



City of Angels Planning Department

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SITE PLAN REVIEW INSTRUCTIONS FOR APPLICANTS

Site Plan Review

Each zoning district has three categories of uses: permitted, site plan review, and conditional uses. Permitted uses are allowed “by right,” while conditional uses are those that require greater scrutiny and control because of potential impacts on the character of a neighborhood. Site plan review, sometimes referred to as a site permit, must meet specific criteria prior to approval in order to preserve and enhance the property values, visual character of the community, and the public health, safety and welfare of the city. More specifically, the purpose of site plan review is:

- A. To improve the general standards of orderly development of the city through site plan review of individual buildings, structures and their environs;
- B. To improve and augment the controls now included in ordinances related to planning and building and in order to promote development which is in the best interests of the public health, safety and welfare of the city; and
- C. To establish standards and policies that will promote and enhance good design, site relationships and other aesthetic considerations in the city.

The proposed use must also be consistent with the maps and policies of the City’s General Plan and Municipal Code. Site plan review approval must be obtained prior to commencement of the use or construction, as described in Chapter 17.60, “Site Plan Review,” of the City of Angels Municipal Code. (Ord. 270 (part), 1984)

Required Findings

Applications shall be submitted to the City of Angels Planning Department. Following submittal, the application material will first be reviewed for completeness and compliance with applicable provisions of the Zoning Ordinance, including parking, landscaping, and street improvements; it will then be circulated to applicable advisory agencies for comments. Adjoining property owners will also be notified and given an opportunity to comment.

After conducting an investigation of the proposal, the Planning Commission, at a public hearing, may approve the site plan review, pursuant to Section 17.60.040 of the City of Angels Municipal Code, if all of the following findings apply:

- A. All provisions of the City of Angels Municipal Code are complied with;
- B. The approval of the site plan is in the best interest of the public health, safety and general welfare of the City;
- C. General site considerations, including site layout, open space and topography, orientation and location of buildings, vehicular access, circulation and parking, setbacks, height, walls, fences, public safety and similar elements have been designed to provide a desirable environment for the development;
- D. General architectural considerations, including the character, scale and quality of the design, the architectural relationship with the site and other buildings, building materials, colors, screening of exterior appurtenances, exterior lighting and signing and similar elements have been incorporated in order to insure the compatibility of this development with its design concept and the character of adjacent buildings; and
- E. General landscape considerations, including the location, type, size, color, texture and coverage of plant materials, provisions for irrigation, maintenance and protection of landscaped areas and similar elements have been considered to insure visual relief, to compliment buildings and structures and to provide an attractive environment for the enjoyment of the public.

In approving the site plan, the Planning Commission shall have the authority to impose such conditions as it deems necessary to protect the best interests of the surrounding neighborhood and the public health, safety and welfare, consistent with the standards set forth in the Municipal Code and with the General Plan. Additional criteria and standards will apply for site plan review in the historic district. The Planning Commission shall deny a site plan review if it cannot make the findings contained in Section 17.60.040.B of the Zoning Ordinance.

If the applicant or any aggrieved party is dissatisfied with the decision of the Planning Commission, he/she may, within fifteen (15) days, appeal the decision to the City Council. If an application for site plan review is denied, or a denial is upheld by City Council following appeal, a substantially similar application cannot be submitted for a period of one year from the date of denial.

Administrative Review

Per Zoning Ordinance Section 17.60.025, the Planning Director may conduct a site plan review and grant final approval without Planning Commission review and without holding a public hearing where all of the following apply:

- A. The application is for conversion of one use to another use where only a site plan review is required; and
- B. The application is for use of an existing structure involving negligible or no expansion and no significant change to the existing footprint of the structure; and
- C. No deviations from the landscaping, parking, sign or other requirements of the City of Angels Municipal Code are requested by the applicant; and
- D. The proposed project is located outside of the historic district.

Prior to administrative approval of the site plan review, the Planning Director shall notify adjoining property owners, members of the Planning Commission, and interested advisory

agencies. The Planning Director may, at her discretion, refer an application to the Planning Commission for a public hearing. (Ord. 395, 2003)

Expiration of Permit

If the use of land or buildings for which a site plan review is granted is not begun within one year of the date of final approval, the site plan review shall become null and void (Zoning Ordinance Section 17.87.010). Two one-year extensions may be granted by the Planning Commission upon written request showing good cause, provided the Commission can make one of the following findings:

- A. That the extension is necessary to secure the needed approvals from other agencies;
- B. That the extension is necessary to comply with the conditions of the original approval of this title and other ordinances; or
- C. That the applicant has demonstrated a good faith attempt to start the use within the prescribed time. The Planning Commission, when reviewing the extension of time, may establish additional conditions as deemed necessary to carry out the intent of this title, other ordinances, and the general plan existing at the time of the extension. (Ord. 323 §51, 1992; Ord. 270 (part), 1984)

For more information on planning and development, including the City of Angels Zoning Ordinance, go to www.angelscamp.gov, or call (209)736-1346.

This publication can be made available in alternative formats, such as, Braille, large print, audiotape, or computer disk. Request can be made by calling (209) 736-1346. Please allow 72 hours for your request to be processed

SITE PLAN REVIEW

REQUIRED SUBMITTALS

1. **City of Angels Land Development Application form**
2. **Fee** in the amount of:
 - Minor Modification in H Historical Combining District \$ 100.00 Deposit
 - Administrative Site Plan Review \$ 1,000.00 Deposit
 - Site Plan Review – New Projects \$ 1,800.00 Deposit
 - Site Plan Review with Negative Declaration Additional \$1,000.00 Deposit
 - Site Plan Review with Mitigated Negative Declaration Additional \$1,380.00 Deposit
3. **Project Description:** Provide a written narrative describing the project, including square footage, all existing and proposed uses, and an explanation of how the project meets each of the 5 required findings for Site Plan Review.
4. **Vicinity Map:** Show the nearest intersection and any landmarks; may be drawn at a small scale on the site plan.
5. **Site Plan:** The site plan shall include all of the following information:
 - A. North arrow and scale used. List sheet number, date and revision number and revision date, if applicable.
 - B. Dimensions and area of property.
 - C. Existing and proposed grading, including topography (contour lines) and slope or grade of the land in percent (%).
 - D. Location of all water courses, seasonal drainages, rock outcroppings, major or unusual vegetation, or other natural features.
 - E. Legal access from public roads – include street names and, if known, widths of easements.
 - F. Location and dimensions of existing on-site improvements such as structures, driveways, parking areas, fences, orchards, mines, pastures, dams, ponds, etc.
 - G. Location and dimensions of all proposed improvements (distinguish between existing and proposed improvements on the site plan).
 - H. Locations of existing improvements on adjacent properties within 300’ of the property line, including fire hydrants and wells, if known.
 - I. Location of all utilities and services including water, sewer, electricity, cable, phone, propane tanks, trash and recycling, etc.
 - J. Existing and proposed parking, clearly showing the size and number of all spaces and driveways
 - K. Landscaping and exterior lighting

6. **Floor Plans:** The floor plans shall indicate all existing and proposed uses.
7. **Building Elevations:** Elevation drawings shall be submitted and shall show the existing and proposed exterior of the building. Materials shall be identified.

The site plan shall be drawn at 1" = 10' or 1/8" = 1'. Plans and elevations shall be drawn at 1/8" = 1' or 1/4" = 1', unless otherwise approved by the Planning Department. All drawings shall be annotated to identify all existing and proposed conditions. For clarity, separate drawings showing existing conditions and proposed conditions may be submitted.

Submit six (6) full size copies of all plans plus one (1) reduced (11" x 17") copy.