



City of Reedley

Community Development Department
1733 Ninth Street
Reedley, CA 93654
(559) 637-4200
FAX 637-2139

SPECIAL PERMIT Submittal Requirements

Conditional Use Permit (CUP), Site Plan Review (SPR) & Variance (VAR)

Please use this information sheet as a checklist to assemble materials required for your Special Permit application and bring it with you when you submit your application. If you have any questions about any item requested or if you wish to obtain information on processing schedules, please call the Community Development Department at (559) 637-4200. Ext. 286. The following items must be submitted in order to process your application. If your plans are not legible, or do not contain the required information listed below, your application will not be accepted as complete for processing and/or may extend the length of time needed to review this project.

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- Completed Master Application Form
 - Environmental Assessment Form
 - Application Fee (Special Permit Fee and Environmental Assessment Fee)
 - Preliminary Title Report and/or Supporting Deed Document (prepared with 60 days of submittal).
 - Letter of Owner Authorization
 - Operational Statement
 - Site Plan
 - Five (5) full size copies & Ten (10) 11" X 17" reduced size copies
 - Elevations & Floor Plans
 - Five (5) full size copies & Ten (10) 11" X 17" reduced size copies
 - Landscaping Plans
 - Five (5) full size copies & Ten (10) 11" X 17" reduced size copies
 - Submit a CD containing all of the above requested documents in a PDF format.
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Site Plan must include the following:

General Information:

- Full sheet size of 24" X 36"
 - Title Block, including date of preparation
 - Scale: 1" = 30' or larger
 - North Arrow
 - Vicinity map depicting four major streets (1/2 square mile)
 - General Notes:
 - Contact information of the Property Owner, Applicant/Representative and Design Consultant
 - Project Title
 - Project Site Address & Assessor's Parcel Number (APN)
 - Summary Table that includes the following square feet, acres and percentage
 - Project site area
 - Existing building area (per building and use)
 - Proposed building area (per building and use)
 - Paved area
 - Landscaping area
 - Number of parking spaces *required and provided.*
 - Number of handicapped park spaces *required and provided.*
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On-Site Information:

- Property line and dimensions
- Phase lines (if applicable)
- Scope of Work: all items shall be listed as existing (to remain or to be removed), proposed or future

- Show all easements (Public utility, pedestrian, landscaping, rights-of-way, etc.)
- Points of access (pedestrian and vehicular)
- Landscaping areas, existing and proposed
- Recycling and refuse enclosures
- Fences/walls, existing and proposed, including height and type
- Show all existing and proposed parking space dimensions
 - Identify the three foot vehicular overhang adjacent to a continuous curb.
 - Provide detail and location of wheel stops, if proposed.
- For a Commercial/Retail Center:
 - Clearly depict shopping cart collection area
 - Clearly depict all paths-of-travel, both internally (between buildings) and to the public rights-of-way.

Off-site information:

- Adjacent streets, freeways and railroads (labeled and dimensioned)
- Section lines and center lines
- Street improvements: Identify existing and proposed curb, gutter, sidewalks (provide width), driveways approaches (provide width), ADA ramps (provide radius), bus bays, traffic signals, etc.
- Depict all street furniture including utility poles, boxes, guy wires, signs, street lights, fire hydrants, bus stop furniture, tree wells, etc.
- Median island: Identify and specify if existing to remain, proposed or to be modified (if applicable).
- Intersections: If the proposed project is on a major street corner, provide the entire intersection on the site plan.
- Vacation: Identify and dimension all vacations.

Elevations and Floor Plans must include the following:

- Elevations labeled appropriately (i.e., north, south, east and west) of all proposed buildings.
- Depict building height measured from finished grade to the highest point of the structure.
- Provide a color and material schedule on the plan.
- Show general architectural features (windows, door, location, trim, cornice, molding, etc.).
- Depict all wall-mounted equipment (Lights, gutters, downspouts, etc.).
- Depict all mechanical and electrical equipment and how it will be screened from public view (HVAC units, meters, etc.).
- Emergency exits and pathways

Landscaping and Irrigation Plans must include the following:

- Depict all landscaping areas
- Show all trees, including species, both on-site and off-site (tree wells within the public right-of-way, etc.).
- Provide evidence of compliance with State Model Water Efficient Landscaping Ordinance.

Based on your project's scope additional information and/or planning studies may be required:

- Traffic Impact Study
- Air Quality Analysis
- Historic Resources Inventory
- Market Analysis
- Other: _____

I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.

Applicant's Signature

Date

(____) Applicant's Phone #

Applicant's E-mail Address