



SITE PLAN REVIEW APPLICATION INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains how your Site Plan Review application will be processed, what fees you must pay, and what plans you must submit. If you have any questions after you have read this information, please contact the Planning Division.

The following instructions provide the necessary information and procedures for Site Plan Review applications. Your cooperation with these instructions will ensure that your application will be processed in the expeditious manner possible. Please use this information as a checklist to assemble the material required for your Site Plan Review request and bring it with you when you submit your application. If you have any questions about the requested items, or if you wish to obtain information on processing schedules, please call the Planning Department.

SITE PLAN REVIEW APPLICATIONS – WHAT, HOW & WHEN

Site Plan Review approval is required for all site design and circulation modifications (except as specified below), including parking; modification of a previously approved use permit for site review, or site review; new, modified or alterations to landscaping; addition of mechanical equipment; gateway/entrances (see definitions); modification or alteration of driveway locations; relocating or moving buildings. The Planning Director may exempt some improvements from Planning Commission review depending on the scope and complexity of the request.

FEES, FORMS, PLANS & OTHER MATERIALS REQUIRED

A complete Site Plan Review application includes a completed application form, completed Site Plan Review checklist, detailed plans, building elevations and specifications, and any supporting materials which provide Planning staff information necessary to adequately review your proposal. Insufficient detail could result in an incomplete application and resulting delays in processing your application. The assistance of a design professional is highly encouraged to ensure the adequacy and accuracy of project plans and drawings.

Site Plan Review applications must, at a minimum, include the items outlined below. Additional color, material and/or architectural feature information may be required dependent upon the scope of your project, as determined by the Planner. For major projects, you will be contacted and asked to provide an electronic version of the entire application submittal package. Electronic files may be submitted via email (if less than 20 MB), CD, thumb drive or online file repository (i.e. Dropbox).

SITE PLAN REVIEW APPLICATION SUBMITTAL CHECKLIST

Applicant Name: _____ Project Site APN: _____

Application Number (to be filled out by City staff) _____

Application Requirements

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

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- 1. Completed Land Use Development Application. (The property owner must sign the application or the applicant must submit a letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Fee payment. Checks must be made payable to the City of Colfax.
- 3. A list of property owners, street and mailing addresses, and assessor parcel numbers within 400' radius of the project site and addressed, stamped envelopes for each property owner.
- 4. 400' radius map (assessor's parcel map(s) with clearly marked radius area all property owners within the 400' radius. One set of no. 10 stamped envelopes with addresses and APNs of all property owners within the 400' radius
- 5. Color, material and architectural feature samples.
- 6. Plan Requirements – The following plans must be submitted with the application. The plans must be of sufficient scale to show all information clearly and must be readable and understandable. If the plans are not legible, the application will not be accepted. One full-size set of plans (stapled and folded) and one reduced-size set (11" x 17") must be submitted. The planner assigned to the project will contact you to request additional hard copies of the plan sets and electronic documents as required.
 - a. Site Plan
 - Owner's name, Assessor's Parcel Number and street address.
 - North arrow and scale.
 - Distance and bearings of property lines.
 - Existing topography indicated with contour lines of not greater than a five-foot interval, including natural features to be preserved (e.g., trees, rock, outcroppings, watercourses, drainage channels).
 - Location and height of retaining walls and fences with details, materials and construction.
 - All paved areas within the property including existing and proposed parking areas, driveways, malls, plazas, curbs (location and height), gutters and sidewalks, including pavement markings and striping.

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- Typical dimensions and location of parking spaces (including type), parking aisles and driveways, and the proposed striping.
- Location, dimension and type/use of existing buildings adjacent to the project site.
- Location and dimension of existing and proposed buildings and structures on the project site, including decks, walks, stairs and landings. Show both wall lines and eave lines.
- Dimensions of building setbacks from property lines.
- Location of all trash enclosures and propane tanks, and proposed screening.

- b. Floor Plans
- Separate floor plans for each story, including lofts and storage, at a scale of ¼" = 1' or greater.
- The use (e.g., office, residential, retail, storage) and size of each area or room.
- The total size in square feet of each floor and the entire structure.
- The location of doors, windows and partitions.

- c. Landscape Plan (The following information may be shown on the site plan if all required information is legible.)
- The location of buildings, structures, driveways, parking areas and the street in relation to the landscaping.
- The location and type of existing trees greater than six inches DBH and other significant existing vegetation. The landscaping plan must note which trees will be removed and retained.
- The location of planting areas.
- The size, number and type of trees, shrubs and groundcover to be planted in the planting areas.
- A legend with planting symbols with trees, shrubs and groundcover identified by botanical name, common name, size at planting, spacing and quantities of each group of plants.

Applicant Signature: _____

I certify that I have completed and have included all material checked above in the attached application submittal.

