

CITY OF WOODLAKE:

Site Plan Review Application Checklist

The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask the planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted.

Processing of your application could be delayed if required information is missing, inaccurate, or incomplete.

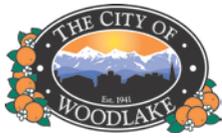
Requirements for Application Completion:

1. Application Form: Attached to this packet.
 2. Application Fee: \$750 (an additional \$225 if architectural review is required)
 3. Environmental Description Form: *Certain projects are required to be reviewed for their potential impacts on the environment. A fee is required for this review. Staff will inform you if your project is subject to this review.*
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SITE PLAN

4. Fifteen (15) prints of site plan. A site plan is a drawing showing the layout of your project. A sample of a site plan is attached to this application packet which shows examples of the items that must be shown on the site plan.

The site plan must show the following information (pg.2):



Community Development Department

- Site location and dimensions: The exterior boundaries of the parcel with dimensions of each parcel line

- Buildings and Structures: Location, size, height, and proposed use

- Yards: The spaces between buildings

- Walls and fences: Show the location, height, and materials

- Off-street parking & off-street loading: Location, number of spaces, and dimensions of parking plus loading areas and the internal circulation pattern

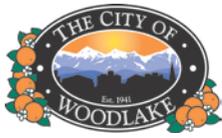
- Signs: Include location, size, height and type of illumination.

- Lighting: Include location and general nature – indicate any hooding devices

- Street dedications and improvements (if any are required): Existing street improvements that are adjacent to the project site shall be shown on all site plans

- Landscaping: Including location and plant types, and irrigation equipment

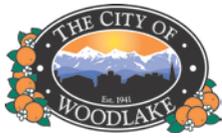
- * Any other data that may be required by staff or the Planning Commission and City Council to adequately evaluate your project (if necessary will be requested by planning staff)



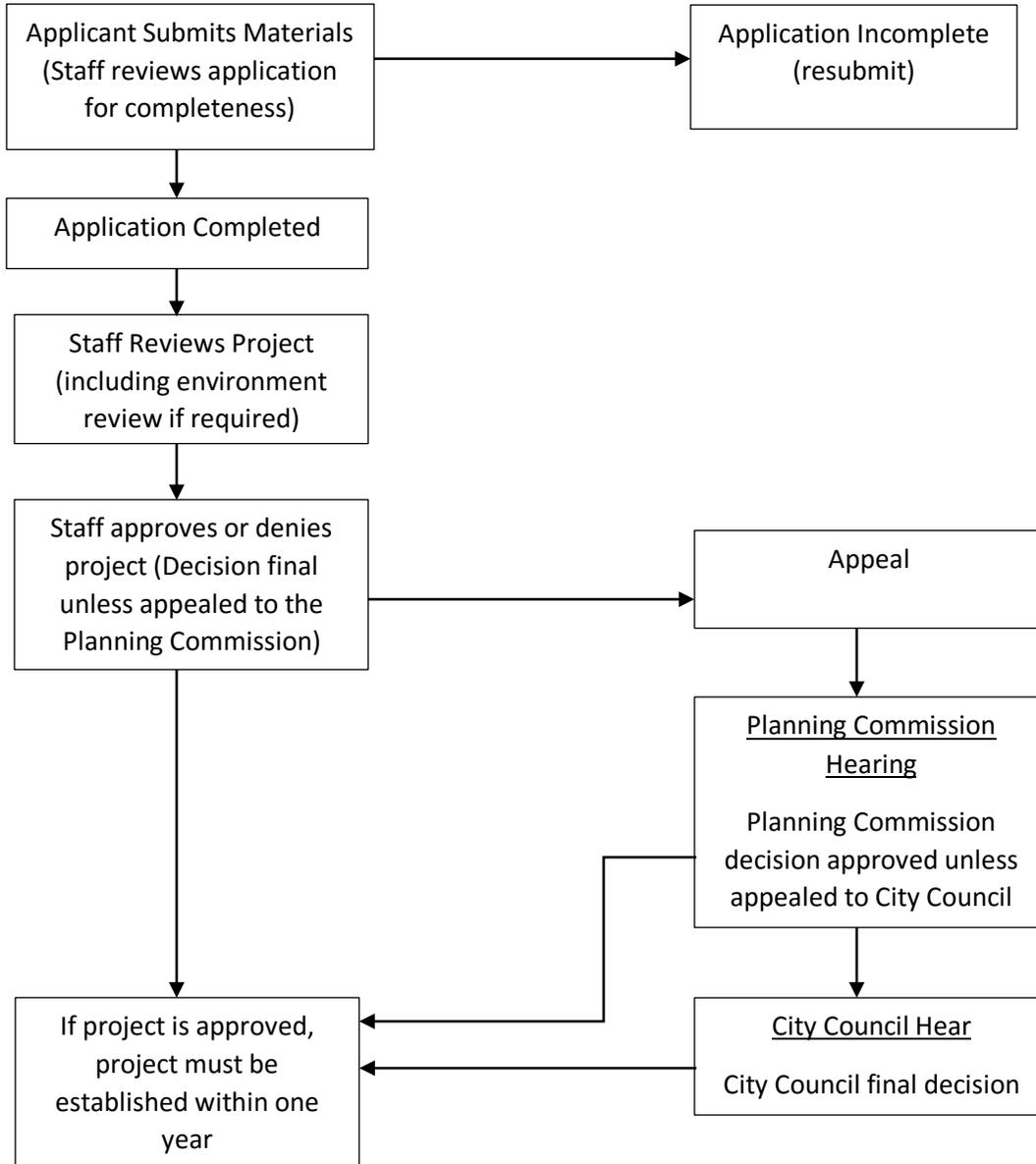
FINDINGS...

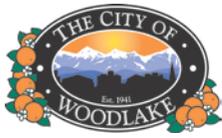
The site plan shall be prepared by the applicant to enable the City Planner to make the following findings:

1. All applicable provisions of the Zoning Ordinance are complied with.
2. The following are so arranged so that traffic congestion is avoided, pedestrian safety is preserved, vehicular safety and welfare are protected with no adverse effect on surrounding property:
 - a. Facilities and improvements
 - b. Vehicular ingress, egress, and internal circulation
 - c. Setbacks
 - d. Location of service
 - e. Walls and Landscaping
3. Proposed lighting is deflected away from traffic areas and adjacent residential areas.
4. On-site signs will not interfere with visibility or traffic circulation.
5. The required findings shall conform to all established policies and regulations of the City.



Site Plan Review Process Flow Chart





Community Development Department

<u>Applicant</u> Name: _____ Address: _____ _____ Phone: _____	<u>Applicant No. 2 (if more than one applicant)</u> Name: _____ Address: _____ _____ Phone: _____
<u>Property Owner</u> (if different from applicant) Name: _____ Address: _____ _____ Phone: _____	<u>Agent</u> (engineer/surveyor) Name: _____ Address: _____ _____ Phone: _____

Project Address or legal description: _____
Assessor Parcel Number: _____
Existing use of project site:

What is the proposed General Plan designation and/or zoning?:

What is the proposed use(s) of the site:

What is the existing General Plan and zoning designation for the site:

How many acres are involved: _____

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

_____	_____	_____	_____
Owner/ Applicant	Date	Agent	Date
_____	_____	_____	_____
Print Name		Print Name	