



PLANNING APPLICATION CHECKLIST SITE DEVELOPMENT PERMIT



City of Yreka
Planning Department
701 Fourth Street
Yreka, CA 96097
(530) 841-2324
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PURPOSE

To proceed with the review of your project, City staff will need a complete application package. Providing a complete application package will expedite the review process. The following list is to be used by you and City staff to determine if you have prepared a complete application.

Project Name: _____

Project Address: _____ AP #: _____

Application Form

- Completed and signed by property owner or by designated representative having written authority to submit an application. Filing date last working day of the month.
- \$200.00 deposit against actual fees. Check payable to the City of Yreka.

Completed Environmental Information Form.

Letter depicting Project description describing project in detail

- Nature of the use, hours & type of operation and number of employees of the maximum working shift.
- Potential traffic generation.
- Why the project will benefit or not adversely affect the surrounding neighborhood.
- Size and placement of buildings to be constructed.

Site Photographs – *Photographs must include the following:*

- Topography, vegetation and landscaping, existing and adjacent structures.

Site Plan – no larger than 24" x 36" (it is preferred that copies be reduced to 8 ½ x 14") 3 copies required **along with one digital copy**. *This Plan must include the following:*

- Exterior boundary lines of the property indicating easements, dimensions and lot size.
- Label all adjacent streets or rights of way.
- Location, elevations, size (square footage), height, dimensions, materials and proposed use of all buildings and structures (including walls, fences, signs, lighting and hooding devices) existing and intended to be on the site.
- Distances between all structures and between all property lines or easements, structures, and propane tank.
- Any nearby buildings relevant to application.
- Location, number of spaces, and dimensions of off-street parking spaces, loading docks and maneuvering areas; indicate internal circulation. (YMC 16.54)
- Pedestrian, vehicular and service points of ingress and egress; driveway widths and distances between driveways.
- Note scale (scale: 1" = 40') and north arrow on plan.
- Vicinity map indicating nearby cross streets in relation to the site (need not be to scale).

Landscaping Plan – (YMC # 16.52.030 Landscape Standards) Within the perimeter of a parking area, five (5) percent of the parking area shall be planted with trees, shrubs and ground covers.

Other such data may be required to permit the Planning Commission to make the required findings for approval of the specific type of application.

The City of Yreka can provide a copy of an Assessor's parcel plot map on request.

STAFF USE ONLY

Comments: