



# PLANNING APPLICATION CHECKLIST SITE DEVELOPMENT PERMIT



City of Yreka  
Planning Department  
701 Fourth Street  
Yreka, CA 96097  
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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:**



## Chapter 16.52 - SITE PLAN REVIEW

### Sections:

#### 16.52.010 - Purposes and application.

The purpose of the site plan is to enable the building and planning departments to make a finding that the proposed development is in conformity with the intent and provisions of this title and to guide the building department in the issuance of building permits. Site plan review pursuant to this Chapter shall be required for the issuance of all permits required by the building department, conditional use permits, administrative permits, change in a use or expansion of a use requiring additional parking, initial occupation and use of vacant property, or as otherwise required by this title.

#### 16.52.020 - Site plan.

- A. The applicant shall submit one print of the site plan to the Planning Director or Building Official when Planning Commission review is not required. If Planning Commission review is required, ten (10) prints shall be provided by the applicant. The site plan should be drawn to scale and shall indicate clearly and with full dimensions the information required.
- B. Site plan requirements:
1. Exterior boundary lines of the property indicating easements, dimensions and lot size;
  2. Label all adjacent streets or rights-of-way;
  3. Location, elevations, size, 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;
  4. Distances between all structures and between all property lines or easements and structures;
  5. Any nearby buildings relevant to application;
  6. All existing trees on the site giving circumference, type and location and any significant plant material;
  7. Any existing significant natural features such as rock outcroppings or watercourses;
  8. Location, number of spaces, and dimensions of off-street parking spaces, loading docks and maneuvering areas; indicate internal circulation;
  9. Pedestrian, vehicular and service points of ingress and egress; driveway widths and distances between driveways;
  10. Proposed landscaping, include diagram, quantity, location, varieties and container size;
  11. Proposed grading plan (for sites having over five-foot grade differential) showing direction and path of drainage on, through and off the site; indicate any proposed drainage channels or facilities;
  12. Required and existing street dedications and improvements such as sidewalks, curb, gutter and pavement;
  13. Note scale (scale: 1" = 40') and north arrow on plan;
  14. Vicinity map indicating nearby cross streets in relation to the site (need not be to scale);
  15. Other such data as may be required by the Building Official, Planning Director or Planning Commission to aid them in consideration of any site plan review. The Planning Director or Building Official may waive specific requirements of this section if they are not necessary or appropriate for the review required.
- C. The Building Official, the Planning Director or Planning Commission shall approve, approve with such conditions as are deemed necessary to protect the public health, safety and general welfare, or

disapprove the site plan. In approving the site plan, the Building Official, Planning Director or Planning Commission shall ascertain that all applicable provisions of this title are complied with.

- D. The approved site plan, with any conditions shown thereon or attached thereto when appealed to the Planning Commission, shall be dated and signed by the Planning Director or Building Official.
- E. Revisions by the applicant to an approved site plan shall be made pursuant to the initial application procedure set forth in this chapter provided the Planning Director may approve minor modifications that do not materially alter the approved site plan.

#### 16.52.030 - Landscapes Standards.

- A. Within the perimeter of a parking area, five (5) percent of the parking area shall be planted with trees, shrubs and ground covers. Utilization of trees for landscaping, where practical, is preferred to shrubs and ground covers. There shall be a minimum of one-five (5) gallon sized tree planted for each ten (10) parking spaces. Bark and decorative rock may be used in the interim to cover the ground until plants mature. Lawn may also be used when the lawn area contains at least one hundred and fifty (150) square feet.
- B. Parking areas provided adjacent to the street shall be separated from the street by landscaping within the required building setback area. To the extent practical, the setback landscape area should provide some screening of the parking area from the street. Landscaping within this area shall include one-fifteen (15) gallon sized tree for each one hundred (100) feet of street frontage, and at least one gallon sized shrub for each five (5) feet of frontage. Such landscaped area may also be planted with lawn or ground cover plants. Other decorative non -plant ground covers may be used as long as they do not exceed twentyfive percent (25%) of the landscaped area. None of the landscaped setback area shall qualify for the five percent (5%) requirement in subsection (A) above.
- C. On projects not requiring parking lot landscaping there shall be planted trees, shrubs and/or ground covers, as provided in subsection (A) in an area of not less than two percent (2%) of the total lot area.
- D. Landscaping shall be provided in the event the project substantially impairs the view shed of adjacent properties or is required to reduce noise levels at the property line from the project and shall be approved by the Planning Commission.
- E. The landscape plan shall include a plan for water efficient irrigation in accord with City policy.

### Chapter 16.54 - OFF-STREET PARKING AND OFFSTREET LOADING FACILITIES

#### Sections:

#### 16.54.010 - Off-street parking facilities required.

- A. A parking space shall be an area for the parking of a motor vehicle, plus those additional areas and facilities required to provide for the safe ingress and egress from the space. The area set aside to meet these provisions must be usable and accessible for the type of off-street parking need which must be satisfied.
- B. In any residential district, all vehicles incapable of movement under their own power, other than in cases of emergency, shall be stored in a garage or carport, or (not to exceed two vehicles) stored in an area entirely enclosed by a six (6) foot sight obscured fence not within the front yard setback.
- C. There shall be provided off-street parking facilities for vehicles in accordance with the requirements of this chapter and other applicable provisions on occurrence of any of the following:
  - 1. Initial occupancy of a site or construction of a structure where parking is required pursuant to § 16.54.020;
  - 2. Change of use of a building where parking is required pursuant to § 16.54.040;

3. Building additions or enlargements where parking is required pursuant to § 16.54.040.

**16.54.020 - Parking space schedule.**

A. Parking spaces shall be required as follows:

1. Residential Uses: As set forth in Zone District.
2. Commercial and Industrial Uses.
  - (a) Banks, business and professional offices (not listed separately herein); one space for each two hundred (200) square feet of floor area;
  - (b) Retail stores and personal services establishments: one space for each two hundred (200) square feet of floor area;
  - (c) Barber shops and beauty parlors: one space for each one hundred (100) square feet of floor area plus one space for each employee;
  - (d) Commercial service establishments, repair shops and wholesale establishments, and retail stores which handle only bulky merchandise such as furniture, household appliances, lumber and building materials, motor vehicles, nursery and garden supplies, farm implements and machinery: one space for each six hundred (600) square feet of floor area, plus one space for each two thousand (2,000) square feet of outdoor sales or service area;
  - (e) Hotels and Motels: one space for each unit;
  - (f) Private clubs, fraternity houses, sorority houses, lodges, lodging houses and rooming houses: one space for each bed;
  - (g) Manufacturing plants and other industrial uses: one space for each employee of the maximum working shift;
  - (h) Mini-storage uses: two (2) spaces for an onsite caretaker, if any, plus one space for each two hundred (200) square feet of office space shall be provided;
  - (i) For warehouses and storage buildings, one space for each one thousand five hundred (1,500) square feet of floor area or one space for each employee of the maximum working shift, whichever is greater.
3. Utility uses. Electric distribution substations, electric transmission substations, gas regulator stations, public utility pumping stations, reservoirs, water or gas storage tank farms, sewage treatment plants and other public utility buildings and uses: one space for each employee of the maximum working shift, plus one space for each company vehicle using the site. Where such facility is unmanned, no spaces need be provided.
4. Health uses.
  - (a) Medical and dental offices or clinics: one space for each doctor, dentist or practitioner, plus one space for each employee, plus two (2) spaces for each examining room;
  - (b) Rest homes, nursing homes, convalescent homes, homes for the aged: one space for each employee plus one space for each four (4) beds;
  - (c) Hospitals: one space for each two (2) beds and one space for each employee of the maximum working shift, excluding doctors.
5. Places of assembly.
  - (a) Café, restaurant or other establishments for the sale and consumption on the premises of food and beverages: one space for each three (3) seats plus one space for each employee of the maximum working shift;
  - (b) Drive-in restaurants: one space for each three (3) seats, plus the number of additional spaces prescribed by the Planning Commission;

- (c) Auditoriums (except school auditoriums), churches, dancehalls, private clubs and lodges, wedding chapels, mortuaries, sports arenas and stadiums, and health clubs and public swimming pools generally one space for each three (3) fixed seats or one space for each fifty (50) square feet of area available for public use, whichever is greater, plus one space for each employee, provided however the Planning Commission may determine the number of spaces required taking into consideration the intensity of the proposed use;
  - (d) Theaters: one space for each two seats;
  - (e) Bowling alleys: four (4) spaces for each alley, plus one space for each three (3) seats devoted to restaurant and/or cocktail lounge and one for each employee;
  - (f) Other places of assembly without fixed seats: one space for each fifty (50) square feet of floor area used for assembly.
6. Educational uses.
- (a) Elementary and junior high schools: one space for each employee including teachers, administrators, and custodians, plus sufficient space for safe and convenient bus loading and unloading of students;
  - (b) High schools: three (3) spaces for each classroom, plus one space for every six (6) students;
  - (c) Colleges: one space for each employee including teachers, administrators and custodians, plus one space for each ten (10) students enrolled;
  - (d) Day care centers: one space for each employee;
  - (e) Business, professional and trade schools and colleges; art, music and dancing schools: one space for each employee including teachers and administrators, plus one space for each two (2) adult students.
7. Public Uses.
- (a) Public buildings not open to the public: one space for each employee of the maximum working shift;
  - (b) Public buildings open to the public: one space for each employee of the maximum working shift plus such additional spaces required by the Planning Commission taking into consideration the anticipated use of facility by the public.
  - (c) Public buildings and grounds other than administrative offices and educational uses: one space for each employee of the maximum working shift, plus the number of additional spaces required by the Planning Commission.
8. Transportation Terminals and Facilities. Airports, heliports, bus depots, railroad stations and yards, truck terminals: one space for each employee of the maximum working shift, plus the number of additional spaces prescribed by the Planning Commission.
9. Miscellaneous Uses. For a use not specified in the parking space schedule set out in this section, the same number of parking spaces shall be provided, as determined by the Planning Commission, as are required for the most similar specified use.

16.54.030 - Floor area defined—Measurement of parking spaces.

- A. For the purposes of this chapter, "floor area" means that floor area used, or intended to be used, for service to the public as customers, patrons, clients or patients, or as tenants, including areas occupied by fixtures and equipment used for the display or sale of merchandise. It does not include areas used principally for storage and restrooms.

- B. If, in the application of the requirements of this chapter, a fractional number is obtained, one parking space shall be provided for a fraction of one-half or more, and no parking space shall be required for a fraction of less than one-half.

16.54.090 - Standards for off-street parking facilities.

Off-street parking facilities shall conform to the following standards:

- A. All parking areas shall have adequate ingress and egress to and from a street or alley. Sufficient room for turning and maneuvering vehicles shall be provided on the site in accordance with good engineering standards. Bumper rails or other barriers shall be provided where needed for safety or to protect property, as determined by the City Building Official.
- B. Entrances and exits to parking lots and other parking facilities shall be provided only at locations approved by the City Engineer.
- C. Each parking space shall be not less than twenty (20) feet in length and nine (9) feet in width, exclusive of aisles and access drives, and conform to city standards for parking areas and courts.
- D. Handicap parking spaces required by the California Building Code shall be provided in accordance with such law or regulation.
- E. If the parking area is illuminated, the lighting shall be designed to prevent unreasonable glare to adjoining properties and controlled by such reasonable means as are practical to prevent sky-reflected glare.
- F. No commercial repair work or servicing of vehicles shall be conducted on a parking area.
- G. The parking area, aisles and access drives shall be constructed with a minimum six-inch base and double chip and seal so as to provide a durable, dustless surface and shall be so graded and drained as to dispose of surface water, with the design and specifications of such work subject to the approval of the City Engineer.
- H. Off-street parking in multifamily developments shall be prohibited in all required front yards and in the outer one half of required side and rear yards.
- I. Off-street parking area, insofar as possible, shall be screened from view of abutting properties by use of fences, walks, hedges or appropriate plant materials.
- J. When ten (10) or more spaces are required by this chapter, twenty-five (25) percent of the required space may be compact car spaces. A compact car space shall have a minimum size of eight and one-half (8 ½) feet in width and sixteen (16) feet in length.

16.54.100 - Off-street loading facilities required.

In all districts, every building or part thereof hereafter erected and having a gross floor area of five thousand (5,000) square feet or more, with a use requiring the receipt or distribution by vehicles of significant amounts of materials or merchandise, there shall be provided and maintained, on the same parcel with such building, at least one off-street loading space, plus one additional off-street loading space for each twenty thousand (20,000) square feet or major fraction thereof of gross floor area. It is the intent of this section to apply to those uses which might reasonably be expected to create a traffic or public safety problem without provision being made for onsite loading and unloading facilities. No off-street loading space shall be required where buildings can be served by a public alley.

16.54.110 - Standards for off-street loading facilities.

Off-street loading facilities provided in compliance with § 16.54.100 shall conform with the following standards:

- A. Each loading berth shall be of a length and width, and shall have an overhead clearance sufficient to accommodate the size of the vehicles used in loading or unloading operations.

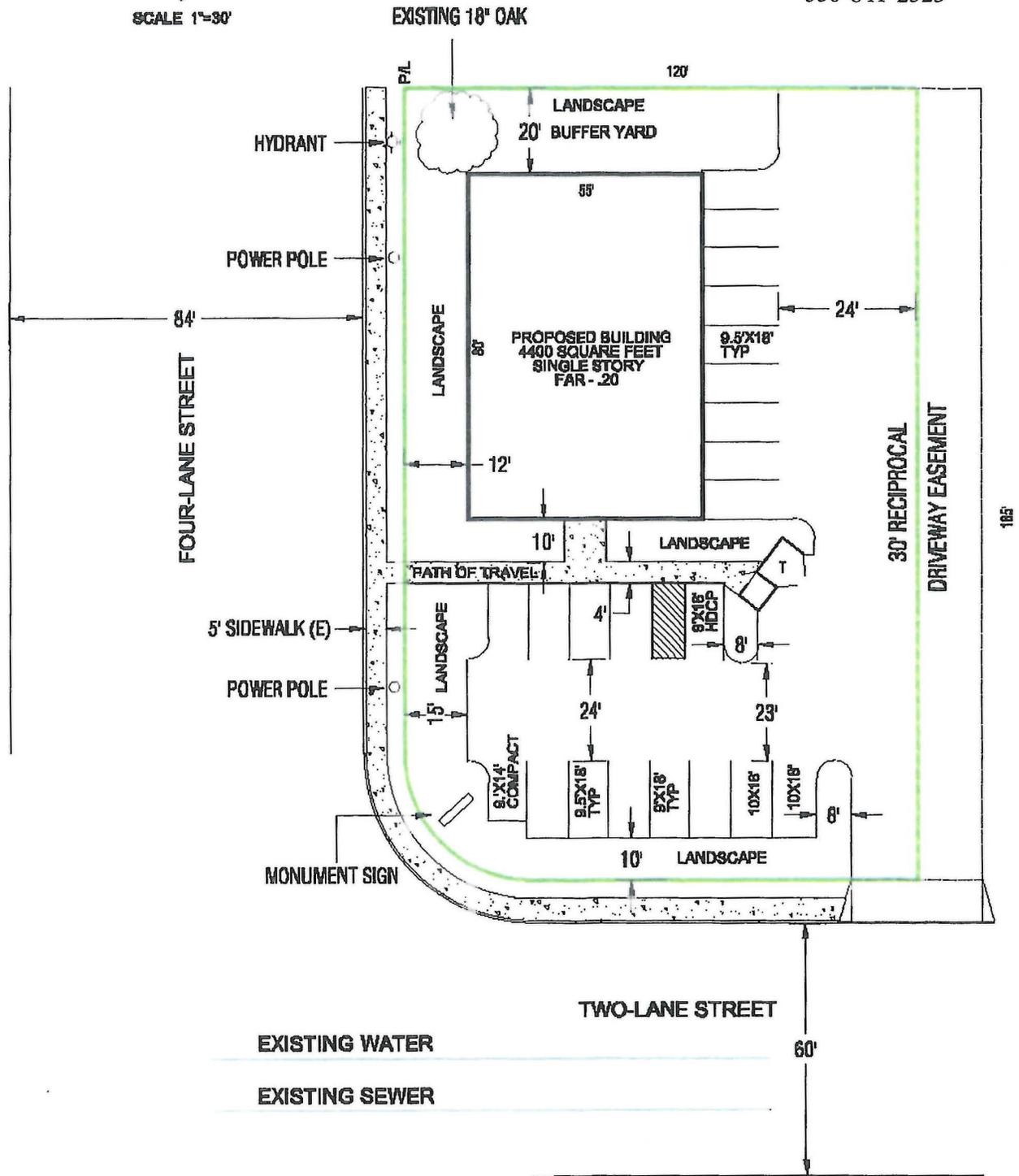
- B. Sufficient room for the turning and maneuvering of vehicles shall be provided on the site.
- C. Entrances and exits shall be provided at locations approved by the City Engineer.
- D. The loading area, access drives and aisles shall be paved so as to provide a durable, dustless surface and shall be so graded and drained as to dispose of surface water, with the design and specifications of such work subject to approval of the City Engineer.
- E. Bumper rails or other barriers shall be provided where needed for safety or to protect property, as determined by the City Engineer.
- F. If the loading area is illuminated, lighting shall be deflected away from abutting properties so as not to cause annoying glare to such properties.
- G. A loading area shall not be located in a required front yard. A loading area may be located in a required side or rear yard.
- H. No commercial repair work or servicing of vehicles shall be conducted in an off-street loading area.

(Ord. 775 (part), 2004).

# EXAMPLE SITE PLAN



City of Yreka  
 Building Department  
 530-841-2325



PARKING SPACES REQUIRED - 1 SPACE / 200 SQ. FT. = 22 SPACES  
 PARKING SPACES PROVIDED - 22  
 LANDSCAPE REQUIRED - PARKING LOT - 1,320 SQ. FT.  
 ADDITIONAL - 220 SQ. FT.  
 LANDSCAPE PROVIDED - PARKING LOT - 1,525 SQ. FT.  
 ADDITIONAL - 1,122 SQ. FT.