

# CITY OF SAN JOAQUIN

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## Requirements for Filing an Application for SITE PLAN REVIEW PROJECT

The following list includes all the items you must submit for a complete application. The staff will use a copy of this list to check application for completeness after it is submitted. Processing of your submitted application could be delayed if required information is missing, inaccurate or incomplete.

1. The Site Plan Review Application form "**Application & Permit**", properly filled out.
2. A letter of "**Operational Statement**" (see attached)
3. A copy of **Assessors' Map** showing location of subject property in the City of San Joaquin (location should be clearly marked)
4. Ten (10) copies of **Site Plan** (see attached plot plan checklist)
5. A copy of a **Building Floor Plan(s)** and elevation(s) (must be scaled drawing showing all applicable dimensions)
6. A copy of **Original Deed** and or **Title Report** by which the applicant/ owner of subject property holds title, or,
7. A copy of the **Lease Agreement** executed between the lessee and lessor.
8. The **Environmental Assessment Questionnaire**, properly filled out.
9. The **Environmental Review Fee** (Non-Refundable) **\$125.00** (payable to the City of San Joaquin)
10. The **Application fee** (Non-Refundable) **\$250.00** (payable to the City of San Joaquin)
  - ❖ \$250.00 if it is less than an Acre
  - ❖ \$1,500.00 per Acre if less than 4 Acres
  - ❖ \$1,500.00 per acre plus \$400.00 per acre if it is more than 4 acres