



City of Isleton

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PLANNING APPLICATION CHECKLIST

TO APPLICANTS: The following list includes all the items you must submit for a complete application. **Planning Staff will use a copy of this list to check your application for completeness after it is submitted.** If your application is not complete, a copy of the list will be returned to you marked according to the legend at the end. If submitting blueprints, Planning Staff encourages that you submit one copy of the plans to allow for application completeness check and, if necessary, allow you to revise the plans and then submit the required number of plan sets.

When a Site Plan Review application is submitted, staff will conduct an environmental compliance evaluation to determine the project's application to the CEQA (California Environmental Quality Act) as mandated by state law. Based on this assessment additional information may be required above than required in this checklist, such as a preliminary geotechnical study, archaeological inventory, traffic impact analysis and/or biological inventory. To expedite processing staff will parallel this review with the normal City design review process.

APPLICATION NUMBER: _____
CHECKED BY: _____ DATE: _____

Staff Use:

Complete :

1. A. **Planning Application Form** complete and signed.
2. B. **Base Application Fee:** In accordance with the City's Planning Fee Schedule.
3. C. **Site Plan:** One copy reduced to 8-1/2" x 11".
4. D. **Fifteen (15) Copies of Plan Sets** on standard 24" X 36" size paper fan-folded to 9" X 12". fan-folded to 9" x 12" and including:

Staff
Comments:

1. Project Site Plan drawn to scale and indicating dimensioned property lines, north arrow, building setbacks, points of access, circulation, location and dimension of parking areas; walkways;; trash enclosures; and the location of existing and proposed buildings and structures (including cargo containers), and any easements on the site, and a vicinity map showing the location of the project in relation to major city.

Staff
Comment:

2. Statistics and Descriptive Information, including:
 - 9 (a) The zoning and current uses of the site and adjacent properties.

- 9 (b) The square footage of the project site.
- 9 (c) A calculation of the number of parking spaces required and provided.
- 9 (d) The area of the site to be covered by buildings and paved surfaces.
- 9 (e) Square footage of planted areas.

3. Architectural Plans (if applicable), including elevations views of all sides of the building indicating the form and general exterior treatment of the building and overall height at points adjacent to property lines, roof plan, proposed exterior mechanical equipment, building lighting, building materials and colors. Include eight copies of reduced to 8-1/2" x 11" colored architectural elevations renderings.

Staff Comment:

4. Preliminary Landscape and Irrigation Plans (if applicable) indicating proposed plant materials (including common and botanical names of all plant materials (including common and botanical names of all plants), hardscape areas, existing trees to be retained, removed or replaced. Plans need to comply with Sections 17.02.120.10 and 17.02.120.11 of the Williams Municipal Code regarding water efficient landscaping. Requirements include plan preparation by a licensed landscape architect, landscape contractor or certified landscape designer and specific design standards (refer to attached landscape regulations).

Staff Comment:

5. Signs (if applicable): General locations of contemplated signage on the building or grounds should be included. Additional details, such as sign construction and materials should also be included if available. If a major feature of the project involves signage, then the following additional information should be included in the package:

- (a) Dimensions and square footage of all signs.
 - (b) Dimensions and square footage of building walls on which signs are located.
 - (c) Means of lighting.
 - (d) Heights of all signs.
 - (e) Message that will appear on each sign.
 - (f) Description of materials and colors for letters and background.
 - (g) A scaled drawing of each sign showing typeface and design details.
- Staff Comment:*

6. Exterior Lighting Plan (if applicable) including locations of all light standards and placement of building lighting. This plan shall include power rating details, heights, shielding design and cut sheets of lighting designs.

Staff Comment:

7. Schematic Floor Plan showing interior building layouts, rooms or use areas, square footages of bedrooms, entrances and relationship to exterior use areas.

Staff Comment:

8. Site Features Plan showing details on location and design of trash/recycling enclosures, outdoor seating areas, walls, benches,

Staff

Comment: tables, bicycle parking and outdoor storage facilities.

Staff 9. Site Photographs of the project site, including neighboring development and including a key map of where each photo has been taken.

Comment:

10. Current Preliminary Title Report of the project site that is less than six month old.

Comment:

Additional Staff Comments: _____

Received By: _____

Checked By: _____

Date Received: _____

These submittal requirements are taken from Section 1502 of the City of Isleton Municipal Code and some additional items added to further describe project as provided in this section which states: "Such other requirements which reasonably may be required by the planning commission consistent with the purposes of this article"

