

Submittal Checklist

13

The following are applicable to any Site Plan Review or Discretionary Permit application:

- Plans must be "to scale" and legible
- A vicinity/location map needs to be included
- Site Plan Review applications require 6 sets of plans be submitted; Discretionary Permit applications require 10 sets
- Application must be signed by both the project applicant and the property owner
- An operational/environmental statement and 8½" X 11" reductions (each page of plans) are also required
- An application will not be determined complete until all documentation needed for environmental action is received (not applicable to Site Plan Review)
- On a case-by-case basis, additional information may be deemed by Community Development Department staff to be necessary for a determination of completeness
- This checklist does not include items which may be required by other City departments (Engineering, Fire, Building, etc.) nor those which may be required for approval by other agencies such as the County Health Department or the Air Pollution Control District
- It is strongly recommended that you consult with a planner before preparing your development application. So that we may better assist you in submitting a complete application, it is also recommended that you make an appointment to submit your application in person.

Site Plan Review and Discretionary Permit application, undeveloped site

- ___ Site Plan, to include all of the following:
 - ___ All property lines and lot dimensions; easements; lot size; north arrow (north at top if feasible)
 - ___ Location and dimension existing and proposed structures, including distance between structures and distance between structures and property lines
 - ___ Parking, loading and circulation plan, including space, aisle and driveway dimensions; bicycle parking; parking lot landscaping as required by the zoning code
 - ___ Walls and/or fences, including height
 - ___ Conceptual landscape plans (may be a separate sheet), including total landscape area as a percentage of lot area
 - ___ Trash/recycling facilities, including type of enclosure
 - ___ Any activity or facility proposed to be conducted or located outdoors needs to be shown
 - ___ Residential proposals must include adequate information to determine that usable open space requirements are met
 - ___ Land use on adjacent parcels
 - ___ NPDES –Show LID features on site plan
- ___ Floor plan, including:
 - ___ Total floor area of all buildings
 - ___ Floor area broken down by use (e.g., office, storage, etc.)
- ___ Exterior building elevations conforming with zoning code's design guidelines. When a commercial or industrial site abuts a residential district, a section drawing must be included

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Revised January 21, 2010*

INFORMATION BULLETIN

City of Salinas
Community Development Department
65 W Alisal Street
Salinas, CA 93901
(831) 758-7206

Site Plan Review and Discretionary Permit application, expansion of developed site

- ___ Site Plan, to include all of the following:
 - ___ All property lines and lot dimensions; easements; lot size; north arrow (north at top if feasible)
 - ___ Location and dimensions of existing and proposed buildings, including distance between structures and between structures and property lines
 - ___ Parking, loading and circulation plan, including: space, aisle, and driveway dimensions; bicycle parking; parking lot landscaping, including dimensions
 - ___ Existing and proposed walls or fences, including height
 - ___ Existing and proposed landscaping (may be conceptual plans) including dimensions and total landscape area as a percentage of lot area
 - ___ Trash/recycling facilities, including type of enclosure
 - ___ Any activity or facility conducted or located outdoors needs to be shown
 - ___ Residential proposals must include adequate information to determine that usable open space requirements are met
 - ___ NPDES – Show LID features on the site plan

- ___ Floor plan, including:
 - ___ Total floor area of all existing and proposed buildings
 - ___ Existing and proposed floor area broken down by use (e.g., office, storage, etc.)

- ___ Existing and proposed exterior building elevations. When a commercial or industrial addition abuts a residential district, a section drawing must be included which demonstrates compliance with the height limit restrictions adjacent to a residential district.

Site Plan Review and Discretionary Permit application, re-use of an existing building

- ___ Site Plan, to include all of the following:
 - ___ All property lines and lot dimensions; easements; lot size; north arrow (north at top if feasible)
 - ___ Location and dimensions of existing and proposed buildings, including distance between structures and between structures and property lines
 - ___ Parking, loading and circulation plan, including: space, aisle, and driveway dimensions; bicycle parking; parking lot landscaping, including dimensions
 - ___ Existing and proposed walls or fences, including height
 - ___ Existing and proposed landscaping (may be conceptual plans) including dimensions and total landscape area as a percentage of lot area
 - ___ Trash/recycling facilities, including type of enclosure

- ___ Floor plan, including:
 - ___ Total floor area of all existing and proposed buildings
 - ___ Existing and proposed floor area broken down by use (e.g., office, storage, etc.)

- ___ Any changes proposed to the exterior of the building (exclusive of signs which will be handled under a separate permit)

- ___ Any modifications proposed to any of the above