



City of Woodland
Community Development Dept.
300 First St, Woodland CA 95695
(530) 661-5820
www.cityofwoodland.org

SITE PLAN REVIEW

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PURPOSE:

The site plan review process ensures that new development will conform to General Plan Policies, City Codes, applicable Specific Plans, Community Design Guidelines, and project Conditions of Approval. Through these development standards, the City tries to promote attractive, compatible architectural design and preserve natural landforms and existing vegetation.

WHEN REQUIRED:

Site plan review is required for all new construction requiring a building permit. Site plan review is the first step in a two step process leading to obtaining a building permit. Site plan review is conducted first in order to determine whether the proposed site layout, building setbacks, lot coverage, ingress and egress, parking and circulation, landscaping areas, walls and screening, etc for a project will meet minimum City standards and any conditions of approval or unique site requirements. A letter is prepared by staff, after site plan review is completed, which summarizes any changes or modifications that are required in order to bring a project into compliance with City standards. Construction drawings can be submitted for building permit plan checking after any necessary changes are made to the site plan and related plans. At this time detailed paving and grading plans, landscaping plans, architectural drawings, plumbing, mechanical, etc would be submitted for review. The content of site plans will always vary somewhat based on the nature and complexity of the project.

Information on the site plan review process for residential projects of 3 units or less on one parcel of land may be obtained by contacting the Building Inspection Division.

PRE-APPLICATION REVIEW:

Pre-application review between the project sponsor and planning staff is always encouraged in order to discuss applicable City codes and development standards. Additional permits that may be required (such as a variance or use permit) can also be determined at this time. By meeting with staff early in the review process, many issues can be resolved which would otherwise cause later delays. Information on pre-application review can be obtained from any of the staff planners. Applicants are also strongly encouraged to meet with members of the Public Works and Fire Departments during the pre-application process to identify pertinent issues. The Planning

Department staff will work with applicants to set up joint meetings between the various departments involved in site plan review.

An appointment can be made for pre-application review of your project with City staff.

APPLICATION:

The submittal requirements for site plan review are listed on the reverse side. Twelve sets of all items must be submitted. If you have any questions regarding a submittal, contact the Planning Department for assistance. Once submitted, the plans will be reviewed for completeness. You will be contacted if additional information is required. All sets of plans should be prefolded to an 8 1/2" by 11" size.

ENVIRONMENTAL REVIEW:

The California Environmental Quality Act requires that certain site plan review applications undergo environmental review. You will be informed if such review is required for your application. A separate "Environmental Review" handout contains additional submittal requirements.

ACTION:

Once an application is determined to be complete, it is formally accepted. Copies of the application are sent to review agencies and departments. No public meeting is required for site plan review by the Community Development Director. Plans are reviewed by a staff member, who recommends approval, conditional approval, or disapproval of the plans. The Community Development Director's decision is made within 30 working days of the acceptance of an application as complete and following the completion of any necessary environmental review. A copy of the Director's action is mailed to the applicant following the decision.

The Community Development Director's decisions are final unless appealed within 10 calendar days of the date of action. Community Development Director decisions may be appealed to the Planning Commission. Information on appeals may be found in a separate information sheet. An approved project may not commence construction until the close of the appeal period, and until all applicable permit approvals have been secured. Requirements for related permits or licenses should be discussed with the following departments:

Building Permit	---	Building Division 530/661-5816
Business License	---	Community Development Department 530/661-5820
Sign Permit	---	Planning Department 530/661-5820

SUBMITTAL REQUIREMENTS:

To file a site plan review application, the following items must be submitted:

1. A completed application form (original only) and Site Plan Check Sheet (original only).
2. 12 copies of the site plan, drawn to scale, which clearly and accurately shows:

- a. Date, north arrow, scale, gross acreage and vicinity map.
 - b. Name and address of owner or owners of record and the engineer, architect or surveyor.
 - c. Existing and proposed easements showing location and width.
 - d. All property lines (with dimensions) including adjacent properties, uses, driveways, etc.
 - e. Location of all existing or proposed structures, with dimensions of all walls lines and distances to nearest property lines noted.
 - f. Existing frontage improvements (curbs, gutters, sidewalks, edge of paving, etc.) and adjoining streets and alleys.
 - g. Existing or proposed driveways, pedestrian walkways, signs, off street parking and circulation (including handicapped parking spaces), loading and service areas, with all dimensions noted.
 - h. Existing trees indicating those to be removed and those to be saved, and other natural and man-made features, as well as their proposed relocation or removal if applicable.
 - i. Existing and proposed topographic features, including elevations on adjacent properties.
 - j. Existing improvements (including nearby improvements on adjacent properties), street lights, fire hydrants, drainage swales/culverts, utility poles, boxes, transformers, vaults, buildings and future status, wells, fences and walls, sewage disposal systems, water and sewer services and size.
 - k. Proposed water and sewer services, size and location.
 - l. Proposed storm water detention/retention ponds if applicable.
 - m. Location and dimensions of proposed improvements including buildings, lot coverage, floor plans, walls and fencing (note height), landscaping areas, screening, trash enclosures, outdoor activity areas, parking lot lighting fixtures, pedestrian plazas and walkways, outdoor activity areas.
 - n. Building elevations including future locations of signs. Indicate all exterior building features as existing or new, to be repaired or replaced. For new construction provide all views.
 - o. Location and dimensions of all ground mounted exterior mechanical equipment and utilities (transformer boxes, vaults, air conditioners, etc.).
 - p. All parking spaces, labeled by type (compact, standard, handicapped or bicycle).
 - q. A legend with parking space breakdowns by type, number and percentage total with parking space/sq. ft. ratios.
 - r. Floodplain designation and finished floor elevation.
3. Photographs of the site, existing buildings and features, and surrounding properties.
 4. A completed Environmental Checklist (unless the project is determined to be exempt) (original only).
 5. Filing fee (see fee schedule for correct amount). Checks should be made payable to "City of Woodland."

Site Plan Checklist

1. Date, north arrow, scale, gross acreage and vicinity map.
2. Name and address of owner or owners of record and the engineer, architect or surveyor.
3. Existing and proposed easements showing location and width.
4. Existing and proposed topographic features, including elevations on adjacent properties.
5. Existing improvements (including nearby improvements on adjacent properties):

Street lights	Buildings and future status
Fire Hydrants	Wells
Drainage swales/culverts	Fences and walls
Adjoining streets, alleys, and sidewalks	Sewage disposal systems
Utility poles	All existing trees indicating species & status
Location of all existing utilities with invert elevations of storm drain and sanitary sewers	Curb, gutter, sidewalk and driveways with flow line elevations
Water service(s) and size	Sewer service(s) and size

6. Proposed water service size and location.
7. Proposed sewer service size and location.
8. Proposed detention/retention ponds if applicable.
9. Locations and dimensions of existing and proposed improvements including buildings, walls and fencing, landscaping, off-street parking and circulation (including handicapped spaces), driveways, trash enclosures, loading and storage areas, outdoor activity areas, parking area lighting fixtures, utilities boxes and transformers, pedestrian plazas and walkways.
10. Building elevations including future locations of signs.
11. Proposed use.
12. A legend with the parking space breakdown by type, number, and percentage total with parking space sq. ft. ratio.
13. Proposed methods to meet Storm Water Quality Ordinance requirement, this should include either:
 - A. Statement that the project is exempt and why or;
 - B. All of the following
 - Statement of how General Site Design Control Measures will be met
 - Identification of required Site-Specific Control Measures and methods of conformance.
 - Proposed Method of Treatment Control Measures
 - Preliminary site grading plan

Note: All site plans must be folded 8 ½" by 11" in size.

CERTIFICATION

I hereby certify that the facts and information required above are shown on the site plan and are true and correct to the best of my knowledge.

DATE: _____

Signature of Applicant

CONDITIONAL USE PERMIT FLOW CHART

