



CITY OF BARSTOW
COMMUNITY DEVELOPMENT

City of Barstow
Planning Division

APPLICATION FOR:
SITE PLAN REVIEW

NOTICE OF ACKNOWLEDGEMENT

As part of the application process, it is understood that the applicant, agent and/or owner may be responsible for the implementation of conditions as well as additional fees and/or processes that may include, but are not limited to the following:

CONDITIONS:

1. Some projects may require the installation of paving, curb, gutter and/or sidewalks;
2. Some projects may require the construction of a trash enclosure per City Standards;
3. Landscaping may be required by Code or as directed by the Planning Commission;
4. Other development requirements to bring the project into conformance with applicable codes and consistency with the surrounding neighborhood.

These potential conditions are dependent upon the scope of the project (i.e., new construction, additions, subdivisions, etc.). Conditions do not take effect until the applicant/agent/owner has agreed and the 5-working day (10 calendar days for subdivisions) appeal period has ended. While the Planning Commission/Hearing Officer has some flexibility in amending the conditions, the intent is to mitigate any potential adverse effects on surrounding properties. In addition, the Planning Commission/Hearing Officer must apply requirements consistently throughout the City.

ADDITIONAL FEES/PROCESSES:

- Projects that cannot be considered as "exempt" from the California Environmental Quality Act (CEQA) may be required to submit a check in the amount of \$2,043.00 for negative declarations, or \$2,818.25 for environmental impact reports, made payable to the San Bernardino County Clerk of the Board of Supervisors (Clerk) to pay for the State Department of Fish and Game fees as well as a document handling fee from the Clerk. Applications requiring an Environmental Impact Report (EIR) will be subject to additional fees (i.e., consultant fees for development of the EIR).
- Projects that cannot be considered as "exempt" from CEQA may require the submittal of surveys such as: Biological, Archaeological, Drainage, Geotechnical, etc. prior to processing the application(s) for public hearing. The applicant, agent and/or owner should contact the Planning Department prior to project submittal to determine if these surveys are required.
- Projects that are exempt or require a Notice of Determination from CEQA may be required to submit a Notice of Determination or Notice of Exemption with the County Clerk of the Board of Supervisors. Filing fees for either is \$50 and shall be made payable to the San Bernardino County Clerk of the Board of Supervisors for document handling.
- The fees associated with this/these application(s) are for the Planning Department process only. Construction/permit fees are separate and are based upon the valuation of the project (for construction, alteration, signs, encroachment permits etc.).
- Other unforeseen costs/requirements imposed by the Planning Commission or Hearing Officer.

It is also acknowledged that representation is required at the hearing and that failure to have representation may result in the continuation or potential denial of the application(s). The applicant/agent/owner shall receive notification of the hearing prior to the meeting date for a public hearing item.

Date: _____ Applicant / Authorized Agent Signature _____

Date: _____ Property Owner Signature: _____



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APPLICATION FOR:
SITE PLAN REVIEW

FILING FEE (All fees are non-refundable):

Administrative: \$375.00 + actual consultant costs

Administrative with notification: \$750.00 + actual consultant costs

Planning Commission Review: \$1,000.00 + actual consultant costs

Application No: _____

BOTC# _____

Administrative Review:

19.05.060 (A)(3): Review without notice, based upon standards adopted by the city as law or policy.

19.05.060 (A)(4): Tenant improvement review when located within a facility that meets the city's development standards, or when the existing facility has been previously approved for the same or similar use.

Administrative Review with Notification:

19.05.020 (C): Review includes residential development of more than one (1) unit, additions to existing multiple residential, commercial or industrial structures resulting in an increase in total floor area, revisions to previously approved site plans, projects involving a change or intensification of land use, and project that have been recommended for administrative approval by the development review committee.

Planning Commission Review:

19.05.020 (D): Review includes development of more than four dwelling units, retail commercial uses, office/administrative/professional uses, industrial uses, wholesale & service commercial uses, public or quasi-public uses that are subject to review by the city, projects recommended by the planning director or development review committee to the planning commission for decision, any project that requires the preparation of a negative declaration, mitigated negative declaration, or an environmental impact report.

Applicant: _____

Mailing Address: _____

Phone Number: _____

E-Mail: _____

Property Owner: _____

Mailing Address: _____

Phone Number: _____

E-Mail: _____

Architect: _____

Mailing Address: _____

Phone Number: _____

E-Mail: _____

Engineer: _____

Mailing Address: _____

Phone Number: _____

E-Mail: _____

Property Address/Location: _____

Assessor's Parcel Number(s): _____

Existing Zoning: _____

Present Use of Property: _____

Area of Disturbance (sq ft. or acreage): _____

Area to be Impervious (sq ft. or acreage): _____

Application is hereby made for a Site Plan Review to permit the following: _____

Please describe in detail the scope of all work to be performed, and describe the intended use for this project:

The following statements and attached plans are offered to show:

- A. That the use applied for at the location set forth in the application is properly one for which a site plan review is authorized by this title.
- B. That the use is necessary or desirable for the development of the community and is not detrimental to existing uses or uses specifically permitted in the district classification as per this title.
- C. That the site for the intended use is adequate in size and shape to accommodate the use and that all of the yards setbacks walls or fences, landscaping, and other features required in order to adjust the use to existing uses or possible future uses on adjoining land in the neighborhood be compatible with one another.
- D. That the site for the proposed use conforms to streets and highways properly designed and improved so as to carry the type and quantity of traffic generated or to be generated by the proposed use.
- E. City sewer service will not be provided to any parcel not meeting the requirements of this chapter.
- F. Applicant's Statements:

Certification:

I further understand that representation is required at the meeting (either personally or by written confirmation of agreeing to all conditions) and that failure to have representation could result in the continuation of the hearing, thereby delaying the approval process.

I hereby understand approval of this Site Plan Review includes conditions and that failure to comply with those conditions will result in revocation of the Site Plan Review approval and revocation of any business license(s) on the project site.

I hereby certify that the information furnished above, and in the attached exhibits, is the data and information required for the project's evaluation, and the facts, statements, and information presented are true and correct to the best of my knowledge.

Date: _____

Signature: _____
(Property Owner)

OR:

I hereby certify that I am NOT the record owner of all the property proposed for subdividing in this application, and that I have given consent to this proposed subdivision, per the attached letter. Said property is owned by:

Property Owner: _____

Mailing Address: _____

Phone Number: _____

E-Mail: _____

Date: _____

Signature: _____
(Applicant or Authorized Agent)

INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED.

LOCATION: Barstow City Hall, 220 E Mountain View St, Suite A, Barstow, CA 92311
PHONE: 760-255-5161

A. MINIMUM SUBMITTAL REQUIREMENTS:

A complete package for review and approval includes the following items:

- ☐ Completed Planning Application Form signed by the property owner and Authorization of Agent Form.
- ☐ Environmental and Project Application Form
- ☐ Electronic Submittal (of all materials/plans)
- ☐ Site Plan(s)
- ☐ Application Fees

1. Site plans:

Shall be professionally drawn and submitted on 24" x 36" sheets (folded to 8 1/2" by 11"), drawn at a minimum scale of 1"=20', to be reflected on the plan. Include 4 hard copies + PDF copy on thumb drive . Site plan must including the following:

- Name, address, and telephone number of the developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions.
- Precise legal description (the Assessor's Parcel Number (APN) is not a legal description).
- North arrow oriented towards the top or to the right of the sheet and a legend identifying any symbols used.
- Property lines with dimensions and bearings.
- Gross acreage (including streets) and net lot area.
- Assessor's Parcel Numbers and site address (if available).
- A vicinity map showing the precise location of the project.

The site plan shall indicate the location of:

- All known and proposed easements and improvements. Structures and improvements + structures and improvements proposed to be demolished, relocated, or constructed (dimensioned and labeled); and all other pertinent information (including but not limited to parking, walls (retaining, screen or garden), fences, signs setbacks, trash enclosures, lighting, driveways, any accessory structures, street improvements, drainage improvements and all utilities which can be graphically depicted on the plan.
- Indicate the limits of phasing and all off-site and on-site improvements to be constructed with each phase. Include the estimated timeline for each phase.
- Dimensions of both off-site and on-site improvements including right-of-way for streets and alleys/curb face from centerline. The width of all driveways, drive aisles, sidewalks, and width and depth of parking spaces and loading zones.

2. Floor Plan:

The Floor Plan shall be professionally prepared in conformance with accepted drafting standards on 24" x 36" sheets (folded to 8 1/2" x 11"). Include 4 hard copies + PDF copy on thumb drive). Floor plan must include the following:

- Scale (typically 1/4" = 1').
- Label each room as to use.
- Provide dimensions for each room and provide outside building dimensions.
- Show locations of all equipment on the floor plans. (i.e, kitchen equipment, water heaters, shelving/racking, refrigerators and freezers, etc.

3. Elevations:

The Elevations shall be professionally prepared in conformance with accepted drafting standards on 24" x 36" sheets (folded to 8 1/2" x 11"). Include 4 hard copies + PDF copy on thumb drive. Elevations must include the following:

- Roof overhangs and any other parts of the structures that protrude from the building surfaces.
- Colors, finishes, and materials.
- Any rooftop appurtenances and rooftop penetrations (i.e., HVAC, ventilation equipment, utility enclosures or panels, meters, etc.). External equipment shall be screened from public view.
- For new construction or exterior modifications (excluding fewer than 5 single-family residential), an 8 1/2 x 11 color and material sample board shall be provided. The board shall include catalog photo samples of all colors and materials generally no smaller than 2"x 2" with the manufacturer's specification.

*Multi-Family Residential, Office/Commercial and Industrial uses shall provide the following information:

- Show all handicapped parking spaces, accessible paths of travel and ramps needed to provide accessibility from a public street to all private facilities, consistent with state and federal law.
- Show the location of all equipment on the site plan. This includes, but not limited to: heating, and air conditioning equipment, gas and electric meters, backflow preventer valves, and other utilities.
- Provide a tabular summary, which includes the following information:
 1. Adjusted gross and net acreage.
 2. Gross floor area per building and total floor area for all buildings.
 3. Landscape coverage ratio (percentage of lot covered by landscaping).
 4. Number of unit types, unit area by type, number of bedrooms, number of stories, and number of units per building (as applicable).
 5. Required and proposed number of parking spaces (covered, uncovered and ADA accessible, as applicable). Include parking formulas used and calculations.
- If the project is not exempt from the California Environmental Quality Act (CEQA), the applicant shall provide a printed and digital copy of the Environmental Information and checklist form for the project site. If required, this form will be provided to the applicant by the Planning Division.

General Notes:

*** An Environmental Information and Checklist Form may be required with each application. This helps to determine the level of environmental review that may be required. Planning staff will advise whether it is required and provide the form.**

*** Refer to Section 19.05.110 B.M.C. regarding voiding of this permit.**

OFFICE USE ONLY

Date Received: _____
Filing Fee: _____
Attachments: _____
Received By: _____

Hearing Date: _____
Action: _____
Receipt No: _____