

CITY OF SAN JOAQUIN

21900 Colorado Avenue, P.O. Box 758, San Joaquin, CA 93660 Ph.# (559) 693-4311; FAX (559) 693-2193 website. www.cityofsanjoaquin.org

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

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OPERATIONAL STATEMENT LETTER FOR Site Plan Review Application

The letter of **Operational Statement** must be typed or printed in English language and shall be addressed to the San Joaquin Planning commission covering the following information, whichever apply:

- () The applicant and/ or property owner's name and address, address and location of subject property, assessor's parcel number, and total area of the site (if applicable) in square feet, etc.
- () With a brief description of the proposed project, describe the following.
 - () What exactly is intended to be done on, or with the proposed facility?
 - () Total number of people employed, hours of business operation, and the type of community/crowd using the facility.
 - () Per day average number of customers/visitors visiting the facility and the estimated time of their visits.
 - () Person/organization/agency operating and/ or managing the project.
 - () How and to what extent the proposed facility would benefit to the local community?
- () Any other information that would provide a clear understanding of the project or its operation.

The applicant must sign and date at the bottom of the Operational Statement letter.

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SITE PLAN CHECKLIST

The applicant shall submit ten (10) prints of the site plan to the City of San Joaquin Planning Department for review, and shall contain the following in that a complete evaluation may be made of the application by the Planning, Building and Engineering Department and other agencies. **General Site Requirements** are as under:

1. Ten (10) copies of Site Plan must be submitted with the application drawn on a plain sheet of at least 36" X 24".
2. The plan must show the entire parcel of property described in the application. If only a portion of an existing parcel is to be developed, a key map shall be included showing the entire parcel. Parcel lines should be extended and adjacent land uses shown.
3. The Plan must be drawn to scale utilizing an Engineering's or Architect's scale, and the scale must be clearly shown. (Scale should also be large enough to adequately show required information).
4. The plan shall be drawn so that north is at the top of the page and shall include a north arrow and scale (i.e., 1" = 100")

Specific Information to be shown (pick those which applies)

1. All existing and proposed buildings and structures and their location, size and proposed use (phasing of a project shall be so stated on the site plan)
2. The proposed use of all buildings and structures.
3. Names of all adjacent streets, roads, or alleys, showing right-of-way and dedication widths, reservation width, and all types of improvements existing or proposed.
4. **Off-Street parking and loading areas:** Location and type of paving, number of spaces and dimension of parking and loading area, internal circulation pattern.

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5. **Existing and proposed signs:** Location, size, height and type of illumination, if any including hooding devices. (A separate elevation drawing should be included on the site plan)
6. **Existing and proposed on-site lighting:** Location, type of fixtures, height and method of controlling glare and illumination.
7. **Sewer and Water:** Type, size, existing and proposed locations and point of connection(s) to the City's main.
8. **Electric supply:** Existing and proposed location of electric hook-ups, type, size and total numbers.
9. **Walls and fences:** Locations, height and materials.
10. **Access:** Pedestrian, vehicular and service, point of ingress and egress and internal circulation.
11. **Signs:** Location, size, height and type of illumination, if any, including hooding devices.
12. **Landscaping:** Location, type, size and botanical names of plants and method of irrigation.
13. **Reuse enclosures:** Location, type and material.
14. Existing wells and private sewage disposal system.
15. The following measurements:
 - a. All dimensions of the site (or Sites).
 - b. All dimension of buildings and structures (including height).
 - c. All dimension of off-site street parking and loading areas (typical)
 - d. The distance of all buildings and structures from property line.
 - e. The distance between adjacent buildings and structures.
16. Such other information as may be pertinent to the application.

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FINDINGS:

The following plan shall be prepared by the applicant to enable the Planning Commission to make the following findings:

1. All applicable provisions of this ordinances are complied with.
2. The following are so arranged that traffic congestion is avoided and pedestrian and vehicular safety and welfare are protected and there will be no adverse effect on surrounding property.
 - a. Facilities and improvements
 - b. Vehicular ingress, egress and internal circulation.
 - c. Setbacks.
 - d. Height of buildings.
 - e. Location of service.
 - f. Walls and fences.
 - g. Landscaping
 - h. Drainage of site.
3. Proposed lighting is so arranged as to deflect the light away from adjoining properties.
4. Proposed signs and outdoor adverting will comply with all requirements of the Zoning Ordinance.

In making the above findings, the City Council shall determine that approvals will be consistent with established legislative policies relating to traffic safety, street dedications and street improvements.

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ENVIRONMENTAL INFORMATION FORM

Date Filed: _____

GENERAL INFORMATION:

1. Name and address of developer or project sponsor: _____

2. Address's Block and Lot Number: _____
3. Name, address, and telephone number of person to be contacted concerning this project: _____

4. Indicate number of permit application for the project to which this form pertains: _____

5. List and describe any other related permits and other public approvals required for this project, including those required by City, regional, state and federal agencies: _____

6. Existing zoning district: _____
7. Proposed use of site (Project for which this form is filed): _____

Project Description

8. Site Size.
9. Square footage
10. Number of floors of construction

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11. Amount of off-street parking provided.
12. Attach plans.
13. Proposed scheduling.
14. Associated project.
15. Anticipated incremental development.
16. If residential, include the number of units schedule of unit sizes. Range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales are, and loading facility.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are following items applicable to the project or its effects? Discuss below all items checked yes (attached additional sheets as necessary)

- | | | |
|---|---------------------------------|--------------------------------|
| 21. Change in existing features of any bays, tidelands, beaches, or hills or Substantial alteration of ground contours. | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| 22. Change in scenic views or vistas from existing residential areas or public Lands or roads | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Change in pattern, scale or character of general area project | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Significant amount of solid waste or litter | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Change in dust, ash, smoke, fumes or odors in vicinity | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Change in ocean, bay, lake, stream or ground water quality or Quantity or alteration of existing drainage patterns | <input type="checkbox"/> | <input type="checkbox"/> |

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- 27. Substantial change in existing noise or vibration levels in the vicinity
- 28. Site on filled land or on slope of 10 percent or more
- 29. Use or disposal of potentially hazardous materials, such as toxic Substances, flammables or explosive
- 30. Substantially change in demand for municipal services (police, fire Water, sewage etc.)
- 31. Substantially increase fossil fuel consumption (electricity, oil, natural Gas, etc.)
- 32. Relationship to a larger project or series of projects

ENVIRONMENTAL SETTING

- 33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals and any cultural, historical or scenic aspects. Describe any existing structures on the site, and use of the structure. Attach photographs of the site, snapshots or Polaroid photos will be acceptable.
- 34. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial etc.) intensity of land use (on-family apartment houses, shops department stores, etc.) and scale of development (height, frontage, set-back, rear yard, etc.) Attach photographs of the vicinity, snapshots or Polaroid photos will be accepted.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Date: _____

Signature _____

For _____

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Section 154.033; **REVIEW AND ACTION**

Action by the Planning Commission will be processed on a weekly basis. Complete application received by 10:00 a.m. on Monday will be processed and acted upon within eight working days. When Monday is a holiday, submittals received by 10:00 a.m. on the preceding Friday will be processed in the stated time frame. The City Manager shall provide plans to the City Planning Division for disbursement to affected city departments and review agencies and coordinate the review process. On the eighth working day the City Manager shall notify the applicant in writing of approval, conditional approval, or disapproval of the application. The action of the City Manager shall be final unless appealed to the Planning Commission. The approved site plan, with any conditions shown thereon, or attached thereto, shall be dated and signed by the City Manager, with one copy mailed to the applicant and one copy each filed with the City Buildings official and Planning Division.