



CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street
San Juan Bautista, CA 95045

PLANNING DEPARTMENT

Phone: (831) 623-4661
Fax: (831) 623-4093

SITE AND DESIGN REVIEW – MAJOR PROJECTS

The Design Review for Major Projects is for property owners proposing new construction or improvements totaling 1,000 square feet or more.

APPLICATION REQUIREMENTS:

- ❑ Required processing deposit of \$1,575.00
- ❑ All items described and specified by Chapter 10-2, Article 4 & 5 of the City Municipal Code (refer to the attached sheets or to the City Website).
 - ❑ \$262.50 fee for a Notice of Exemption, or
 - ❑ CEQA Review (IS/MND or EIR). The applicant shall either submit an appropriate level CEQA document (IS/MND or EIR) prepared for the project by the applicant, to the City for peer review and processing OR submit a deposit in the amount of \$5,300 to be used for the preparation of an appropriate CEQA document. Fees will be charged to the applicant on a Time and Materials basis, using approximately \$222.00 per hour.
 - ❑ Notice of Determination (NOD). An additional fee is charged by the California Department of Fish and Game for their review of all environmental documents: Check with the California Department of Fish and Game for the fee. There is also a County Recording fee. Fees are updated each year. Check with County Recorders Office for exact fees.
- ❑ Planning Application Cover page (not required if filed with previous application)
- ❑ 3 copies of the development plan set, drawn to scale at 1/8" – 1'-0" minimum and one copy drawn 11" x 17" in size. A licensed architect, engineer, contractor, or registered building designer is required to prepare the development plan set, unless such requirement is waived by the Planning Commission. The following plans must be included:
 - ❑ Site Plan to include:
 - ❑ Applicant's name, address, and phone number
 - ❑ Vicinity map showing an overview of the project location in San Juan Bautista
 - ❑ North Arrow and Scale
 - ❑ Assessor's Parcel Number (s) of the project site
 - ❑ Property lines and dimensions of the site and surrounding properties
 - ❑ Existing easements

- Dimensions of all existing structures, parking areas, driveways, fences, walls, etc.
 - Building setbacks (rear, front, and side) clearly identified
 - Location of existing and proposed trash enclosures
 - Location of existing and proposed drainage facilities
 - Location of existing and proposed gas, electric, water, sewer, and telephone facilities
 - Location, size, and type of all existing trees
 - Proposed buildings, structures, trees, walls, fences, etc. which will be removed from the site
 - Location and configuration of all proposed buildings and intended uses
 - Proposed on-site parking spaces, loading areas, and circulation areas
- Landscape Plan
- Floor Plan(s)
- Elevations (front, rear and side views) of proposed structures
- Other plans that the City Planner determines as necessary to review the project, such as grading plans, drainage plans, site sections, and details. Please contact the Planning Department to determine if additional plans will be required.
- Project Description form.
- Environmental Information form.
- Color samples or colored renderings for display at public hearings.
- Typed mailing labels address to the property owners as shown on the most recent Assessor's roll and occupants of all units located on properties within 300' of the project site's property lines. Mailing labels for occupants of rental units will be addressed to "Occupant". This information can be obtained from any title company.
- Photographs of the building if applicable
- Other materials that the City Planner determines as necessary to review the project, such as noise report, traffic report, soil study and geologic studies if required. Please contact the Planning Department to determine if additional materials will be required.

Note: All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.