



# SITE PLAN REVIEW PROCESS



COMMUNITY DEVELOPMENT DEPARTMENT—345 N. EL DORADO STREET—STOCKTON, CA 95202—(209) 937-8266

[www.stocktongov.com/CDD/planning](http://www.stocktongov.com/CDD/planning)

**Site Plan Review** is a review procedure for proposed projects that require a Building Permit or will result in the change of an existing use or change in occupancy. The purpose of Site Plan Review is to review site plans for compliance with the City of Stockton Municipal Code requirements prior to submittal of a Building Permit. This is to ensure that proposed projects comply with these requirements before time and money have been spent preparing building plans in order to expedite the Building Permit process.

## Should All Building Permits Have Site Plan Review?

It is expected that the following would **not** need Site Plan Review:

- Single-family residential, duplexes and triplexes;
- Building Permits do not result in a change in the existing footprint of an existing building;
- Tenant improvements to the interior of a building, reroofing, painting, and maintenance items;
- The projects do not involve a change in use or occupancy; and
- Fences and walls no more than six feet in height.

## How Long Should Site Plan Review Take?

Depending on when you submit your site plan and whether the submittal is complete. The average would be one to two weeks for submittals that are complete. If the submittal is incomplete, the length of time of the review would depend on the amount of time taken by the applicant to submit a complete site plan.

## How Long Does An Approved Site Plan Remain Valid?

An approved and stamped Site Plan is good for one year, except as related to issues of health and safety. If at the end of that time, a Building Permit has not been filed, an extension of up to one-year may be requested, but any extension must be in compliance with the requirements applicable at the time of the extension request.

## Is Site Plan Review Subject to CEQA?

As a non-discretionary permit, Site Plan Review is not subject to the requirements of the California Environmental Quality Act (CEQA).

## What and Where Do I Need to File?

A completed Site Plan Review application and a Site Plan (24"x36") with a pdf file or CD would need to be submitted to the Planning and Engineering Service Division of the Community Development Department, 345 North El Dorado Street. Each site plan would need contain the information required on the checklist to the right.

## What Is Considered?

The primary purpose of Site Plan Review is to determine if the physical layout of a particular project conforms with the following:

- The California Building Code
- The General Plan and applicable Specific Plans and Master Development Plans
- Municipal Code Title 16 -Development Code
- The Stockton Municipal Code
- Stockton's Standard Specifications and Plans

Among the factors considered are building coverage, setbacks, access to streets, public utilities, on and off-site improvements, parking, land use and occupancy.

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## Site Plan Review Checklist

1. ALL information on minimum 24" x36" sheet.

2. Description information:

- Date
- Name of contact
- Address of contact
- Phone number of contact
- Situs address
- APN
- Project description
- Description of prior use, if applicable
- Square footage of parcel
- Square footage of existing and proposed structure(s)
- Building height
- Number of stories and/or mezzanines
- Coverage (%)
- Number of parking/handicap spaces



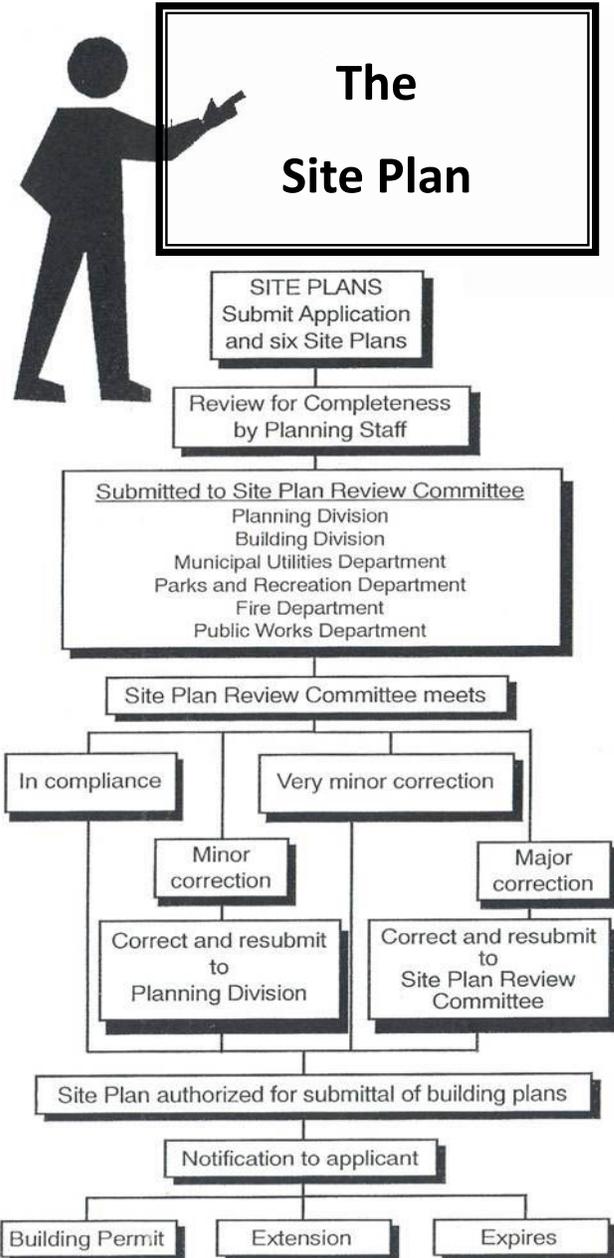
3. Site Plan:

- Scale
- North arrow
- Property line
- Locate and identify streets or rights-of-way
- All structures, existing and proposed, with a floor plan identifying the uses
- Dimensions from building(s) to building(s) and building(s) to property line
- Setbacks
- Parking with numbered spaces (highest circled) and spaced dimensions and aisle widths
- Signs
- Easements
- Utility lines and points of connection, on and off-site
- On-site hydrants and other public facilities

All improvements with details and dimensions:

- Driveways
- Sidewalks
- Right-of-way line
- Edge of pavement
- Curbs, gutters, and other improvements
- Landscaping areas, including location of trees
- Fences and walls, with heights

*Certain plans require preparation by a*



After the committee approved the site plan, a stamped site plan will be sent to the applicant stating that fact. Building plans cannot be accepted for applicable projects unless the project has been approved by the Site Plan Review Committee. Any changes to the Site Plan following it being signed off would render it null and void.