

**CITY OF SELMA
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING APPLICATION FORM**

GENERAL REQUIREMENTS (Print or Type)

Please complete this application thoroughly and accurately, and attach the required exhibits as indicated in the attached **Application Filing Requirements** form. Please note that an incomplete application will **not** be accepted for processing.

Name of Proposed Project _____

Location of Project _____

Assessor’s Parcel No. _____ Property Size: Square Feet/Acres _____

Building(s) Square Footage: Existing _____ Proposed _____ Height _____

Zoning Existing _____ Proposed _____ General Plan Designation: Existing _____ Proposed _____

Application/Contact Name _____ Phone No. _____ Email _____

Address _____

Property Owner’s Name (If different from above) _____ Phone No. _____

Address _____

Application Type: Type of Review Requested (Please Check All Applicable Boxes)

- | | | |
|---|--|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Rezoning/Rezoning | <input type="checkbox"/> Site Plan Review |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Tentative Parcel Map | <input type="checkbox"/> Minor Modification |
| <input type="checkbox"/> Specific Plan Amendment | <input type="checkbox"/> Tentative Subdivision Map | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Zoning Ordinance Amendment | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Other |
| <input type="checkbox"/> Variance | | |

OWNER CERTIFICATION

I declare under penalty of perjury that I am the legal owner of the above described property involved in this application. I certify that the statements furnished and in the attached exhibits present the data and information required for adequate evaluation of this project to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge, and belief. I further understand that additional information may be required to be submitted before an adequate evaluation can be made by the City of Selma. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form).

Signature of Property Owner _____ Title _____ Date _____

FOR OFFICE USE ONLY

Received By _____ Date _____ Fee Amount _____

Submittal No.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Please note that it is the responsibility of the applicant to ensure that the application is complete at the time of submittal; city staff will not be available to perform work required to provide missing information.

PROJECT DESCRIPTION

The purpose of this form is to inform the City of the basic components of the proposed project so that the City may review the project pursuant to City policies, ordinances and guidelines and the California Environmental Quality Act. It is important that the information requested in this application be provided in full.

GENERAL PROJECT INFORMATION

Detailed description of the Proposed Project This should provide an adequate description of the site in terms of the ultimate use which will result from the proposed project. Indicate if there are proposed phases for development, the extent of development to occur with each phase, and the anticipated completion of each increment. (Attach additional sheets if necessary) Describe any proposed General Plan amendment, planned development, zone change, or specific plan amendment which would affect the project site.

Related Projects: If this project is part or a portion of a larger project, describe the previous project by name, number, or other project identification.

SITE CHARACTERISTICS

Describe the physical setting of the site, as it exists before the project, including information on topography, soils, plants (shrubs, trees) and animals, trails, roads, drainage courses and scenic aspects. Describe any existing structures on site (including age and condition) and the use of the structures. In addition, site all sources of information (i.e. soils and hydrologic studies, biotic and archeological surveys, traffic studies).

PROPOSED BUILDING CHARACTERISTICS (BOTH RESIDENTIAL AND NON-RESIDENTIAL)

Size of new structure or addition in gross square feet: _____

Building height measured from ground to highest point in feet: _____

Number of floors / stories: _____

Height of other appurtenances (antennas, steeples, etc.) measured from ground: _____

Project site coverage: _____ Building: _____ sq. ft. _____ % _____

Landscaping: _____ sq. ft. _____ % _____

Exterior building materials: _____

Wall and / or fencing material: _____

Total number of off-street parking spaces required: _____ provided: _____

Total number of bicycle parking spaces provided: _____

OPERATIONAL STATEMENT FOR RETAIL, COMMERCIAL, INDUSTRIAL, INSTITUTIONAL OR OTHER PROJECT

Types of use(s): _____

Oriented to: Regional City Neighborhood

Hours of operation: _____

Total occupancy / building capacity: _____

Number of fixed seats: _____ Gross floor area: _____

Number of employees total: _____ Employees per shift: _____

Number of visitors / customers on site at busiest time (best estimate): _____

Other occupants (specify): _____

What is the current and estimated number of motor vehicles to arrive at the site as a result of the project?

How close is the project to the nearest public park or recreation area? _____

What schools will be affected by this project? _____

Other permits or approvals: Include a description of all permits and approvals that will be necessary from the City of Selma and other governmental agencies in order to fully implement the project.

APPLICATION FILING REQUIREMENTS

SECTION 1: Submittal Requirements

- 1. Completed Planning Application Form.
- 2. Environmental Information Form.
- 3. Filing Fees and Fee Agreement (if applicable).
- 4. **Two full size sets of the Project Development Review Exhibits and one set of 8½ x 11”.**
- 5. One set of colored elevations.
- 6. Other: Depending on the nature of the project, additional descriptive materials may be required such as models, sight line studies, computer overlay graphics, and/or a streetscape perspective.
- 7. All Exhibits and Application materials must be submitted in digital form (PDF, GIS).
- 8. For a Variance Request: Applicant Narrative/Justification Statement.

SECTION 2: Plan Preparation Guidelines

- 1. All plans shall be drawn on uniform sheets of 24” x 36” or 30” x 42”. However, for minor application reviews such as minor modifications, plans may be 8½ x 11” in size as long as all necessary information has been provided and plans are clearly legible.
- 2. All site and landscape plans shall be drawn to an engineering scale of 1”=20’; 1”=30’; 1”=40’; or 1”=50’ with the scale clearly labeled.
- 3. All elevation shall be drawn to an architectural scale no smaller than ¼”=1’.

PROJECT DEVELOPMENT REVIEW EXHIBITS:

The following information is required to be included on all plans in order for the plan to be considered complete.

Required Exhibits may include the following depending on application:

Site Plans

- Name, address, and daytime phone number of the applicant and the author of the plan.
- Date of preparation of plan, scale, and north arrow. North must be at the top of the site plan.
- A small vicinity map shall be located in the upper right hand corner of the plan, or attached as a separate map, with the project site located in relation to major streets and landmarks.
- Property lines and lot dimensions, square footage, Assessor’s Parcel Number, address and APN’s of the adjacent properties.
- Existing and proposed easements; state the purpose of the easement (i.e., access, PUE, etc.) If requesting abandonment of an easement, include a statement on the plan which contains the legal description of the easement, plus the County Recorder’s book and Page numbers, date easement was granted, who granted the easement, for what purpose the easement was granted and whether the easement has been used.
- Drainage structures and direction of surface flow (if not included on a conceptual grading plan).
- Locations of all existing and proposed buildings and other structures, both on the property and within 200 feet of the site; clearly indicating size of structure(s), setbacks from property lines, yard areas, and distances between buildings/structures.
- Dimensioned locations of: street dedications and improvements (existing and proposed), including overhead utilities. Access for vehicles, bicycles, and pedestrians showing service area and points of ingress and egress. Any existing or planned median islands within 200 feet of the site. Landscape areas including designated open space, landscape planters, islands, tree wells, etc.
- Building accessory structure and mechanical equipment locations, including pavement/sidewalks, trellises, light standards, trash enclosures, transformers, and monument signs, including dimensioned setbacks (front, rear, sides).
- Location, height and materials of all walls and fences.

- All property proposed for public use. Note size of all property to be dedicated, conveyed and /or reserved for streets, open space, and affordable housing program dedicated land. Open space use must be described (i.e., yard, greenbelt, park, drainage, etc.) and a statement disclosing the means whereby such open space provided for public use shall be established and maintained. For residential projects, a separate exhibit showing usable open space locations and calculations shall be included.
- Street cross-sections.
- Off street parking and loading areas shall be clearly labeled. Include a summary table of the number of spaces, handicapped spaces and ramps, dimensions of spaces and aisles, wheel stop locations, and a comparison of required and provided spaces. Plans must also show location of bike racks. A separate bicycle parking exhibit is suggested for commercial/apartment projects.

Building Elevations

- Illustrative elevations of all sides of buildings and structures. “Illustrative” building elevations means drawn with shadows to give depth with people, cars or trees for scale. Do not cover the elevation with trees, cars, or people – place them behind or on the side.
- Illustrative cross sections and enlargements of architectural elements or details as needed.
- Illustrative elevations of all walls and/or fences.
- All exterior building materials shall be clearly labeled on each sheet of elevations. These shall include notes on all design details such as building materials, roofing materials, trim and building colors, etc.
- Design details such as lighting fixtures, bicycle racks, paving materials, directory structures, trellis and awnings, fencing, etc. shall be clearly described and drawn.

Floor Plans

- All floors, including labeled use of each room (bedroom, kitchen, office, warehouse, etc.).
- Dimensions of all exterior walls, doors, windows and room sizes.
- Include number of fixed seats in restaurants, churches, and other uses as applicable.

Conceptual Landscape Plans

- All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded. Show roof outlines, including eave overhang.
- Conceptual location of all plants and a planting legend which identifies such things as: Trees, shrubs, and ground cover areas or other softscape elements. Indicate the intended function of plants (i.e. street tree, accent tree, canopy shade tree, parking lot tree, screening hedge, etc.).
- Plant legend (schedule) shall identify type of plant with genus and common names, size of plants initially and at maximum growth, and corresponding symbol identification for the plan.
- Include description of open space areas, (i.e. common area, tot lot, barbeque areas, pool/spas, recreation buildings, sports courts, etc...) calculation of landscape area or useable open space.
- Existing trees on site or other plants proposed for removal and/or retention. Plants to be removed shall be marked with an ‘X’ across the trunk or plant base.
- Information on identified significant trees including: species, size, and condition, as determined by an arborist. Details of proposed construction activity within the root zone, including grading trenching, building construction, utility work, staging, storage and parking, both during construction and upon project completion.
- Compliance with the State Model Water Efficient Landscape Ordinance is required.

Tentative Map: Contents of this map can be obtained from the City’s subdivision regulations.

Reduced Plans. A set of site plans reduced to 8½ x 11” paper and legible for photocopying. For Rezoning, Tentative Maps, and Planned Developments the reductions must be PMT reductions.

Colored Landscape Plans. Plans should be colored to clearly illustrate locations and percentage of pavement, building areas as well as amount and type of landscape.

Colored Elevations. Elevations should be colored to represent as closely as possible the colors and materials proposed.