



**City of Los Banos**  
Planning Department  
520 J Street  
Los Banos, CA 93635  
Phone: (209) 827-7000 Ext 118  
Fax: (209) 827-8059

## **Site Plan Submittal Requirements**

- 1. Completed Application
  - a. If the applicant is not the property owner(s), the property owner(s) shall designate the applicant as the authorized agent to act on his or her behalf by way of a signed, dated and notarized statement and both (or all) shall sign the application.
- 2. Fee as listed on Fee Schedule
- 3. Cost Recovery Contract
- 4. Vicinity Map – 15 copies in an 8.5”x 11” format to include a 600’ radius
- 5. Project description fully explaining intended use, General Plan Designation, Zoning, surrounding uses, proposed backbone and in tract infrastructure (with evidence of availability of adequate services such as water, sewer and storm drainage) and proposed backbone circulation.
- 6. Site photos showing site and signage and surrounding properties and signage (labeled clearly)
- 7. Site Plan with a scale of 1”=100’ for large areas, or a scale of 1”=40’ for small areas with the following details and information.
  - a. Assessor’s parcel numbers
  - b. Address (if known)
  - c. Gross and net size of property
  - d. Number of units (residential), square footage (non-residential)
  - e. Number of parking spaces (existing and proposed and parking calculations showing comparison between parking required by Code and that provided.
  - f. Building and hardscape area, coverage area, and percent
  - g. Seats in the facility (where applicable)
  - h. Flood Hazard requirements.
- 8. If the proposed project is part of a larger complex (such as a shopping center), plans shall be submitted showing the layout of buildings, driveways and parking areas for the entire complex, showing how the proposal relates to the complex as a whole.
- 9. Sufficient description/labeling to establish the nature of the proposed development. Setback to be per the Zoning Ordinance.

- 10. Identification of all multi-story construction including height/number of stories.
- 11. Location of existing and proposed structures and improvements in relation to street, alley or property lines.
- 12. Label all important dimensions, including lot dimensions, setbacks, driveway widths and throat depth, parking space dimensions, etc. Label property lines.
- 13. For projects involving redesign of existing development, the site plan must clearly show both the existing and proposed development.
- 14. Location and nature of proposed landscaping if landscaping is proposed to be utilized for storm drain treatment.
- 15. Size and location of trash enclosures including provisions for recyclables.
- 16. Land uses and locations of adjacent buildings on surrounding properties.
- 17. City limit lines in the general vicinity of the project.
- 18. For colored display plans, at least the following should be distinguished in color: buildings, landscaped areas, vehicular areas (parking and driveways).
- 19. Where new signs are proposed, all free-standing signs shall be shown on the site plan, all wall signs shown on the building elevations, sizes and heights identified and provide photographs of existing signs on the subject property.
- 20. Location of all areas adjacent to inundation or storm water overflow and the location, width and direction of flow of all watercourses. If any portion of the site is within the 500 year flood zone or any floodway, depict flood zone/floodway boundaries on the plan.
- 21. Depict all above ground utilities and the way in which they are to be screened.
- 22. Show all retaining and sound walls.

**Traffic Requirements:**

- 1. Locations of all existing and proposed driveways on the project site and the location of all driveways on adjacent properties and properties on the opposite side of all streets.
- 2. Layout of existing proposed parking areas and driveways and pertinent dimensions.
- 3. The names, existing widths and centerline of all adjoining and contiguous streets and easements with pertinent dimensions indicating and centerlines of all adjoining and contiguous streets.
- 4. Identify traffic improvements needed as a result of the proposed project, including all frontage improvements.
- 5. Existing and proposed street and alley lines, property lines, property dimensions and easements with pertinent dimensions, indicating any grade differential between adjacent properties, alleys or streets.
- 6. Location and nature of existing and proposed street improvements, including curb and gutter and sidewalk and bicycle improvements.

- 7. Existing traffic signals, traffic signs and pavement markings adjacent to and extending 200' beyond the proposed development.
- 8. Show all necessary dedications of streets to meet the current standards.

#### **Utility Requirements**

- 1. Location and size of existing and proposed infrastructure, including sewer, water and storm drain lines in adjacent streets.
- 2. Alignment of all backbone water, sewer and storm drain facilities.
- 3. Submittal plans should address the on-site stormwater treatment and how it is proposed to be handled.
- 4. Sufficient elevations or contours to determine the general slope of the land and the high and low point thereof where storm drain facilities are proposed. Elevation data for proposed and existing street improvements sufficient to establish vertical alignment.
- 5. Show all connections to existing utilities.
- 6. Show that all future utilities to existing frontage utilities be underground.
- 7. All utilities to be designed to conform to the City's Master Plans.
- 8. Individual Domestic, Landscaping, and Fire Service water laterals to be shown.

#### **Fire Requirements**

- 1. Fire access turning radii.
- 2. Depict emergency site access.
- 3. Provide dimensions sufficient to determine that all buildings have adequate emergency access.

#### **Elevation Requirements**

- 1. Building elevations shall be submitted with 10 copies on sheets sized 11"x 17" and must include the following information:
  - a. Height of all structures from the highest adjacent curb to the top of slab and to the roof peak on all elevations.
  - b. Building elevations shall depict all sides of the buildings and indicate colors and materials proposed.
  - c. Demonstrate the manner in which roof-mounted equipment is to be screened.

#### **Landscaping Requirements**

- 1. Conceptual landscaping plans shall be submitted with 10 copies on sheets sized no larger than 24"x 36" and no smaller than 11"x 17" scaled at 1"=100' for large areas or 1"=40' for small areas and must include the following:
  - a. Plant and tree list and legend- show a plant and tree list including symbols, labels, quantities, common and botanical names, description and water usage requirements for each species. Include a legend for annuals, perennials, irrigated sod or seed, irrigated and not-irrigated native, restorative and dryland grasses.

- b. Location and statement generally describing any freestanding lights with accompanying detail.
- c. Location and statement generally describing the surface material of walks, vehicular drives, parking lots plazas, etc.
- d. Statement describing the completion date of all landscape installation that reads, “The developer, his successors and assigns, shall be responsible for installation, maintenance and replacement of all landscaping materials shown or indicated on the approved site plan or landscape plan on file in the Planning Department. All landscaping will be installed as delineated on the plan prior to issuance of certificates of occupancy unless otherwise approved by the Planning Commission and/or City Council”.
- e. Show total caliper inches of trees that will be removed, relocated or will remain. Also, show total caliper inches of all trees added.
- f. Design details including dimensions, materials and finishes of fences, walls and retaining walls including height and placement.
- g. Show name, address, email and phone number of the landscape architect, north arrow/graphic scale for all plans, project name (on each sheet) and phase lines if applicable.
- h. Plan to show how the 50% shading is going to be met in accordance with the City’s Municipal Code ordinance.

**Other**

- 1. Electronic Package of Entire Submittal on CD.
- 2. Cost Recovery Contract
- 3. “Preliminary Title Report” not more than 30 days old.

**FOR YOUR INFORMATION:** Staff may deem additional submittal information necessary to adequately analyze the project, complete environmental review or make recommendations to the Elected or Appointed Officials.