



City of Fillmore
Administrative Clearance
250 Central Avenue
Fillmore, California 93015
(805) 524-3701 FAX: (805) 524-7058

AC Number

Project Address: _____ ☐ Site Plan Attached

Assessor Parcel Number: _____

Applicant's Name: _____ Phone: _____

Applicant's Address: _____

Owner's Name & Address (if different): _____

Description of Work: _____

Approved Planning Permit Numbers: _____

Applicant's Signature: _____ Date: _____

Title Report: Applicants must submit a Title Report current to within 1 year for the project address.

☐

I hereby certify that the project would not conflict with any easements (see Title Report).
Please initial

City Department Clearances

☐ Planning Department Zone: _____ General Plan Use: _____ Site Inspection Date: _____

Fee: \$ _____ Preliminary Plans Approved By: _____ Date: _____

Date Paid: _____ ☐ Corrections Sheet Attached

Receipt #: _____ Plan-Check Approved By: _____ Date: _____

☐ Corrections Sheet Attached

☐ Building & Safety Approved By: _____ Date: _____

☐ Corrections Sheet Attached

REQUIRED FOR MAJOR CONSTRUCTION ONLY:

☐ City Engineer Approved By: _____ Date: _____

☐ Corrections Sheet Attached

☐ Public Works Dept. Approved By: _____ Date: _____

☐ Corrections Sheet Attached

☐ Fire Department Approved By: _____ Date: _____

☐ Corrections Sheet Attached

Plan Requirements

All required plans shall be drawn to scale and shall include the following:

A. SITE PLAN

1. **LEGEND:** Scale of 1"=40', unless otherwise advised; north arrow; name & phone number of applicant; address of project; name, address, and phone number of person preparing plan
2. **VICINITY OR AREA MAP:** Scale of 1"=500', showing the existing major street pattern, major watercourses, and flood control channels within one-half mile of exterior boundaries of the project.
3. **SITE:** Existing and proposed lot lines and lot areas.
4. **GRADES:** Existing & proposed grades including building pad elevations and adjacent grades within 100 feet of the project boundary. Show by contours at adequate intervals.
5. **STRUCTURES:** Location, dimensions, and use of existing and proposed structures. Show open stairways and other projections from exterior building walls, including entrances, exits, and handicap ramps.
6. **FENCES & WALLS:** Location, height, and material of all on/off site existing and/or proposed walls & fences.
7. **YARDS:** Distance between exterior walls of structures and other such walls and property lines.
8. **TRAFFIC/CIRCULATION:** Completely dimensioned layout of internal driveways, aisles, parking stalls, loading spaces, pedestrian ways, vehicle ingress & egress to buildings. Identify number of required and proposed parking spaces, including handicapped spaces.
9. **STREETS:** Cross sections of existing & proposed rights-of-way, enriched parkways, improvements to sidewalks, curbs, gutters, driveways and landscaping, completely dimensioned both on- and off-site.
10. **DRAINAGE FACILITIES:** Location, type, & size, both on- and off-site. Show how project is to handle storm water and cross-drainage to or from adjacent properties.
11. **LIGHTING:** Location & size of all exterior lighting standards & devices on the project site, as well as location of lighting sources within 300 feet of the project boundaries.
12. **GARBAGE:** Location of refuse disposal areas and proposed method of screening.
13. **STORAGE:** Location of outside storage areas and proposed method of screening.
14. **UTILITIES:** Locations, sizes, and dimensions of underground and aboveground utilities & equipment, both on- and off-site. List name, address, and phone number of all effected utilities.
15. **SIGN LOCATION:** Location of all existing and proposed freestanding signs.
16. **TREES:** Locations, existing grade, circumference, area of dripline and species of all existing trees on site. May require a separate tree report.
17. **ADJACENT USES:** All existing uses, structures, walls, fences, and grades within 100 feet of project boundary.
18. **ANALYSIS:** Density, building coverage, lot area, percent of building coverage, & percentage of landscaped area.

Plan Requirements, cont.

B. FLOOR PLAN

1. Amount of gross floor area for each proposed use.
2. Typical floor plan for each type of use, for residential units.
3. Provisions for accessibility for elder/physically disabled persons which are required by law for buildings and facilities available to the public.

C. BUILDING ELEVATIONS

1. All principal exterior walls, fences, roof projections and other structures, with height dimensioned.
2. Type of roof and finished surface wall materials to be used.
3. Accurate color of materials, with one copy of typical elevation or perspective rendered in accurate color.
4. Wall mounted sign locations showing their relationship to the building's architecture.
5. Location of roof equipment, exterior lights, and other exterior mechanical utility equipment.

D. CONCEPTUAL LANDSCAPING PLAN

1. Proposed treatment, i.e.: dense planting, large trees, tall shrubs, etc.
2. Planting and materials schedule, including common landscaping names.
3. Identification of private and/or public maintenance areas.

E. SIGN PROGRAM

1. Locations of proposed signage on the site plan and building elevations
2. Proposed signs, including overall dimension and square feet.
3. Colors, materials, and method of illumination, if any.