

MINOR SITE PLAN PERMIT APPLICATION PACKET

The City of Ripon



Community Development Department

- **FILING INSTRUCTIONS:** Submit completed application to the Planning Department.
- **PROCESSING PROCEDURE:** Minor Site Plan Permit applications are reviewed by the Planning Director in accordance with the Development Code, Title 16, Chapter 16.72. The application processing procedures are as follows:
 - Step 1 - Application is reviewed by staff to ensure application is complete (may take up to 30 days).
 - Step 2 – Completed application is sent out (project referral) to all affected agencies/jurisdictions for comments and/or conditions of approval for the project. (typically a 30 day process).
 - Step 3 - Staff may conduct a project review meeting with the applicant prior to creating the staff report. This meeting is provided to review the conditions of approval for the project and address any issues identified during the review period. Typically the project review meeting is scheduled for approx. 1 to 2 weeks prior to action on the project by the Planning Director. The applicant may be invited to attend and will be notified of such meeting.
 - Step 4 - The Planning Director will review the project prior to the project deadline (typically 30 to 45 days after a complete application is received) and take action (approve/deny) on the project based on the findings in the staff report.
 - Step 6 - If necessary, actions of the Planning Director may be appealed pursuant to the Ripon Municipal Code Title 16, Chapter 16.08. An appeal may only be filed by the applicant or his/her representative or a person who has participated in the review process by submitting oral or written testimony on the application or by attending a public hearing on the item. Appeals must be filed with the Planning Department no later than ten (10) business days from the date of the action and must be accompanied by the appropriate appeal fee. Contact Planning Staff for assistance.
- **APPLICATION SUBMITTAL REQUIREMENTS:** Unless otherwise determined by the planning department, an application for a major site review permit must include the following:
 - ☐ Completed application and environmental information form and associated application fee.
 - ☐ Project Vicinity Map (8 ½ x 11)
 - ☐ Site Plan Diagram - one (1) copy 8 ½ x 11 or 11 x 17 containing the following information: (Larger copies may be requested by the Planning Department as necessary)
 - Property owner/applicant (include address and phone number)
 - A workable scale, noted on plan
 - Dimensions: parcel, project area, buildings and all other features including but not limited to parking and landscaping
 - Property lines
 - North arrow, north to top of page
 - Street address of project
 - Existing features: structures to be retained, utility poles, hydrants, pavement, fences, sidewalks, street lights, trees (note on each item whether it is to be removed or retained)
 - Plan lines/elevations (front/rear/both side views)
 - Walkways
 - Parking stall dimensions and driveways (including handicap ramp)
 - New landscaping, perimeter and interior and indicate percentage
 - Fence locations (including height and type)
 - Trash areas with enclosures
 - Calculation Table: lot size, floor area, number of parking stalls, landscaped area, lot coverage (%)
 - Delineation of phasing, where applicable
 - Color renderings, indicating type and color of exterior materials, and chips if required by the Planning Director
 - Other appropriate information:
 - Commercial/Industrial – easements, loading docks, open storage areas, etc.
 - Residential – recreational facilities and other amenities
 - ☐ Flash Drive or Email containing PDF of all submitted documents (documents shall be emailed to the following mjohnston@cityofripon.org or kzuidervaat@cityofripon.org).

Minor Site Plan Permit Application

City of Ripon

259 North Wilma Ave.,
Ripon, CA 95366
FAX 209-599-2685
Phone 209-599-2108

For Official Use Only**MSR#**_____ **Fee**_____**PEA#**_____ **Fee**_____**Completed App. () Yes () No**

PROPERTY OWNER:

Email: _____

Name: _____
(Print)

Phone No. _____

Address: _____
(Street) (City) (State) (Zip)

APPLICANT: () Same as Above

Email: _____

Name: _____
(Print)

Phone No. _____

Address: _____
(Street) City (State) (Zip)**PROJECT SITE INFORMATION:**

Address: _____

Assessor Parcel Number (APN): _____ Present Zone: _____

Project Description: _____

_____Special Circumstances: () YES () NO If yes, describe: _____

_____**N**

I hereby certify, under penalty of perjury, that the information provided herein is true and correct.

Signature of Applicant_____
Date_____
Signature of Property Owner if Different from Above_____
Date



ENVIRONMENTAL INFORMATION FORM

Planning Application Form Attachment

Planning Department
259 N. Wilma Avenue
Ripon, CA 95366
209.599.2108

PURPOSE

The purpose of this form is to inform the City of the basic components of the proposed project and the characteristics of the project site. This information will assist staff in assessing the project application pursuant to the City's policies, ordinances, and guidelines and as required by the California Environmental Quality Act (CEQA). In order to avoid delays in the application process, it is important that the information provided in this form and in other application materials is complete and accurate. This form must be submitted with any project application. Responses to the following questions may be submitted on attachment sheets as needed to provide adequate information. Please type or print.

SITE INFORMATION

Address(es): _____
APN(s): _____
Property Zoning: _____
Size of Site (gross square footage or gross acres): _____

CONTACT INFORMATION

Developer/Project Sponsor Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Same as Above ()

Contact Person for Project Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Engineer / Architect Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

CERTIFICATION

I hereby certify that the information provided in this questionnaire accurately represents the conditions of the project site and the details of the proposed project.

Signature _____ Date _____

PROJECT INFORMATION

1. Indicate the project to which this form pertains: _____

2. Project Description (describe the project development, site changes required, and proposed uses, including any phases of the project. Attach additional sheets if necessary).

3. Project Location & Setting (briefly describe the project's location and surroundings).

4. Square Footage of Project: _____ square feet.

5. Number of floors of construction: _____

6. Amount of off-street parking provided: _____ spaces

7. Number of existing lots: _____ Number of proposed lots: _____

8. Hours of operations: _____

9. Proposed Construction Schedule (length of time anticipated for construction of the project / desired schedule for beginning and ending construction).

PROJECT INFORMATION

10. If residential, include the number of units, schedule of unit sizes and range of sales prices or rents expected: _____

11. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area and loading facilities: _____

12. If industrial, indicate the type of project, estimated employment per shift, anticipated truck traffic, loading facilities and community benefit to be derived from the project: _____

13. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefit to be derived from the project: _____

14. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application(s) is required: _____

PROJECT ACTIVITIES DESCRIPTION

15. Are any alterations to the interior of existing building(s) proposed? Yes No

If yes, describe: _____

16. Are any alterations to the exterior of existing building(s) proposed? Yes No

If yes, describe: _____

17. How will the building/site be used? Give approximate square footage area proposed for each use (e.g., manufacturing, warehouse, office, retail, classroom, etc.): _____

PROJECT ACTIVITIES DESCRIPTION

18. Will there be outdoor storage/display or other outdoor uses? Yes No

If yes, describe what and where: _____

Are the following items applicable to the project or its effects? (Attach additional sheets explaining any yes).

Yes No

19. Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.

20. Change in scenic views or vistas from existing residential areas, or public lands or roads.

21. Change in pattern, scale or character of general area of project.

22. Significant amounts of solid waste of litter.

23. Change in dust, ash, smoke, fumes or odors in vicinity.

24. Change in stream or ground water quality or quantity, or alteration of existing drainage patterns.

25. Substantial change in existing noise or vibration levels in the vicinity.

26. Site on filled land or on slope of 10% percent or more.

27. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.

28. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).

29. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).

30. Relationship to a larger project or series of projects.