



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.

-
- 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.*
-

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



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MASTER APPLICATION FORM #: _____

Check all that apply:

<input type="checkbox"/> Plan Amendment	<input type="checkbox"/> Tentative Subdivision Map	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> CUP Amendment
<input type="checkbox"/> Rezone	<input type="checkbox"/> Tentative Parcel Map	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> SPR Amendment
<input type="checkbox"/> Text Amendment	<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Administrative Review	<input type="checkbox"/> Minor Deviation
<input type="checkbox"/> Annexation	<input type="checkbox"/> Voluntary Merger	<input type="checkbox"/> Variance	<input type="checkbox"/>

Project Name: _____

Project Address: _____ APN: _____

Project Description (attach additional pages if necessary):

Zoning Designation: _____ General Plan Designation: _____

List all previously approved and/or pending entitlement, associated with this project/site (provide application number(s)). _____

Please read carefully before signing or filing.

Submission of this application does not imply approval of this permit by the Community Development Department. Application approval will become null and void if it is determined that approval was based on omissions or inaccurate information submitted by the applicant. Application approval is based upon the "Required Findings", pursuant to the Reedley Municipal Code, Title 10, Zoning Regulations.

Primary Contact, check all that apply: Applicant Owner Agent/Representative

Applicant _____

Applicant Address _____

City _____ State _____ Zip _____ Day Phone _____ E-mail Address _____

Property Owner _____

Property Owner Address _____

City _____ State _____ Zip _____ Day Phone _____ E-mail Address _____

Agent/Representative _____

Agent/Representative Address _____

City _____ State _____ Zip _____ Day Phone _____ E-mail Address _____

APPLICANT: 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 this project.

 Signed Date



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Initial Environmental Assessment Form

This form is designed to provide accurate and objective data to facilitate an initial environmental assessment. There is no need to limit your answers to the space provided; additional sheets may be attached. Clarity and completeness in your responses will aid in the review and evaluation of your application.

I. Project Description:

A. Name: _____

Address: _____

Telephone: _____ Location of Project: _____

B. Nature of Request: _____

Proposed Physical Improvements (Map Acceptable): _____

Proposed Buildings: _____

Proposed Roads: _____

Proposed Grading and Removal of Vegetation: _____

Proposed Landscaping: _____

Do you own adjacent properties? (If yes, list APN): _____

If development will be phased, depict phasing: _____

II. Site Characteristics: (use additional sheets if necessary)

A. Hydrology (Map Acceptable):

Location of natural drainage patterns on property: _____

Location of water courses on property: _____

Is any portion of the project in a flood prone area? _____

Are there any wells on site? _____

B. Soil Characteristics: _____

C. Vegetation / Description of Vegetation Cover (Map Acceptable): _____

D. Other: _____

Present Land Use: _____

Existing Physical Improvements – including water, sewage, roads, lighting and buildings:

III. Surrounding Land Uses (Map Acceptable):

North: _____

South: _____

East: _____

West: _____

IV. Environmental Impacts of the Proposed Project: (use additional sheets if necessary)

A. Effects on the Site:

Soils (including prime agricultural soils to be removed from production): _____

Vegetation (including amount to be removed if any): _____

Hydrology (changes in drainage patterns and amount of runoff): _____

Visual Impacts (how will the site look different?): _____

B. Effects on Surrounding Areas:

Traffic (how much traffic will be generated by the project?): _____

Noise (will any part of the project cause increases in noise levels?): _____

Visual Impacts (distance of visibility of project in all directions): _____

Air Quality (will there be any discharge into the atmosphere?): _____

Water Quality (will water quality be decreased?): _____

Growth Inducing Impacts (will the project encourage further development in the area or set a precedent for higher densities?): _____

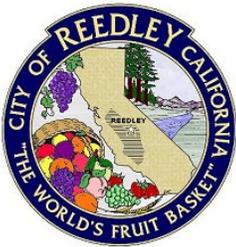
V. Mitigation Measures: (use additional sheets if necessary)

Describe in detail any proposed method to reduce potential impacts of your project on the environment. This might include measures which address, energy conservation measures, scenic vistas, air quality, traffic volume and circulation, public utilities, and police and fire services.

To the best of my knowledge, the foregoing information is true. I understand that any changes as a result of either inaccuracies or project modifications may necessitate additional environmental assessment.

Signature:

Date:



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Operational Statement Template

Our goal is to facilitate an accurate and complete description of your project in order to avoid unnecessary delays in gathering additional information. This is your opportunity to communicate in detail the important characteristics of your project/property that should be to consider when your project is reviewed for completeness. Please use this template as a guide to explaining the scope of your project.

This template will assist you, various City departments and outside agencies, in their review, crafting of comments and conditions. If you have any questions about the requested information or need help completing any portions of this form please call the Community Development Department at (559) 637-4200 ext. 286. This form must be completed and submitted in order to process your application. If this operational statement is not submitted or incomplete, your application will not be accepted for processing.

1. Project Description: _____ application is being submitted by _____ on behalf of _____ and pertains to _____ acres of property located at _____.

2. Operational Narrative: (Describe your proposed operational/development in detail, including information such as name of business, product or service, anticipated traffic and deliveries, and special events, required equipment, on-site storage, demolition or adaptive reuse of existing structures, etc.).

3. List the hours of operation: _____ Number of Days per Week: _____
If Seasonal, list the months of operation: _____

4. Number of Customers or Visitors per day: _____ Maximum per Day: _____
During what hours will customers visit your property? _____

5. Number of current employees: _____ Future employees: _____
Will any live on site? YES / NO

6. Will the operation or equipment used generate noise above existing levels in the area? YES / NO
If yes, explain _____

7. Will hazardous materials or waste be produced as part of this business? YES / NO
If yes, explain _____

8. Explain which building(s) or what portion of the building(s) will be used in your operation: _____

Applicant's Signature

Date



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Agency Authorization

OWNER:

I, _____, declare as follows:
(Owners Name)

I am the owner of certain real property bearing assessor's parcel number(s) (APN's):

AGENT:

I designate _____, to act as my duly
(Agent's Name) (Please type or print)

authorized agent for all purposes necessary to (list permit type) _____

relative to the property mentioned herein.

DECLARATION:

I declare under penalty of perjury the foregoing is true and correct.

Executed this _____ day of _____, 20_____.

OWNER

AGENT

(Signature of Owner)

(Signature of Agent)

(Owner Mailing Address)

(Agent Mailing Address)

(Owner Telephone)

(Agent Telephone)

APPROVED:

CITY OF REEDLEY

By: _____ Date: _____
(Signature)

(Note: Attach acknowledgment of signatures(s) by Notary Public if executed outside State of California)