



PLANNING APPLICATION CHECKLIST USE PERMIT



City of Yreka
Planning Department
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Yreka, CA 96097
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PURPOSE

To proceed with the review of your project, City staff and the Planning Commission 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.
 - \$ _____ fees/deposit against actual fees. Check payable to the City of Yreka.
- Completed Environmental Information Form.
- Storm Water information sheet/Stormwater Control Plan.
- Project description describing use in detail and giving reasons this application should be granted.
 - 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 11” x 17” (it is preferred that copies be reduced to 8 ½ x 14”) 2 copies required along with 1 digital copy. Not scale (scale: 1” = 40’) and north arrow on plan. *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: