDING ELEVATIONS:** (1 folded and 1 rolled, colored) Draw and make legible: all sides of all buildings on site. **Photographs may be submitted for existing buildings only when no outside changes are proposed.** Building Elevations must include:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> DIRECTION OF ELEVATION | <input type="checkbox"/> BUILDING MATERIALS & COLORS CALLED OUT | <input type="checkbox"/> ELEVATION DIMENSIONS/SCALE |
|---|---|---|

**FLOOR PLAN:** (1 folded and 1 rolled) Draw and make legible: all rooms and/or spaces contained within the building(s) on the site. Floor Plans must include:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> ENTRANCES/EXITS | <input type="checkbox"/> MAXIMUM OCCUPANCY (PER U.B.C.)     | <input type="checkbox"/> ROOM DIMENSIONS/SCALE |
| <input type="checkbox"/> USE OF ROOMS    | <input type="checkbox"/> SEATING CAPACITY (WHEN APPLICABLE) | <input type="checkbox"/> NORTH ARROW           |

**LASER PRINT:** A reduced, black & white 8.5x11 (high resolution) copy of **above** required plans and drawings is required.

**STATEMENT OF FINANCIAL INTEREST:** A completed Statement of Financial Interest is required.