

PROJECT DOCUMENT REQUIREMENTS

The following provides instructions for preparing the various documents associated with the submittal of Planning applications. Please refer to the specific application checklist, and the information below, to determine which documents should accompany the application submittal.

A

Alcoholic Beverage Control (ABC) Documents – Provide any relevant documents submitted to the ABC to obtain a sales and/or event license.

Amendment (General, Master, Specific Plan) Criteria Narrative – Provide a narrative which addresses each of the following questions: 1) Why do you wish the Plan to change? 2) What changes or events have occurred or what new evidence has arisen since the Plan was adopted which now warrants a change? 3) Have detailed neighborhood plans or other studies revealed the need for a Plan Amendment? 4) Describe the effect the proposed change will have on the surrounding uses. Describe how the proposed change will affect achievement of the Plan in this and the surrounding area.

Arborist/Forester Report – A report from a Certified Arborist or Certified Forester which evaluates the tree(s) proposed for removal. A report will likely be required for removal of healthy, diseased, or dying tree(s).

Assessor's Parcel Map – Provide an Assessor's Parcel Map for project site. Assessor's Maps can be obtained from the Siskiyou County Assessor's Office.

B

C

Color Photographs of Site – Provide photographs of the site as viewed from any streets and neighboring property boundaries for context.

Color Photographs of Site Trees – Provide photographs of the subject tree(s) to depict condition or hazardous/nuisance conditions.

D

Design Concept Narrative – Describe the proposed building and site changes or new construction.

Density Bonus Project Narrative – Provide a written narrative that includes all of the following information:

- 1) Project Site Acreage,
- 2) Maximum Density Allowed under General Plan and Zoning Code,

- 3) Proposed Residential Density with Density Bonus,
- 4) Statement of Eligibility with the density Bonus Ordinance – must include the proposed number of affordable units with targeted income level and number of market rate units (if any), as required in the Density Bonus Ordinance, and
- 5) Requested Concessions or Incentives.

Density Bonus Unit Map – Provide a map showing the project site and the location of bonus units and affordable units on the site.

E

Extension Request and Project History – The extension request/project history should outline the reasons for the request, and any notable events that have occurred during the time period that the permit was not exercised. The burden of proof is on the applicant to establish, with substantial evidence beyond the control of the applicant (e.g., demonstration of financial hardship, legal problems with the closure of the sale of parcel, poor weather conditions in which to complete construction activities, etc.), why the permit or approval should be extended.

Extension Project Description – Provide the project description submitted at the time of the original approval.

F

Fence Elevation/Photo Examples – The proposed fence elevations should clearly show the height and materials. A drawing or photograph of an existing fence is acceptable.

Fence Project Description – Explain the reasons for the additional fence height (special circumstances associated with your property), and the proposed fence design and materials.

G

Geotechnical Report – A Geotechnical Report identifies and proposes mitigation measure for any soils or geological problems that may affect site stability or structural integrity and is required for all new construction and expansion of structure applications.

H

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J

K

L

M

Maps of All Properties Adjoining the Boundaries of the Proposed Vacation – The maps shall be of a 100’ scale and should include the following: easement or right-of-way to be vacated, location of all known public utilities, existing use of property adjoining proposed vacation, assessor’s parcel number of each parcel shown, existing use of the right-of-way by abutting properties, names, and widths of all adjacent streets.

Metes and Bounds Description of Area to be Vacated – A legal description written by a certified engineer or land surveyor of the area proposed to be vacated.

Modification of Final Map Project Description – Provide a narrative of the proposed changes to the subdivision including the proposed units per acre, number of lots, average lot size, maximum lot size and minimum lot size.

N

Neighborhood Context Map – A Neighborhood Context Map should indicate the proposed project location and clearly label the existing surrounding uses including residential, commercial, industrial, etc. and can also include the names of businesses (as shown on Google Maps, etc.).

O

P

Plan Text and Map Change Narrative – Submit in draft form any language to be added, deleted, or replaced in the General Plan or Specific Plan. The reason for the request must be explained, with additional analysis and support provided, as appropriate.

Preliminary Stormwater Low Impact Development Submittal (SWLIDS) – If required based on the Stormwater Determination Worksheet, the report should include a full design with the City’s Stormwater requirements.

Preliminary Drainage Report – A separate Drainage Study shall be submitted with the application if the project is required to extend the existing public storm drain to serve the parcel or if modification to the existing public drainage systems are proposed or required that may later the historic flows outside of the project’s boundaries. The Report shall be prepared by a Civil Engineering licensed to practice in the State of California and developed in accordance with the City of Yreka’s Municipal Separate Storm Sewer System (MS4) permit regulations. Preliminary drainage reports shall include the following:

- Hydrology map and hydraulic calculations for 100-year storm
- Written description of existing storm drainage conditions, pipes, channels, or outfalls
- Written description of the proposed drainage conditions, outfalls, pipe sizes and materials, slopes, detention and or retention basin with design dynamics; and how the Storm drainage interfaces with the Stormwater Low Impact Development Report

- Pre and post-development flow calculations; Verification of public downstream outflow facilities has adequate capacity for the post development project flows
- Supporting charts/graphs for the factors of analysis used to calculate the Q (Flow) -C,I, A, Cw
- A description of other agency permits that are required for the project such as a 401 permit for Wetlands from California State Water Control Board; a Stream bed alteration permit from California State Fish & Wildlife; or 404 permit from the Army Corp of Engineers or any other permits.

Preliminary Title Report – A Preliminary Title Report (issued in the last six months) is required for any development that creates a new building footprint or increases an existing building footprint, and all Map Rezoning and Subdivision Map applications.

Project Valuation – A cost summary prepared by the project Architect or Civil Engineer with the estimated project costs, including on and offsite improvement costs and tenant improvement costs for both design and construction.

Q

R

S

Sewer Capacity Study – Submit a sewer capacity study analyzing the existing flows in the tributary area and identifying any impacts on the public sewer system created by the highest possible build out density on the site. Provide a signed and sealed engineering letter on letterhead supporting the sanitary sewer capacity calculation which states the following: There will be no adverse effect on the sanitary sewer system that would require an increase in downstream pipe size and/or affect the existing infrastructure size by the proposed development. Note that if the calculation is not suitable then a “Sanitary sewer modeling run” shall be requested from the City Staff performed by the City Engineer on behalf of the applicant to verify the existing sewer capacity is not reached by the project. The applicant shall be financially responsible for the full final modeling fee.

Sign Table Worksheet – This worksheet must be provided for all Sign Permit, Sign Program, and Sign Variance Applications. The worksheet is included in the sign checklist.

Stormwater Determination Worksheet – A completed Stormwater Determination Worksheet is required for all applications.

T

Temporary Use Permit Project Description – A detailed project description, including but not limited to: day and hours of operation, the planned dates of the events, seasonal sales lot or

temporary auto sales (as applicable), number of employees working each shift, delivery details, parking analysis, and a description of any activity that may cause unusual noise or odor.

Tentative Map or Entitlement Extension Request and Project History – The extension request/project history should outline the reasons for the request, and any notable events that have occurred during the time period that the permit was not exercised. The burden of proof is on the applicant to establish, with substantial evidence beyond the control of the applicant (e.g., demonstration of financial hardship, legal problems with the closure of the sale of the parcel, poor weather conditions in which to complete construction activities, etc.), why the permit or approval should be extended.

Tentative Map or Entitlement Extension Request and Project Description – Provide the project description submitted at the time of original approval.

Traffic Analysis – Prepare any necessary analysis specified in the City’s Traffic Operation Analysis Guidelines.

Tree Removal Permit Site Plan – A site plan which shows the property lines, existing structures (buildings, fences, decks) and the location of trees proposed for removal by utilizing the location key from the table on the Tree Permit Removal Application.

U

Use Permit Project Description – A detailed project description, including but not limited to, days and hours of operation, number of employees working each shift, delivery details, parking analysis, and a description of any activity that may cause unusual noise or odor.

V

Vacation Project Description – A written narrative explaining the need for the proposed vacation. The description must explain if/how the proposed easement(s) are no longer necessary for public use.

Variance Findings Response – A response to each of the required Variance findings found in Zoning Code Section 16.58.050

Variance Project Description – A detailed project description which explains your proposal, states the section of the Zoning Code you are requesting a Variance from, and why.

W

X

Y

Z

Zoning Clearance Project Description – A description of the proposed use, including but not limited to, days and hours of operation, anticipated number of employees working each shift, any delivery details, and a description of any activity that may cause unusual noise or odor.

Zoning Clearance Site Analysis – An aerial photograph or plan of the site showing the number of vehicle and bicycle parking spaces and site access.

Zoning Code Text Change (For Text Amendments) – Provide the Section of the Zoning Code to be amended and any proposed language. The reasoning for the proposed text amendment must also be included.

For general questions regarding document sheet requirements, please contact Community Development Department staff at 530-841-2386 or planning@ci.yreka.ca.us