



Planning Department

Use Permit Procedure and Checklist

The City of Madera's Use Permit process is set forth in Section 10-3.1301 et. Seq. of the Municipal Code along with Article 4.01, Site Plan Review. A copy of the Code section is available for your reference in the preparation and submittal of an application for Use Permit approval.

Submittals for General Review: Submittals generally consist of an application form, a developer's or operational statement, filing fee and 10 copies of all plans. Plans generally include the site plan, floor plan and building elevations.

Contents of Plans: The contents of plans are included in the Municipal Code under Section 10-3.4.0104. Plans shall be drawn to scale and shall indicate clearly and with full dimensions, the following information:

- Project proponent information:
 - Project name, street address and assessor's parcel number.
 - Name, address, telephone number of applicant, property owner and contact person.
- Vicinity Map
- North Arrow and scale
- Lot and Site dimensions
- All existing and proposed buildings and structures, including location, size, lot coverage, height, and proposed use
- Location of all existing facilities, including pavement, curbs, gutters, sidewalks, utility lines and existing street lights and fire hydrants within 100 feet of the project site.
- Yards and space between buildings
- Walls and fences, including location heights and materials
- Trash receptacles and enclosures, including location, height and materials
- Off-street parking and off-street loading, including location, dimensions of parking and loading areas, internal circulation pattern, plus a notation of the number of required and proposed spaces, together with compact and handicapped spaces
- Pedestrian, vehicular and service ingress and egress to the site and all structures
- Generalized indication of the size, height and location of all signs
- Location and general nature of on-site lighting, along with hooding devices
- Street dedications and improvements on adjacent streets and alleys
- Proposed on-site fire protection requirements, including standpipes, hydrants, turnarounds, etc.
- Location and size of landscaping area and notations on use of mounds, berms and retaining walls, along with the general type of plan materials to be used
- General indication of grades, direction of drainage flow and drainage facilities
- Elevations of all sides of the structures, notation of building and roofing materials, building heights, siding materials and colors to be utilized
- Floor plans of the proposed structures including public spaces, offices, restrooms, storage areas, manufacturing or work spaces and area where hazardous materials may be located
- Other information pertaining to site development as may be required by the Director to make required findings and determinations
- Precise location of check valves, electrical service, sewer service, water service and gas service including location of vaults, transformers, etc.
- Submit a color and material palette and colored elevations.

Preliminary Review: You are encouraged to submit three copies of your plans for preliminary review by City Staff prior to formal submittal of a complete application packet. This will allow staff to review the plans for technical compliance and note possible problems that can be corrected prior to submittal of multiple copies. Please note that incomplete plans will be returned. Use of the preliminary review process should minimize the potential for return of plans and promote the timely process of the application. Consistent with the Code, a project proponent may also request a meeting with the Development Review Committee to review the application on a preliminary basis.