

CITY OF ARVIN  
PLANNING & BUILDING DEPARTMENT  
ARVIN, CA

**SITE PLAN REVIEW SUBMITTAL CHECK LIST**

The following are the submittal items necessary for Site Plan Review/Precise Development Review. The Planning Department will review your plans against this checklist. Incomplete submittal packages will not be accepted. Please contact the Planning Division (661) 854-6183) if you have any questions regarding the submittal requirements or the information needed.

1. \_\_\_ Fees
  - a. \_\_\_ Preliminary Review Fee: \$1,000.00
  - b. \_\_\_ Precise Development Fees: \$1250 + 25/lot
  - c. \_\_\_ Environmental Information Form: \$400
  - d. \_\_\_ Negative Declaration: 2,000.00
  - e. \_\_\_ Initial Study: \$2,000.00
  - f. \_\_\_ Other fees might apply for larger projects
2. \_\_\_ Three copies of a six-month or newer Title Report showing all recorded easements, an assessor's map and site constraints.
3. \_\_\_ Current Grant Deed (indicating the owner of record signing the Submittal Affidavit) for all properties part of the project submittal.
4. Two sets of Avery 5160 or similar labels for all property owners within 300 feet of the exterior boundaries of the property. Labels must show Assessor's Parcel Numbers, address of property owner, and Zip + 4.
5. A 300-foot radius map (from the exterior boundaries of the property) showing all assessor's parcels on the address label.
6. \_\_\_ Description of existing site conditions with site photos.
7. \_\_\_ Project Description (1 Page max).
8. \_\_\_ **Ten (10)** completed and fully dimensioned sets of plans (folded to notebook size and enclosed in individual manila envelopes for mailing). Each set of plans is to include a site plan, floor plan(s), and elevations with, at a minimum, the following details:
9. \_\_\_ North Arrow and Site Plan Scale (not to be smaller than one inch = 40 feet, engineering scale only). Preferred Scale: 1" = 20 feet.
10. \_\_\_ Legend of Project Data including:
  - a. *Project Address.*
  - b. *Assessor's Parcel Number.*
  - c. *Applicant (contact) Name and Telephone.*
  - d. *Redevelopment Project Area (if applicable).*
  - e. *General Plan land use designation, allowed floor area ratio or density and current zoning district.*
  - f. *Total lot size in square footage and acres (existing and proposed).*
  - g. *Proposed use and floor area of each building on-site.*
  - h. *For residential projects, residential unit type and mix including the number of bedrooms per unit. A complete tabulation of required on-site parking based on the code requirement for each use by gross floor area.*
  - i. *The total number of existing and proposed parking spaces required for the proposed use as required by the zoning code, including a breakdown of handicapped accessible spaces per building.*
  - j. *The "occupancy type," building code "yards," fire sprinklers for floor area increases, and "type of construction" of all existing and proposed buildings. The exterior wall and roof materials for all existing and proposed buildings.*
  - k. *Identify each building to be sprinkled or non-sprinkled.*

11. \_\_\_ Include and correctly dimension all perimeter and interior property lines and indicate which lines will be removed or created and by what instrument.
12. \_\_\_ Depict the location and dimensions of all existing and proposed easements and all property to be dedicated to the City for street or other purposes.
13. \_\_\_ Dimension all existing and proposed buildings on the site and depict the footprint and square footage of all structures to be demolished or removed.
14. \_\_\_ Include and dimension all existing and proposed landscape and building setbacks.
15. \_\_\_ Show and fully dimension all landscape areas, loading zones, drop-off areas, trash enclosures, and the location of all existing and proposed utility meters and services including transformers.
16. \_\_\_ Provide calculation of the landscaped area as a percentage of the site area.
17. \_\_\_ Show the height, location, and construction type of all existing and proposed fences or walls.
18. \_\_\_ Fully dimension the proposed disabled access routes of travel, pedestrian walkways, parking lot, drive aisles, and parking stalls.
19. \_\_\_ Dimension and label all abutting streets and alleyways (from street/alley centerline to curb, centerline to property line, and curb to property line) as well as the location of all driveways, streets and alleys intersecting into abutting streets and alleys.
20. \_\_\_ Show all existing improvements in the public right-of-way abutting the project including driveways, sidewalks, street trees, water meters, utility boxes, fire hydrants, street lights, traffic control devices, public transportation stops, etc.
21. \_\_\_ Show and label all public fire hydrants within 500 feet of the project site if the building footprint will change or there is a new structure.
22. \_\_\_ Label and clearly depict all existing and proposed on-site hydrants along with existing and proposed Fire Department access lanes (fire lanes) if the building footprint will change or a new building is proposed.
23. \_\_\_ Provide the distance between the project and all buildings within 100 feet of the site and label their type of construction, size, use, height, and roof construction if existing building size changes or a new building is proposed.

Corrections will be provided on each submittal. After making the corrections, **thirty five (35) completed and fully dimensioned sets of plans** (folded to notebook size) must be submitted for distribution to external agencies.

If the comments received are minor, conditions of approval may be incorporated into the Resolution of Approval by the Planning Commission. In most cases, the applicant will be asked to submit **fifteen (15) corrected sets** of the plans for review and approval by the decision making body (Planning Commission/RDA/City Council).