



City of Santa Paula Planning Department Concept Review APPLICANT'S GUIDE

The purpose of the Concept Review process is to provide applicants with an informal review and feedback of conceptual plans for a proposed development. The Concept Review process is optional, but is recommended for large or complex development proposals to avoid unanticipated costs or delays during the formal application process.

The City's development review team will meet with the applicant and provide insight as to whether the development concept meets the City's policies and regulations. Staff will identify problems or constraints the development proposal may encounter, as well as conditions of approval that may apply. Staff may offer suggestions on ways to make the proposal more acceptable to the community.

There are two levels of Concept Review made available to applicants. There is staff level Concept Review and Planning Commissioner level Concept Review. With staff level Concept Review, all City Departments will review the applicant's prospective project and make recommendations. With Planning Commission Concept Review, the applicant has the opportunity to make a presentation at a meeting to the Commissioners, who will provide feedback to the applicant at the meeting.

The minimum information required for staff to review the proposal is listed below. Although it is not necessary to include additional information with the Concept Review submittal, the level of information City staff is able to provide regarding a proposed development is commensurate with the level of detail provided by the applicant.

Concept Review Submittal Requirements:

1. Digital copy of the proposed site or plot plan.
2. Digital copy of the proposed floor plans.
3. Digital copy of the proposed building elevations.
4. Other information that may help when reviewing your development proposal.

Hard copies may be submitted in addition to digital version. All plans are required to be folded to a size no larger than 8-1/2"x 14", be in collated sets and should include the following items:

1. Scale of drawing (Engineering or Architectural scale).
2. North Arrow
3. Vicinity map
4. Adjacent existing and proposed streets and name of each street, dimensioned to show width and distance from centerlines
5. Points of vehicular and pedestrian access
6. All property lines and their dimensions
7. All existing and proposed buildings and their dimensions and setbacks from property lines
8. All existing and proposed paved surfaces, including walkways, driveways, patio slabs, etc.
9. All existing and proposed drive aisles, parking spaces, and loading areas and their dimensions
10. All existing and proposed landscape areas
11. Any existing off-site improvements (i.e., curbs, gutters, sidewalks, utility boxes, streetlights, vaults, driveway approaches, fire hydrants, drain outlets, etc.)
12. All trash enclosures and recycling facility locations
13. Show location of nearest building on abutting lots with edge lines and use
14. Four-sided elevations of all structures, including trash enclosures, fences, and walls. Show dimensions of buildings and heights of parapets, fences and walls. Identify all materials proposed.

Please call our office to make an appointment with a Planner to file this application.
200 South Tenth Street • Santa Paula, CA 93060 • tel 805.933.4214 • fax 805.525.6660



City of Santa Paula
Planning Department

CONCEPT REVIEW APPLICATION

Project Number:

Project Address and/or Location: _____

Project Assessor's Parcel No.: _____

Existing Zoning: General Plan Designation: _____

Size: Acres: _____ or Square Feet: _____

Existing Use: _____

Project Description: _____

Applicant: _____

Address: _____ Phone Number: _____

e-mail: _____ Fax Number: _____

Contact Person: _____
 (If different from applicant)

Address: _____ Phone Number: _____

e-mail: _____ Fax Number: _____

Property Owner: _____

Address: _____ Phone Number: _____

e-mail: _____ Fax Number: _____

Property Owner's Signature Date

Applicant's Signature Date

Fees: Review by Staff ____ \$2,000 deposit.
Review by Planning Commission ____ \$2,000 Acct. # 100.4.3000.6100