



Class I Application

The Class I application is a ministerial process to verify that a proposed use or structure is allowed in the applicable zone and complies with all the applicable requirements and development standards. *Applications submitted without the required information may not be accepted for processing or may be deemed incomplete and processing suspended.*

Please place a check mark next to the type of counter approval being proposed:

- | | |
|---|--|
| <input type="checkbox"/> Room Addition | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Pool | <input type="checkbox"/> Guesthouse |
| <input type="checkbox"/> Patio Cover | <input type="checkbox"/> Fuel Separator Tanks |
| <input type="checkbox"/> Fence/Wall | <input type="checkbox"/> Zoning Referral |
| <input type="checkbox"/> Tenant Improvement | <input type="checkbox"/> Appurtenances (A/C units, solar arrays, etc.) |

Applicant/Owner Information

Applicant Name: _____

Address: _____

City: _____ State _____ Zip _____

Property Information

Address: _____

City: _____ State _____ Zip _____

Proposed Project

Brief Description of Proposed Project: _____

For Official Use Only

OTC # _____

Approved By: _____ Date: _____

Project Notes: _____

Application Submittal Requirements:

Three (3) copies of a fully dimensional site plan (maximum 11" x 17") must be submitted for all counter approvals with the exception of sign approvals and zoning referrals. Please use the following guidelines in preparing your site plan for review by the Planning Division.

1. Plan must be drawn to scale, with scale indicated (use Engineers or Architects scale)
2. Provide overall dimensions for proposed and existing structures, driveways, and garages with north indication toward the top of the plan
3. Indicate the name, address, and phone number of the applicant and the owner. Indicate same for architect preparing submitted plans
4. Indicate address and assessors parcel number of the subject property on the plan.
5. Indicate zoning of the property
6. Label each structure for use and square footage
7. Dimension the distance from all, existing and proposed structures to front, side, and rear property lines
8. Show all property lines. Do not use the edge of the paper for property lines
9. Indicate the name of the streets that border the project and dimension the distance from the property line to the center line of these streets or alleys
10. Clearly label all landscaped, asphalt or concrete areas, including stoops and paths
11. Show the width and location of any public or private easements, such as driveways or utility company right-of-ways. IF THERE ARE NONE, NOTE THIS ON PLANS
12. Show and label any obstructions such as telephone poles or street signs in the public rights-of-way. IF THERE ARE NONE, NOTE THIS ON PLANS
13. Note all existing walls or fences on the property, and note if they will be removed
14. Identify existing and proposed parking areas for the use and number of stalls. Indicate dimensions of the stalls, aisles, turning areas, driveways and landscape areas
15. Note all exterior colors, materials, and architectural design elements on building elevations (if applicable)
16. Submit **three (3) copies** of plans, including floor plans and elevations (if necessary) to the Planning Division for review and final approval

Sign Approvals

Sign Plan – Three (3) copies of a colored sign plan for each sign indicating:

1. Project name and description
2. Name and address of owner and person(s) preparing the plan
3. Address and assessor parcel number(s) (APN) of the project site
4. Sign dimensions and area (height, width, and depth)
5. Sign colors, materials, and method of lighting

Site Plan - Three (3) copies of a fully dimensional exhibit drawn to scale (no smaller than 1" = 40') indicating:

1. Project name and description
2. Name and address of owner and person(s) preparing the plan
3. Address and assessor parcel number(s) (APN) of the project site
4. North arrow and vicinity map (both oriented so north is toward top of each sheet)
5. Property lines and dimensions
6. All existing and proposed easements and the owners of each (freestanding signs)
7. Driveways and parking areas
8. Location of proposed and existing signs
9. Elevation at the base of the sign and adjacent street elevation (for street oriented freestanding signs)

Residential Site Plan Template for **PLANNING COUNTER APPROVAL**

In the event that a full set of plans are not submitted for approval, use the diagrams below to depict scope of work including setbacks, height of structures, roof pitches, etc.

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Wall /Fence Profile <i>Structure Height</i></div> <div style="border: 1px solid black; padding: 5px;">Structure Elevation <i>Height & Roof Pitch</i></div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Residential Site Plan <i>Scope of Project & Setbacks</i></div> <div style="border: 1px dashed black; width: 60%; margin: 20px auto; height: 150px;"></div>
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