



## CITY OF TULARE SITE PLAN REVIEW

### PURPOSE & INTENT

Site Plan Review is a pre-application process that gives citizens relevant feedback on any changes they wish to make to a site. Whether there are proposed physical alterations to a site or a change of use, site plan review will provide initial guidance for the project in order to meet all applicable codes and requirements of the City of Tulare. Feedback from Site Plan Review can help citizens maintain their property legally and produce coherence among the varying city land uses. Site Plan Review seeks to help sites develop in a way that enriches the community that they are in.

When an application is submitted to Site Plan Review, it is first reviewed by various divisions of the Community & Economic Development Department so that all applicable sections of the Tulare Municipal Code can be applied and enforced on the site. The divisions within the Community & Economic Development Department include Planning, Engineering, Building, Police, Fire, Solid Waste. These divisions review the Site Plan so that they can proactively deal with any problems that could arise from the proposed site changes.

Tulare's Site Plan Review process is unique in that it is a **free service** that can help citizens use their land in a manner that has been determined to be consistent with the City Municipal Code and mitigates any future conflict with the site. The Code does not seek to restrict property rights, but rather to produce compatibility with adjacent land uses while holding the site to the high standards that have helped make Tulare a better community.

The Site Plan Review Committee will try to ensure that each site is:

- *Safe* from a structural and functional standpoint
- *Fluid* in that pedestrian and vehicle traffic have adequate access to the site
- *Compatible* with surrounding land uses and the character of the neighborhood in which it exists
- *Equitable* so that all citizens have equal access to the facility

The applicant will meet with representatives from the Planning, Engineering, Building, Police, Fire, and Solid Waste Divisions who will help explain the findings of the Site Plan Review Committee. The representatives will work with the applicant to plan for the next steps in utilizing their site to suit their wants and needs.

The Site Plan Review process will either require that a site plan be resubmitted with pertinent changes or mark the site plan to revise and proceed (perhaps with minor changes). Once given a "revise and proceed" the site plan can continue on the development process and apply for any permits that may be required of the project.

### SITE PLAN REVIEW INFORMATION

- **Time:** *Site Plan Review takes place each Wednesday at 1:30pm except in the case of a holiday*
- **Location:** *Site Plan Review meets in the Community Room at Tulare City Hall – 411 East Kern Avenue*
- **Applications:** *must be submitted by 3 pm the Thursday before an applicant wishes to attend Site Plan Review\**
- **Resources:** *Site Plan Review Agendas and Applications are available at:  
<http://www.tulare.ca.gov/departments/community-development/development-services/planning>*
- **Applications may also be picked-up in hardcopy at Tulare City Hall, 411 East Kern Avenue.**

**EXAMPLES OF SITE PLANS:** On most Mondays, copies of the Site Plans scheduled for Wednesday are available for review at the front counter at 411 E. Kern. Reviewing other Site Plans may be helpful for potential applicants who are not familiar with the Site Plan Review process and criteria.



**-- THIS AREA FOR CITY STAFF USE ONLY --**

Date Received: \_\_\_\_\_

SPR Agenda: \_\_\_\_\_ Item No. \_\_\_\_\_

Zoning: \_\_\_\_\_ GP Designation: \_\_\_\_\_

## CITY OF TULARE SITE PLAN REVIEW APPLICATION

*This application MUST be filled out in its entirety and submitted with **ten (10) copies** of an acceptable site plan (see details below). Failure to provide all requested information may result in your application being rejected for additional information and excluded from the Site Plan Review agenda.*

**All plans to be considered on the next available agenda must be submitted by 3:00pm on the Thursday prior to the meeting.**

**SITE PLAN MEETINGS ARE HELD ON WEDNESDAYS AT 1:30 PM AT TULARE CITY HALL-COMMUNITY ROOM – 411 E KERN AVE – APPLICANT OR REPRESENTATIVE MUST BE PRESENT**

**GENERAL PROJECT INFORMATION**

Project/Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Description: \_\_\_\_\_

Site Plan Review Submittal:     Yes     No    If Resubmittal, Previous Site Plan Review No: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Applicant(s) Name: \_\_\_\_\_

Property Address/Location: \_\_\_\_\_ Assessor Parcel No. (APN): \_\_\_\_\_

Parcel Size (Acreage or Sq Ft.): \_\_\_\_\_ Building Square Footage: \_\_\_\_\_

Describe All Proposed Building Modifications: \_\_\_\_\_

**A SEPARATE DETAILED OPERATIONAL STATEMENT IS HIGHLY RECOMMENDED FOR ALL SUBMITTALS**

**Industrial & Commercial**

Existing/Prior Land or Building Use: \_\_\_\_\_

Proposed Building or Land Use: \_\_\_\_\_

Proposed Hours of Operation: \_\_\_\_\_ Days of Week in Operation (Circle): Su   M   T   W   Th   F   Sa

Number of Existing Parking Stalls: \_\_\_\_\_ Number of Proposed New Parking Stalls: \_\_\_\_\_

Number of Existing or Anticipated New Employees: \_\_\_\_\_ Anticipated No. of Trucks/day: \_\_\_\_\_

Brief Operational Statement: \_\_\_\_\_

Page 1 of 2 – Application continues on the back of this page

**A SEPARATE DETAILED OPERATIONAL STATEMENT IS HIGHLY RECOMMENDED FOR ALL SUBMITTALS**

**Residential**

Is the project:     New construction         Remodel

Single-Family Residential         Multi-Family Residential

Number of dwelling units: \_\_\_\_\_ Total of area (in square feet): \_\_\_\_\_

Total lot coverage of buildings or structures (in square feet): \_\_\_\_\_ Percentage of lot coverage \_\_\_\_\_%

Proposed project phasing:  Yes     No    If yes, proposed number of phases: \_\_\_\_\_

**SITE PLAN MINIMUM REQUIREMENTS**

The Applicant shall submit **ten (10) copies** of the proposed site plan along with this completed Application to the Office of Community & Economic Development. Suggested minimum sheet size for site plans is 11"x17" folded to a legal size of 9"x12" with the print on the outside. No rolled plans accepted. (Excludes tentative and parcel maps)

The Site Plan shall be drawn to scale and indicate clearly and with full dimensions the following information: (*Municipal Code Section 10.120.040*)

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>✓ Address</li> <li>✓ Assessor's parcel number</li> <li>✓ Vicinity map on cover sheet</li> <li>✓ Scale and north arrow</li> <li>✓ Dimensions of property</li> <li>✓ Existing and proposed structures showing distances from Property lines</li> <li>✓ Location and height of proposed fences, walls</li> <li>✓ Existing and proposed parking stalls (include ADA)</li> </ul> | <ul style="list-style-type: none"> <li>✓ Location and width of drive approaches</li> <li>✓ Method of on-site drainage</li> <li>✓ Location of existing and/or proposed public improvements</li> <li>✓ Method of sanitary disposal</li> <li>✓ Location and wide of drive approaches to site</li> <li>✓ Adjacent street names</li> <li>✓ Existing and proposed landscaping</li> <li>✓ Location of signs and size</li> <li>✓ Elevations if required by City Planner</li> </ul> |
|--|--|

**Failure to provide all requested information my result in your application being rejected and excluded from the Site Plan Review agenda**

Applicant Information (Final Comments will be mailed to the name and address provided below.)

**\*If signed by an authorized agent, an "Agency Authorization" must be completed for this application to be considered complete.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature of Owner or Authorized Agent*	
_____	_____
Owner	Date
_____	_____
Authorized Agent*	Date

**-THIS AREA FOR CITY STAFF USE ONLY-**

**APPLICATION DEEMED COMPLETE**

By: \_\_\_\_\_

Date: \_\_\_\_\_



-- THIS AREA FOR CITY STAFF USE ONLY --

Date Received: \_\_\_\_\_

SPR No. \_\_\_\_\_

APPROVED:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

## AGENCY AUTHORIZATION – Site Plan Review

### OWNER:

I, \_\_\_\_\_, declare as follows:  
(Owners Name)

I am the owner of certain real property bearing Assessor's Parcel Number (APN):

_____	_____
_____	_____
_____	_____

### AGENT:

I designate \_\_\_\_\_, to act as my duly authorized agent for all purposes  
(Agent's Name)

necessary to file an application for, and obtain a permit to:

\_\_\_\_\_  
(Action Sought)

relative to the property mentioned herein.

I declare under penalty of perjury the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

#### OWNER

\_\_\_\_\_  
(\*Signature of Owner)

\_\_\_\_\_  
(Owner Mailing Address)

\_\_\_\_\_  
(Owner Telephone)

#### AGENT

\_\_\_\_\_  
(Signature of Agent)

\_\_\_\_\_  
(Agent Mailing Address)

\_\_\_\_\_  
(Agent Telephone)

**\*NOTE: OWNER'S SIGNATURE MUST BE NOTARIZED. Attach Acknowledgment of signature(s) by Notary Public.**