



CITY OF DELANO
Community Development Department
1005 Eleventh Avenue
P.O. Box 3010
Delano, California 93216

Phone: (661) 721-3340 Fax: (661) 721-3298

APPLICATION FOR SITE PLAN REVIEW

Proposed Use of Property (Explain Fully): _____

Submittal Requirements:

- ☐ Operational statement indicating:
 - 1) Purpose of land use application
 - 2) Days and hours of operation
 - 3) Number of employees
 - 4) Other information deemed necessary by the Community Development Department Operational Plan
- ☐ Environmental Information Form, if required, to be completed by applicant, as per requirements of the California Environmental Quality Act.
- ☐ Twenty (20) copies of a site plan, no less than 8.5 inches by 11 inches, showing:
 - 1) Lot lines and dimensions
 - 2) Existing and proposed uses and structures and dimensions of same
 - 3) All yard setbacks from existing and proposed structures
 - 4) All on-site parking, with location, number, and dimensions of spaces, handicapped parking, internal circulation (with arrows depicting direction of traffic flow), points of entry and exit, loading areas, type of paving, pedestrian access
 - 5) Location, height and material of existing and/or proposed fences and walls
 - 6) Location of existing and/or proposed public improvements (such as curbs, gutters, sidewalks, sewers, utility poles, fire hydrants, street lights, traffic-control signing, traffic signal devices, etc.)
 - 7) On-site drainage and method of storm water disposal; method of sewage disposal
 - 8) Locations of on-site signs (existing and proposed). (If full details of proposed signs including size, height, material, color and lighting are included, a future sign permit application fee may not be required, but a building permit may be necessary)

- 9) Location and size of trash refuse areas and open storage areas
- 10) Existing and proposed landscaping (location, plant type, watering system)
- 11) Width, location and names of surrounding streets
- 12) Location, dimensions and uses of all existing structures on adjacent property
- 13) Statistical information, including the following: net and gross acreage in property; height, ground floor area and total floor area for each building; building area expressed as a percent of net site area; parking ratio, expressed as the ratio of total floor area used for commercial purposes, to the area devoted to off-street parking spaces, aisles and driveways, excluding walkways, landscaped areas, loading areas and unused land

- ☐ Twenty (20) copies of a detailed floor plan specifying each proposed use and/or occupancy and proposed square footage.
- ☐ Twenty (20) copies of elevations and renderings showing the architectural design concept of the proposed development
- ☐ Twenty (20) copies of a preliminary landscape plan, drawn to scale not less than 1 inch equals 8 feet. Plan shall show property lines, important dimension lines, setback lines, outlines of all structures, and plants clearly located and labeled. A plant list shall be included, giving the common and botanical names of plants to be used, each plant identified by a key number corresponding to each plant on the landscaping plan.
- ☐ If required, applicant shall submit a traffic circulation plan prepared by a competent firm showing the adequacy of the streets and highways providing access to the shopping center, points of ingress and egress and necessary traffic devices including channelization.

I, the undersigned, understand that any permit issued pursuant to this application does not grant any right or privilege to use any building or land contrary to the provisions of the City of Delano Municipal Code. I will comply with the provisions of the Delano Zoning Ordinance. I hereby certify that I am the resident of the property described in this application, and that the information provided in this application is to the best of my knowledge, true and correct.

I certify that I am the record owner or authorized agent and that the information filed is true and correct to the best of my knowledge.

Applicant or Legal Agent

Date

Property Owner

Date

Processing: In order to expedite processing of this Site Plan Review Application, and to eliminate unnecessary delays to the applicant, Planning staff will not accept this application unless all items have been checked off and this application form has been signed and dated. In addition, all information is to be submitted in a neat and legible format and all drawings are to be drawn to scale.

In the event errors or omissions are discovered, the application will be deemed incomplete and will be returned to the applicant for revision.