



Planning Department

Site Plan Review Procedure and Checklist

The City of Madera's Site Plan Review process is set forth in Article 4.01 of the Municipal Code. A copy of the Code section is available for your reference in the preparation and submittal of an application for Site Plan Review approval.

Submittals for General Review: Submittals generally consist of an application form, a developer's or operational statement, filing fee and 8 copies of all plans. Plans generally include the site plan, floor plan and building elevations. Submittals for Planning Commission review require 10 copies of all plans.

Content of Plans: Plans shall be drawn to scale in a professional manner and shall indicate clearly and with full dimensions, the following information:

Project information:

- Check for all of the below
 - Project name; street address; Assessor's parcel number (APN).
 - Name, address, phone number of applicant, property owner, and contact person.
 - Vicinity Map.
 - North arrow and scale.
- Lot or Site dimensions.
- All existing and proposed building 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 site.
- Yards and space between buildings, existing trees over 6' in diameter or significant landscape features.
- Walls and fences, including location, height, 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, including compact and handicapped parking spaces.
- Pedestrian, vehicular, and service ingress and egress to site and structures.
- Generalized indication of size, height, and location of all existing and proposed signs.
- Location and general nature and hooding devices of on-site lighting.
- Street dedications and improvements on adjacent streets and alleys (detailed improvement plans shall be required at the building permit stage).
- Proposed on-site fire protection requirements, including stand-pipes, hydrants, turn-arounds, and the like.
- Detailed landscape and irrigation plans shall be required prior to final approval of the site plan, which shall include location, size, and type of plant materials to be used.
- General indication of grades, direction of drainage flow and drainage facilities (a detailed site grading and drainage plan shall be required at the building permit stage of the project).
- Elevations of all sides of the structure(s), notation of building and roofing materials, and building heights.
- Building elevations which also illustrate where various materials and colors are used.
- A color and materials board which identifies the type of material being used and the specific colors with representative samples.
- A representative color section rendering of the proposed building elevation, consistent with the color and materials board, using a scale similar to the exterior elevation drawings.
- Such other data and plans pertaining to site development as may be determined by the Planning Manager to be necessary to make the required findings and implement code requirements and conditions of the site plan.

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.