

## SITE PLAN REVIEW Initial and Final

### **PURPOSE**

The site plan review process ensures that new development will conform to General Plan Policies, City Codes, applicable Specific Plans, Community Design Guidelines, and project Conditions of Approval. Through these development standards, the City tries to promote attractive, compatible architectural design and preserve natural landforms and existing vegetation.

### **WHEN REQUIRED**

Site plan review is required for all new construction requiring a building permit. Site plan review is the first step in a two step process leading to obtaining a building permit. Initially, Site Plan review is conducted to determine the scope and scale of a project and consistency with city codes and requirements. In many instances site plan review is in conjunction with other requested entitlements such as design review in a combined review package. The Second Step is a ministerial review, in which an applicant submits a final site plan for review prior to issuance of building permits. At that time, review to determine whether the plans have been modified to conform to any requirement or condition places as part of the initial review is included.

### **INITIAL VS FINAL SITE PLAN REVIEW**

**Initial Site Plan Review** - Initial project review is conducted in order to determine whether the proposed site layout, building setbacks, lot coverage, ingress and egress, parking and circulation, landscaping areas, walls and screening, etc for a project will meet minimum City standards and unique site requirements. If site plan review is singular and requires only staff level review, a final approval letter will be prepared by the Community Development Director or authorized designee, indicating any changes or modifications that are required in order to bring a project into compliance with City standards. If site plan review is combined with other entitlements additional review the highest approval authority required by the combined entitlements will occur. (As example, if combined with a Conditional Use Permit then the final approval authority is the Planning Commission).

**Final Site Plan Review** – (Ministerial) Construction drawings can be submitted for building permit plan checking after any necessary changes are made to the site plan and related plans. At this time detailed paving and grading plans, landscaping plans, architectural drawings, plumbing, mechanical, etc would be submitted for review. The content of site plans will always vary somewhat based on the nature and complexity of the project. Final review by the Community Development Department will ensure that plans meet all city codes and any required conditions of approval and contains conditions sufficient to meet the requirements provided in Municipal Code Section 17.104.140.

## **ACTION**

Once an application is determined to be complete, it is formally accepted. Copies of the application are sent to review agencies and departments. Final action will be made by the Community Development Director or Zoning Administrator, unless the site plan review is combined with other entitlements requiring Planning Commission approval.

## **FINDINGS**

The Community Development Director must be able to make the following findings in order to approve a project subject to design review.

1. The plans are in conformance with the General Plan and Zoning Ordinance.
2. The plans are in conformance with applicable Specific Plans, Community Design Guidelines and development standards.
3. The project is categorically exempt under CEQA or other applicable Environmental Documents have been certified as complete and adequate.
4. Adequate utilities, access roads, drainage, sanitation and/or other necessary facilities will be provided.

## **ENVIRONMENTAL REVIEW**

The California Environmental Quality Act requires that certain site plan review applications undergo environmental review. You will be informed if such review is required for your application.

## **APPEAL**

The Community Development Director's decisions are final unless appealed within 10 calendar days of the date of action. Community Development Director decisions may be appealed to the Planning Commission. Information on appeals may be found in a separate information sheet. An approved project may not commence construction until the close of the appeal period, and until all applicable permit approvals have been secured.

## **SUBMITTAL REQUIREMENTS**

Submittal requirements can be found on the ***Planning Application Submittal Requirements and General Application Form***.

## **FEES**

Fees for processing Site Plan Review applications that are exempt from CEQA require payment of a nonrefundable, flat fee plus a categorical exemption. In some instances, if the project is complex or requires hiring a consultant to perform analysis a deposit fee will be required rather than the flat fee.

The Department of Fish and game requires payment of fees for the review of projects impacting wildlife sensitive areas. (Please check with Yolo County Recorder for all current fees). Checks for payment of these fees should be made out to the County of Yolo, but should be submitted to the Community Development Department.