

REQUIREMENTS FOR SITE AND ELEVATION PLANS

All Planned Development Permit and Conditional Use Permit applications are required to be submitted with a specified number of site plans and building elevations. Accurate and complete plans are required in order to assist County staff and decision-makers in analyzing your project. The following outline contains those items to be included on your site plan and building elevation drawings. The following requirements apply to both commercial/industrial (C/I) projects (except for oil and mining permits) and residential (R) projects, except as otherwise indicated.

- I. **SITE PLAN** – The site plan shall be on a sheet no larger than 24" x 36", except as otherwise specified by the presubmittal planner. A clearly readable and reproducible reduction is also required if your site plan is larger than 8 ½" x 14". NOTE: The north side of the lot should be at the top of the plan.
 - A. The **PHYSICAL CHARACTERISTICS** of the project to be accurately portrayed on the site plan include (where applicable):
 1. North arrow and scale (preferably not less than 1" = 20')
 2. Exterior dimensions of the property
 3. Setback dimensions (from property lines to structures) and distances between structures (Review Zoning Code Section 8106-1.2)
 4. Existing and proposed structures labeled "existing" and "proposed" Include a copy of the Assessor's appraisal notes and old plot plan if any structures exist.
 5. Physical features of the site, including:
 - All trees, particularly oaks and sycamores (Section 8107-25)
 - Topographic contours
 - Streams, ponds and other wetlands
 6. Use(s) of structures, noting those existing structures to be removed
 7. Gross floor area of each structure (this may be shown on the structure or in the legend)
 8. Existing and proposed paved areas, including type of surfacing and widths of all drive-ways, access easements, Walks, rights-of-way and vehicle parking areas.
 9. Adjacent streets with names
 10. Location of existing and proposed easements (excluding utility easements)
 11. Existing and proposed drainage facilities, including surface drainage patterns
 12. Location of fire hydrants, freestanding lighting fixtures, walls and fences
 13. Location of existing and proposed signs (If sign program required – provide colors and materials board)
 14. Multi-family Residential and Commercial/Industrial only:
 - a. Treatment of open areas, including recreational facilities, landscaping, storage and operations yards, etc.
 - b. Location of trash enclosures
 - c. On-site parking and circulation;
 - 1) Layout and dimensions of parking area and spaces, including those for the handicapped; number the parking spaces and circle the highest number
 - 2) Direction of traffic flows (shown with arrows)

- 3) Off-street loading spaces and facilities (C/I only)
- 4) Bicycle and motorcycle parking
- 5) Concrete curbing and retaining wall details

B. **A TITLE BLOCK** shall be provided in once corner of each page of the plot plan, and contain the following information:

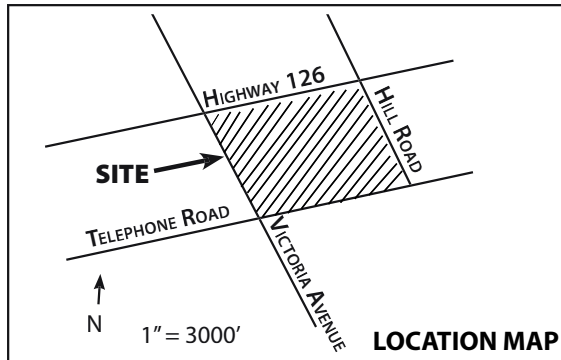
1. Proposed use (s)
2. Name, address and phone number of property owner and engineer or architect
3. Assessor's Parcel Number
4. Project address (if applicable)

C. **A LOCATION MAP** shall be provided in another corner of the plan, and include the following:

1. North arrow and scale
2. Existing street pattern with names (from the property to the first public road). If the property is ½ mile or more from the nearest public road, an approximate distance must be shown.
3. Subject property identified with cross-hatching

NOTE: The following diagram shows the correct format for a location map, using the County Government Center as an example. Indicating the site on a photocopied Thomas Guide or similar map page is not acceptable alone, but should also be provided when the property is in a rural area with no public roads nearby.

D. **A LEGEND** shall also be provided, and must include the following information:



1. Gross acreage of subject property
2. Net area of property (excluding streets and access easements)
3. Number of required and proposed parking and loading spaces
4. Building coverage (square footage of structures divided by square footage of property)
5. County zoning designation
6. General Plan/Area Plan designation
7. Parking area size in square feet (C/I only)
8. Percentage of landscaping provided (C/I only), based on:
 - a. Gross area of site
 - b. Parking and drive areas

II. **BUILDING ELEVATIONS** (north, south, east, west) shall be on maximum 24" x 36" sheets and drawn at a scale of 1/8" = 1'; and shall include the following information:

1. Scale
2. Colors, materials and textures to be used (A color and materials board required if certain MAC review required)
3. Building dimensions (height and width) for each elevation. If measuring height at the "averaged midpoint," show calculations.
4. Architectural treatments (entrances, windows, eaves, etc.)
5. Proposed signs, including dimensions and copy (sign program, including materials and colors required for certain MAC reviews)
6. Architectural details of retaining walls, fences, planters, etc.