



CITY OF EXETER

Planning Department

P.O. Box 237

Exeter, CA 93221

559-592-9244

Site Plan Review Application Checklist

The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and as noted, some items are not normally required. If you are not sure, ask planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.

1. **Application Form.** Attached to this packet.
2. **Application Fee:** Site Plan Review \$967.
Site Plan Review with Zone Change \$1,110.
3. **Environmental Description Form.** *Certain projects are required to be reviewed for their potential impacts on the environment. Staff will inform you if your project is subject to this review.*
4. **Five (5) prints of a site plan.** A site plan is a drawing showing the layout of your project. A sample of a site plan is attached to this application packet which shows examples of the items that must be shown on a site plan. (PDF version shall also be emailed to tristan@weplancities.com, adam@exetercityhall.com, and carias@exetercityhall.com) **The site plan must show the following information:**

SITE PLAN

- Site location and dimensions.** The exterior boundaries of the parcel with dimensions of each parcel line.
- Buildings and Structures.** Location, size, height and proposed use.
- Yards** and spaces between buildings
- Walls and fences:** show location, height and materials.
- Off-street parking** and off-street loading: location, number of spaces and dimensions of parking and loading areas and the internal circulation pattern.
- Signs,** including location, size, height and type of illumination.
- Lighting,** including location and general nature - indicate any hooding devices
- Street dedications** and improvements (if any are required). Existing street improvements that are adjacent to the project site shall be shown on all site plans.
- Landscaping,** including location and plant types, and irrigation equipment.
- Such other data that may be required by staff or the Planning Commission to adequately evaluate your project.

FINDINGS

The site plan shall be prepared by the applicant to enable the City Planner to make the following findings:

1. All applicable provisions of the Zoning Ordinance are complied with.
2. The following are so arranged that traffic congestion is avoided and pedestrian and vehicular safety and welfare are protected and there will be no adverse effect on surrounding property:
 - a) Facilities and improvements
 - b) Vehicular ingress, egress and internal circulation
 - c) Setbacks
 - d) Location of service
 - f) Walls and Landscaping
3. Proposed lighting is deflected away from traffic areas and adjacent residential areas.
4. On-site signs will not interfere with visibility or traffic circulation.
5. The required findings shall conform to all established policies and regulations of the City.

What is a Plot Plan?

A Plot Plan is a scale drawing that shows the size and configuration of your property and the size and location of existing and proposed improvement features, such as buildings, driveways, sidewalks, etc. on the property.

A Plot plan shows both what currently exists and what physical changes you wish to make.

When Do I Need to Draw a Plot Plan?

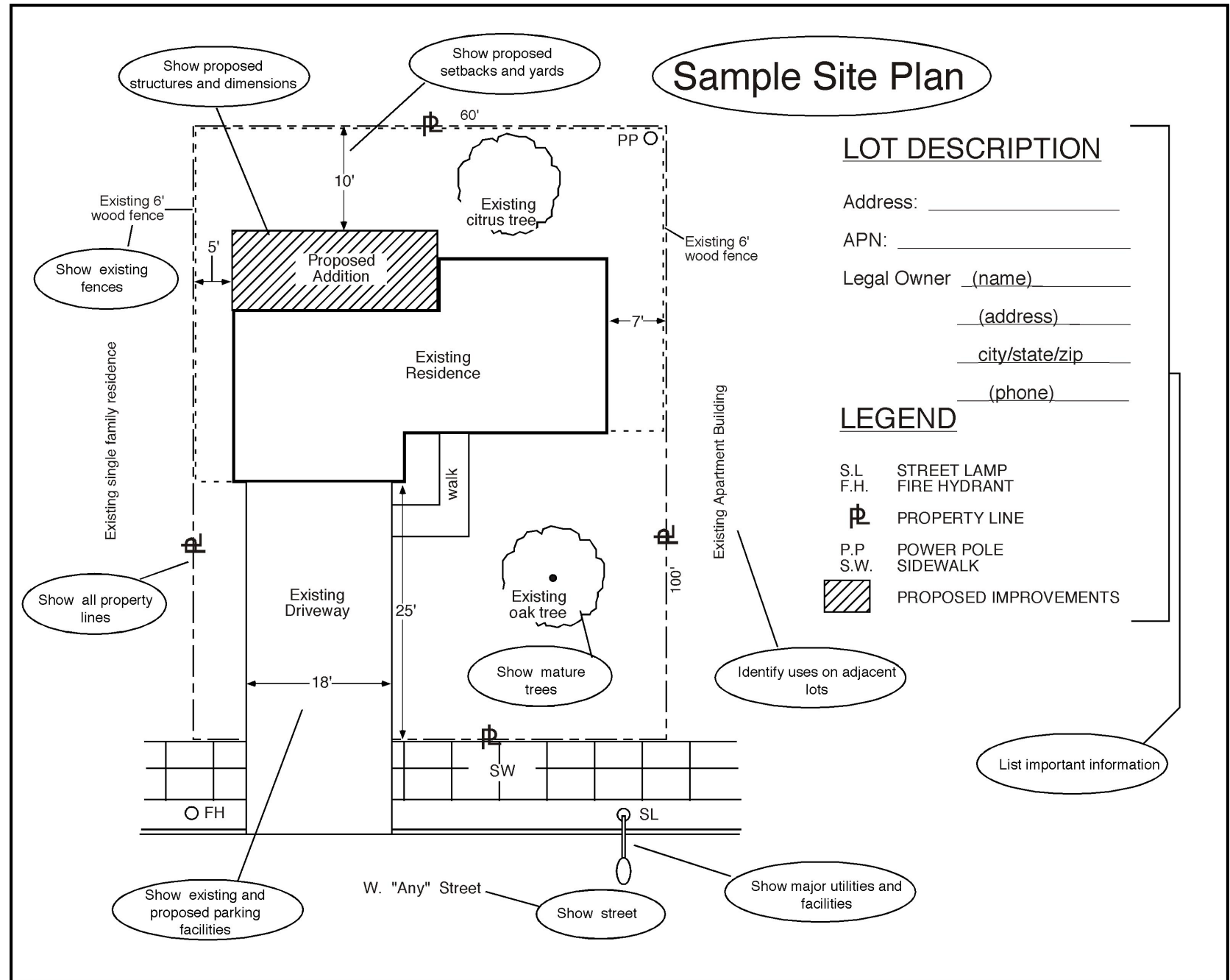
Plot Plans are required to accompany most applications that you will make to the City in order to get approval to change how your property is used. A Plot Plan is often used in conjunction with Site Plan Review, Conditional Use Permits and Variances.

What Items Are to Be Shown on a Plot Plan?

The sample plot plan to the right shows key information that should be shown. In general, a Plot Plan should show the following information:

1. Name and address of the owner of the property.

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2. Show Assessor Parcel Number (APN) of subject property. The APN can be obtained at City Hall or the County Assessor's office.
3. Address of the property (if different than the owner's address).
4. The location and dimension of existing and proposed building improvements. Show setbacks to all adjacent property lines.
5. The location and dimensions of all parking areas and driveways (existing and proposed).
6. Identification of adjacent streets (by name), alleys or other adjacent public property.
7. Any easements that cross the property or other pertinent legal features.
8. A north arrow and scale. Scale should be engineering style (e.g. 1" = 10 feet, for example).
9. Existing property lines and property easements.
10. Dimensions showing front, side and rear yard setbacks, size of structures, paving, porches and decks, as applicable.

11. Identification of what work is to be done, including the changes that are proposed to the physical features of the site or existing structures.
12. A vicinity map showing where the subject site is located in relation to streets and landmarks.
13. Show location of underground utilities, if known.
14. Plot plan should be shown at the largest scale possible.

The plot plan example shown on this brochure is for relatively simple projects. New multi-family, commercial or industrial projects typically require more detailed plans. The City has examples of site plans that it can share to illustrate what is required for these kinds of projects.

For more information on Plot Plans as well as general planning and zoning information, please contact Exeter City Hall at (559) 592-5558.

City of Exeter
 137 N. F Street
 Exeter, CA 93221

Collins & Schoettler Planning Consultants 11/20

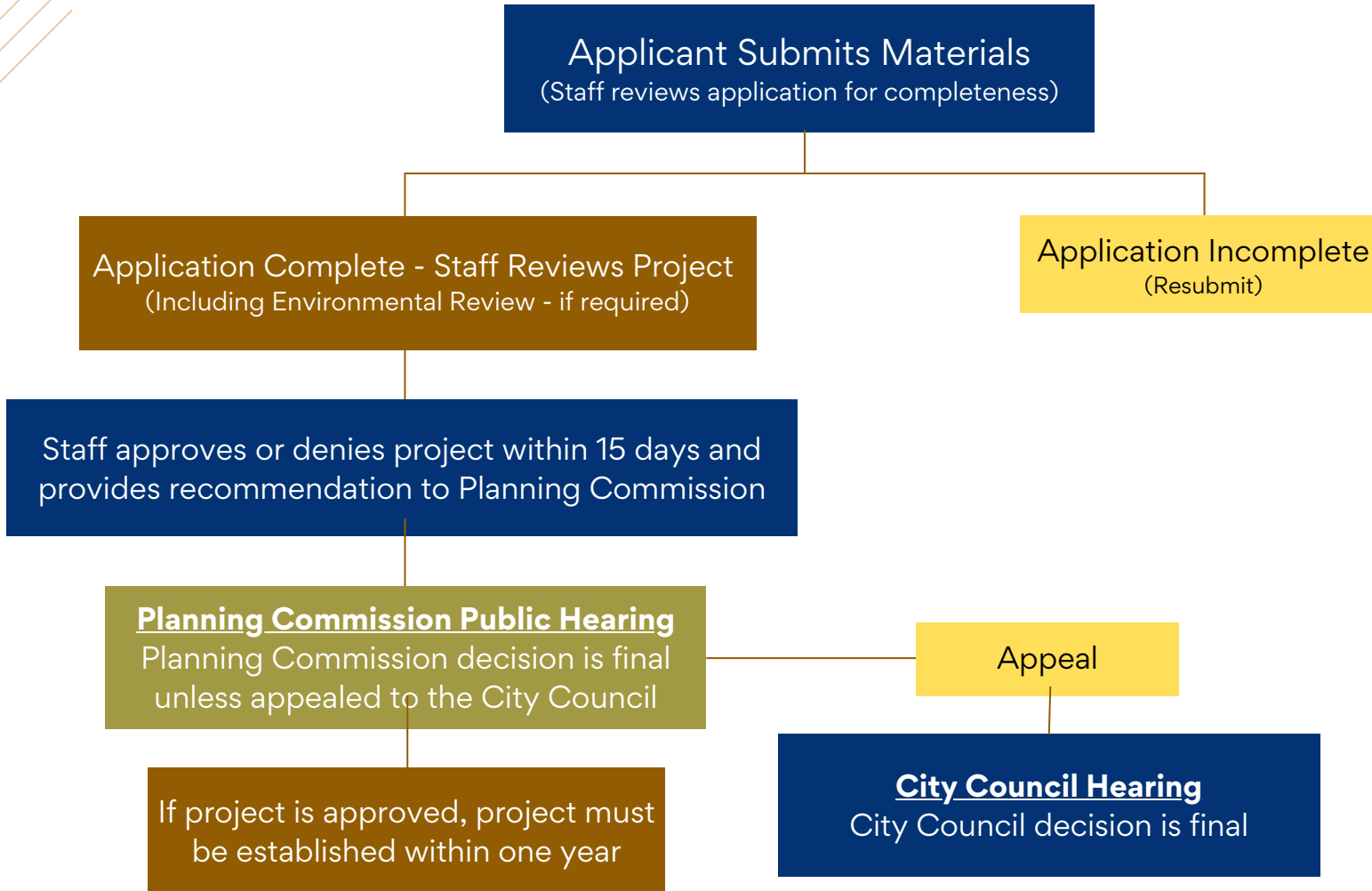
How to Draw a Plot Plan



This informational brochure explains a plot plan, how to draw one and when it is needed. Additional information regarding planning and zoning issues can be obtained by contacting Exeter City Hall.

Exeter City Hall
 137 N. F Street
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 (559) 592-5558

Site Plan Review Process Flow Chart





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P.O. Box 237
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APPLICATION NUMBER: Clerk Use Only

Site Plan Review Application

Please type or print clearly in ink. Incomplete applications will be returned.

Applicant (if more than one applicant)	Applicant No. 2
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Property Owner (if different from applicant)	Agent (engineer/surveyor)
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Project Address or legal description: _____

Assessor Parcel Number: _____

Existing use of project site:

What is the General Plan designation?

What is the proposed use(s) of the site:

What is the existing zoning classification on the site: _____

How many acres are involved: _____

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

 Owner/Applicant Date

 Agent Date

 Print Name

 Print Name