



PERMIT CENTER

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FORM NO

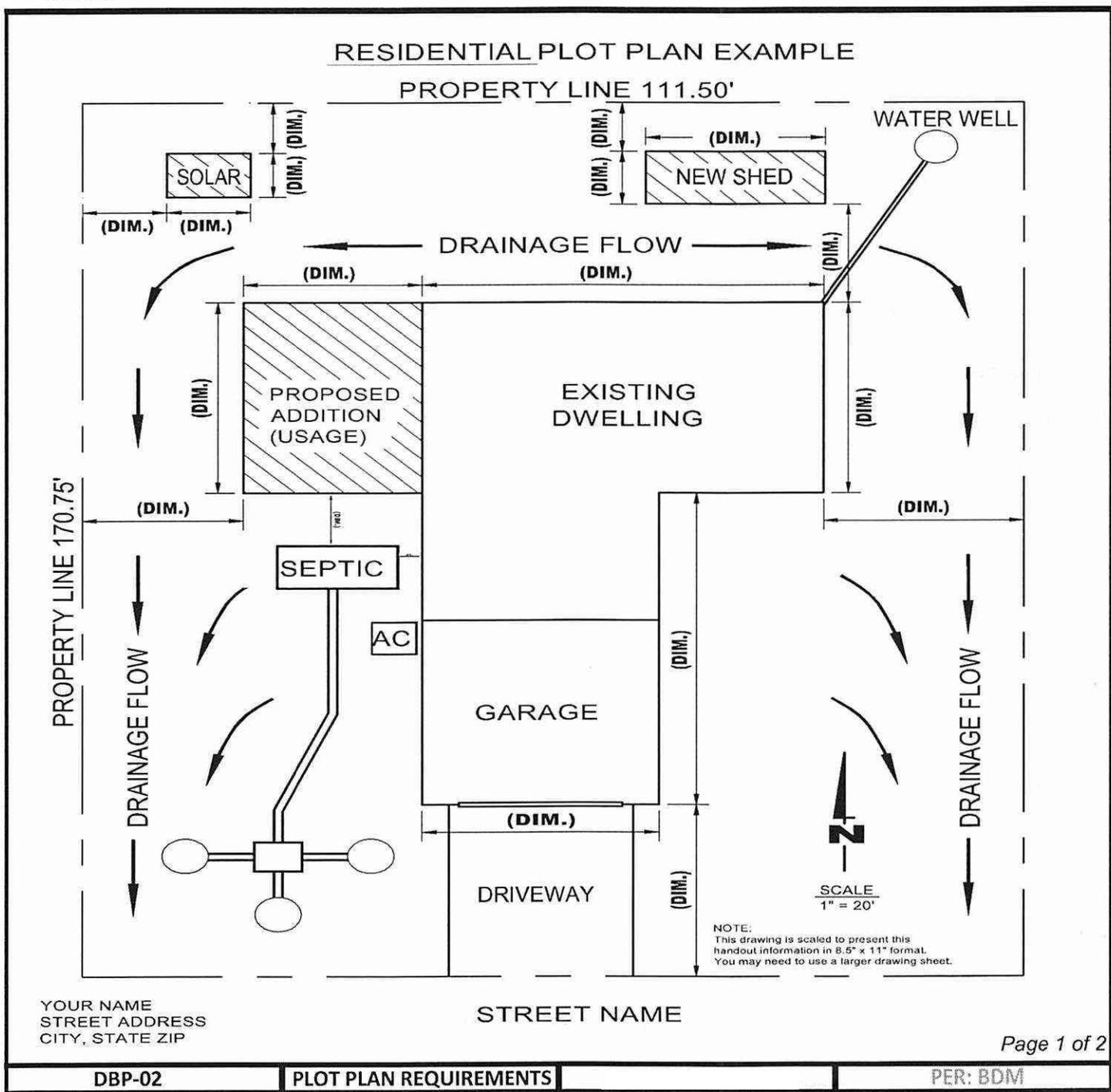
DBP -02

SITE PLAN REQUIREMENTS

SITE PLAN MUST BE TO SCALE AND INCLUDE THE FOLLOWING INFORMATION:

Site plan must be reviewed by various departments: Building, Planning, Environmental Health, Public Works, Cal Fire, Agricultural Commission, etc. and must include information to satisfy each agencies.

Site plans shall be clearly drawn to scale (i.e. 1"=20' or 1"=40'), with complete dimensions and all items labelled



SITE PLAN CHECKLIST

The following information must be shown on your site plan before our department can begin processing your application.

INFORMATION NEEDED FOR COMPLETE MAP	ITEM COMPLETE	ITEM NEEDED	ITEM NOT REQUIRED
Size: The Site Plan must be drawn on minimum 11'x17' material.			
North Arrow, Date and Scale: Use an engineer's scale (i.e., 1" to 20' or 1" to 40', preferred).			
Streets and Easements: Location and names of all streets and easements bordering on the property with access details.			
Property Lines: All property lines or boundary lines of the parcel with dimensions. * BOUNDARY MONUMENTS MUST BE EXPOSED FOR INSPECTION			
Existing and Proposed Development: All existing structures (labeled 'existing') and any proposed structures (labeled 'proposed') with dimensions, square footage and distances from other structures and property lines. The use should be labeled on each structure.			
Parking and Driveways: The location, dimensions and surface material of all existing and proposed parking and driveways.			
Water Wells: The location of existing and proposed water wells on-site If public water will be utilized, a "will-serve" letter must be submitted from the service provider			
Sewers and Septic Tanks: The location of the sewer outlet, public sewer hook-up, or existing and proposed sewage disposal systems If public sewage disposal will be utilized, a "will-serve" letter must be submitted from the service provider for new development.			
Storm Drainage: The location of existing and proposed storm drainage facilities (check with Engineering staff regarding design criteria). If subject to flooding, the 100-year flood elevations must be shown. Indicate any unusual topographic features of the site (e.g. steep slopes, or drainage courses).			
Landscaping: The location of existing and proposed landscaping and trees 6" or greater in diameter (note any trees to be removed). Show all proposed landscaping			
Signs, Fences, Storage and Trash Enclosures: The location of and height of all existing and proposed signs and fences and the location and dimensions of all open and/or enclosed storage and trash receptacles.			
Grading and Contours need to be shown.			
SITE PLANS MUST BE COMPLETE AND LEGIBLE			
Before applying, check your Site Plan to make sure that it contains all of the information cited above. You are encouraged to have one of our counter staff review your draft Site Plan prior to having copies run.			
Faint prints and light blue lines cannot be accepted because they cannot be reproduced or microfilmed			