

CITY OF SELMA
SITE PLAN REVIEW APPLICATION
Telephone # (559) 891- 2209 FAX # (559) 898 - 0338

Please type or print. (Attach additional sheets, if necessary.)

APPLICANT: _____

PHONE: _____ Email _____

ADDRESS: _____

OWNER: _____ PHONE: _____

ADDRESS: _____

PROPOSAL: _____

LOCATION AND ADDRESS: _____

EXISTING USE OF PROJECT SITE: _____

CURRENT ZONING: _____

APPLICANT'S CERTIFICATE

I/(We) _____, acting as [owner(s)/lessee(s)/agent of the
aforementioned] of the property described in the above and foregoing application, state
that (I) (we) have read said application and know the contents thereof and that the
statements therein contained are true of (my) (our) own knowledge; except those matters
which are therein stated as information and belief as to those matters (I) (we) believe to
be true.

Signature: _____

Title: _____

FOR STAFF ONLY:			
Application received by:	_____	Date:	_____
Fee Received: Amount:	_____	Date:	_____
SUBMITTAL No.	_____	Receipt No.	_____
Rev: August 1, 2008			

PLEASE ENSURE THAT THE FOLLOWING ITEMS AND INFORMATION ARE INCLUDED WITH YOUR SUBMITTAL:

- _____ 1.* Twenty-Five (25) copies of project site plan showing all lot dimensions also Landscape Plan.
 - * Dimensions of all yards, setbacks, structures, traffic control devices, drive aisles, landscape islands and similar features.
 - * Show all existing and proposed structures.
 - * Approximate existing contours of the site.
 - * Location of utilities and public infrastructure (lights, fire hydrants, etc.).
 - * Existing and proposed lot lines.
 - * Other data items as necessary to clarify the proposal.

- _____ 2. Four (4) copies of complete elevations for all proposed structures.

- _____ 3. Four (4) copies of wall details.

- _____ 4. Four (4) copies of landscape plans.

- _____ 5. Four (4) copies of irrigation plans.

- _____ 6. Three (3) copies of preliminary grading plan maps.

- _____ 7. One (1) copy of title report prepared within six (6) months of submittal date.

- _____ 8. Copies of all plans, exhibits and maps must be in digital form (JPG, TIFF) format.

- _____ 9. All requires fees and deposits.

ALL MAPS SHALL BE FOLDED TO 8½ X 11 INCHES IN SIZE. Please note that additional information or items may be required for review.

NOTES TO THE APPLICANTS:

1. All businesses require a Business License to be filed with the Finance Department.
2. Remodeling may require a Building Permit and or grading permit. Grading Permits are issued by the Public Works Department and Building Permits are issued by the Building Department.
3. All new construction will require building permits and may require a grading permit.
4. Other permits from the Fresno County Health Department, San Joaquin Air Quality District and other agencies may be required.

**CITY OF SELMA
SITE PLAN REVIEW PROCEDURE**

PLEASE READ CAREFULLY PRIOR TO FILING YOUR SITE PLAN

STEP 1. Applicant may submit an application for review by staff. Submittal forms for the application review may be obtained at the Selma City Hall Annex.

STEP 2. Applicant completes Site Plan in acceptable manner.

STEP 3. Applicant submits Twenty-five (25) copies of the maps, application, all fees, deposits and plans, to the Planning Department. A case number is assigned to the application.

STEP 4. City staff and other interested agencies make initial review and requests additional data if required from the applicant through the Planning Department.

STEP 5. The application is reviewed for California Environmental Quality Act compliance. A project may be required to have a notice of exemption, negative declaration or an Environmental Impact Report prepared for it.

STEP 6. The project is approved, conditionally approved or denied by the Planning Director and the applicant/property owner is notified of the decision.

STEP 7. The applicant reviews the conditions and may, within ten days, file an appeal of the Director's decision to the Planning Commission.

STEP 8. The applicant submits three (3) copies of plans to be stamped by the Planning Department.

STEP 9. The applicant procures all required grading permits, building permits, business licenses and similar permits as required.

Attachment: Site Plan Review approval application.

NOTE: The applicant shall pay for all title company charges, including preliminary title reports, expenses of clearing title, and policies of title insurance as may be required by City for all property to be dedicated to the City of Selma as part of this development/subdivision.