



APPLICATION FOR SITE PLAN REVIEW

FILING FEE:	(All fees are Non-refundable)	
	Administrative (As defined in 19.05.060 A 3 and 4)	\$375.00
	Administrative with notification (As defined in 19.05.020 C)	\$750.00
	Planning Commission Review (As defined in 19.05.020 D)	\$1,000.00

Administrative Review:

19.05.060 (A)(3): Review without notice, based upon standards adopted by the city as law or policy.

19.05.060 (A)(4): Tenant improvement review when located within a facility that meets the city's development standards, or when the existing facility has been previously approved for the same or similar use.

Administrative Review with Notification:

19.05.020 (C): Review includes residential development of more than one (1) unit, additions to existing multiple residential, commercial or industrial structures resulting in an increase in total floor area, revisions to previously approved site plans, projects involving a change or intensification of land use, and project that have been recommended for administrative approval by the development review committee.

Planning Commission Review:

19.05.020 (D): Review includes development of more than four dwelling units, retail commercial uses, office/administrative/professional uses, industrial uses, wholesale & service commercial uses, public or quasi-public uses that are subject to review by the city, projects recommended by the planning director or development review committee to the planning commission for decision, any project that requires the preparation of a negative declaration, mitigated negative declaration, or an environmental impact report.

Application No: _____ **Assessors Parcel No.:** _____

APPLICANT OR AUTHORIZED AGENT:

Name: _____ **Address:** _____
City State Zip

Telephone: _____

Home: _____ **Business:** _____

Cell: _____ **email:** _____

PROPERTY OWNER:

Name: _____ **Address:** _____
City State Zip

Telephone: _____

Home: _____ **Business:** _____

Cell: _____ **email:** _____

Address of Property: _____

Present Use of Property: _____

features required in order to adjust the use to existing uses or possible future uses on adjoining land in the neighborhood be compatible with one another.

- D. That the site for the proposed use conforms to streets and highways property designed and improved so as to carry the type and quantity of traffic generated or to be generated by the proposed use.
- E. City sewer service will not be provided to any parcel not meeting the requirements of this chapter.
- F. Applicant's Statements:

Signature: _____

(Applicant or Authorized Agent)

Signature: _____

(Property Owner)

Received By Planning Dept.: _____

I hereby understand approval of this Site Plan Review includes conditions and that failure to comply with those conditions will result in revocation of the Site Plan Review approval and revocation of any business license(s) on the project site.

Name (print):

Date:

General Notes:

- * An Environmental Information and Checklist Form may be required with each application. This helps to determine the level of environmental review that may be required. Planning staff will advise whether it is required and provide the form.
- * Refer to Section 19.05.110 B.M.C. regarding voiding of this permit.
- * Please direct all questions regarding this application to:

City of Barstow
Planning Department
220 East Mountain View Street, Suite A
Barstow, CA 92311
Phone (760) 256-5152

Site Plan Review Form and Contents:

See Site Plan Review Checklist



Site Plan Review Checklist
(For Site Plan Reviews, Revisions and Conditional Use Permits)

Plan Submittal:

The plans shall be professionally prepared in conformance with accepted drafting standards. **4 sets of hard copies of all plans shall be submitted, along with a thumb drive of all materials requested below on PDF format.** The review period is approximately 2 weeks upon a complete submittal.

The following information shall be indicated on all site plans (check when completed):

1. Site plans:

Shall be professionally drawn and submitted on 24" x 36" sheets (folded to 8 1/2" by 11"), drawn at a minimum scale of 1"=20', to be reflected on the plan. Include 4 hard copies + PDF copy on thumb drive. Site plan must including the following:

- Name, address, and telephone number of the developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions.
- Precise legal description (the Assessor's Parcel Number (APN) is not a legal description).
- North arrow oriented towards the top or to the right of the sheet and a legend identifying any symbols used.
- Property lines with dimensions and bearings.
- Gross acreage (including streets) and net lot area.
- Assessor's Parcel Numbers and site address (if available).
- A vicinity map showing the precise location of the project.

The site plan shall indicate the location of:

- All known and proposed easements and improvements. Structures and improvements + structures and improvements proposed to be demolished, relocated, or constructed (dimensioned and labeled); and all other pertinent information (including but not limited to parking, walls (retaining, screen or garden), fences, signs setbacks, trash enclosures, lighting, driveways, any accessory structures, street improvements, drainage improvements and all utilities which can be graphically depicted on the plan.
- Indicate the limits of phasing and all off-site and on-site improvements to be constructed with each phase. Include the estimated timeline for each phase.

- Dimensions of both off-site and on-site improvements including right-of-way for streets and alleys/curb face from centerline. The width of all driveways, drive aisles, sidewalks, and width and depth of parking spaces and loading zones.

2. Floor Plan:

The Floor Plan shall be professionally prepared in conformance with accepted drafting standards on 24" x 36" sheets (folded to 8 1/2" x 11"). Include 4 hard copies + PDF copy on thumb drive). Floor plan must include the following:

- Scale (typically 1/4" = 1').
- Label each room as to use.
- Provide dimensions for each room and provide outside building dimensions.
- Show locations of all equipment on the floor plans. (i.e, kitchen equipment, water heaters, shelving/racking, refrigerators and freezers, etc.

3. Elevations:

The Elevations shall be professionally prepared in conformance with accepted drafting standards on 24" x 36" sheets (folded to 8 1/2" x 11"). Include 4 hard copies + PDF copy on thumb drive. Elevations must include the following:

- Roof overhangs and any other parts of the structures that protrude from the building surfaces.
- Colors, finishes, and materials.
- Any rooftop appurtenances and rooftop penetrations (i.e., HVAC, ventilation equipment, utility enclosures or panels, meters, etc.). **External equipment shall be screened from public view.**
- For new construction or exterior modifications (excluding fewer than 5 single-family residential), an 8 1/2 x 11 color and material sample board shall be provided. The board shall include catalog photo samples of all colors and materials generally no smaller than 2"x 2" with the manufacturer's specification.

***Multi-Family Residential, Office/Commercial and Industrial uses shall provide the following information:**

- Show all handicapped parking spaces, accessible paths of travel and ramps needed to provide accessibility from a public street to all private facilities, consistent with state and federal law.
- Show the location of all equipment on the site plan. This includes, but not limited to: heating, and air conditioning equipment, gas and electric meters, backflow preventer valves, and other utilities.
- Provide a tabular summary, which includes the following information:
 1. Adjusted gross and net acreage.
 2. gross floor area per building and total floor area for all buildings.
 3. Landscape coverage ratio (percentage of lot covered by landscaping).
 4. Number of unit types, unit area by type, number of bedrooms, number of stories, and number of units per building (as applicable).

- 5. Required and proposed number of parking spaces (covered, uncovered and ADA accessible, as applicable). Include parking formulas used and calculations.
- If the project is not exempt from the California Environmental Quality Act (CEQA), the applicant shall provide a printed and digital copy of the Environmental Information and checklist form for the project site. If required, this form will be provided to the applicant by the Planning Division.

Additional plans/documentation may be required as part of the plan check submittal.

APPLICATION SHALL ALSO BE SUBMITTED.

I HEREBY ACKNOWLEDGE THAT I HAVE INCLUDED ALL OF THE ITEMS LISTED AND UNDERSTAND THAT MISSING ITEMS WILL RESULT IN THE DELAY AND/OR REJECTION OF THE PROCESSING OF MY APPLICATION.

Signature: Applicant/Authorized Agent: _____

Date: _____

Signature: Property Owner: _____

Date: _____

Received by: _____ (Planning Department)

Date: _____