



**City of Los Banos**  
Planning Department  
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## **SITE PLAN REVIEW PROCESS**

### **I. What is a Site Plan Review?**

- a. The review of a development proposal concerned with the following:
  - physical design
  - siting vehicular and pedestrian access and circulation
  - parking
  - signage
  - landscaping
  - and the interrelationship of these elements

### **II. Review Process**

- a. A complete application is submitted to the Planning Department
- b. Planning Department determines completeness within 10 business days
- c. Application is discussed at the next available Project Review Board (PRB) meeting
- d. Applicant will receive minutes and responses regarding issues discussed at PRB
- e. Environmental Review
- f. If there are no outstanding issues, scheduled for next available Planning Commission meeting
- g. Public hearing noticed 10 days before meeting
  - Newspaper
  - Mailed to property owner's within 300' radius of subject property
- h. Planning Commission by resolution can grant approval of the site plan subject to conditions, or can deny the site plan
- i. If denied, may file a written notice with the Planning Director or with the City Clerk within 5 business days