



City of Huron Community Development Department  
36311 Lassen Avenue / P.O. Box 339, Huron, CA 93234  
559-045-2241 (FAX) 559-945-2609

**SITE PLAN REVIEW APPLICATION**

Project Name \_\_\_\_\_ Application Number \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant/Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Assessors Parcel Number: \_\_\_\_\_

Property Location (Street Address): \_\_\_\_\_

Detailed property Location (include cross streets and side of street (north, south, east or west)): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT INFORMATION:**

Current Zoning: \_\_\_\_\_ Proposed Zoning \_\_\_\_\_

Existing Floor Area (sq.ft.): \_\_\_\_\_ Proposed Floor Area (sq.ft.): \_\_\_\_\_

Describe structure(s) or improvements proposed (two family, multi-family residential, commercial, industrial, wall sign, free standing sign, fences, landscaping, parking lots, loading zones, location(s) of public utilities (water, sewer, drainage, electrical, natural gas) and etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the Project: ☐ new construction or ☐ remodeled or ☐ other

**Residential**

Number of dwelling units proposed \_\_\_\_\_ Total lot area (sq. ft.) \_\_\_\_\_

Single story ☐ two Story ☐ more than two stories

Total lot coverage of buildings or structures (in square feet) \_\_\_\_\_ Percentage of lot coverage \_\_\_\_\_ %

Number of off street parking spaces provided. Covered \_\_\_\_\_ Open \_\_\_\_\_

Total square feet devoted to recreation and open space \_\_\_\_\_ sq ft.

Give total percentage of lot devoted to recreation and open space \_\_\_\_\_ %.

(See instructions or Zoning Ordinance Section 17.10-17.19 for definitions and requirements)



# CITY OF HURON SITE PLAN REVIEW APPLICATION – CONTINUED

Project Name \_\_\_\_\_ Date \_\_\_\_\_

## Residential Continued

Total square feet of common recreation and open space area (multi-family only): \_\_\_\_\_

Describe type and material to be used on exterior walls, roofs and doors: \_\_\_\_\_

## Commercial

Gross floor area of existing build-up or structure(s) (if applicable): \_\_\_\_\_ sq. ft.

Gross floor area of building or structure when complete: \_\_\_\_\_ sq. ft.

Describe proposed signage type (free standing monument, affixed to wall etc.) and size (total height from ground, length, width, etc.): \_\_\_\_\_

Number of parking and loading spaces provided: \_\_\_\_\_

Approximated Number of customers/service recipients expected per day \_\_\_\_\_

Hours and days of operation \_\_\_\_\_

Describe the location and type of any outside storage of equipment or supplies: \_\_\_\_\_

## Industrial

Gross floor area of existing build-up or structure(s) (if applicable): \_\_\_\_\_ sq. ft.

Gross floor area of building or structure when complete: \_\_\_\_\_ sq. ft.

Describe proposed signage type (free standing monument, affixed to wall etc.) and size (total height from ground, length, width, etc.): \_\_\_\_\_

Number of parking and loading spaces provided: \_\_\_\_\_

Describe any outside storage of equipment or supplies: \_\_\_\_\_

Maximum number of employees in any daily shift: \_\_\_\_\_

Maximum number of employees for all shift: \_\_\_\_\_

Estimated number of delivery or shipping trucks per day during construction: \_\_\_\_\_

Estimated number of delivery or shipping trucks per day when operational: \_\_\_\_\_

Describe operational characteristics of use (identify peak periods of activity during day, during week, or seasonally; vehicle traffic to and from use daily or during peak periods; parking requirements; describe noise, lighting, dust, odors from use and time of day of occurrences; etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(If additional space is required attach separate sheet of paper)



**CITY OF HURON  
SITE PLAN REVIEW APPLICATION – CONTINUED**

Project Name \_\_\_\_\_ Date \_\_\_\_\_

**Site Plan Requirements – Map/Drawings**

The applicant shall submit fifteen (15) prints of the site plan to the Community Development Department. The Site Plan shall be legible and drawn to scale clearly indicating the full dimensions and description of the following information:

1. The lot dimensions;
2. All building and structures, and their location, elevation, size, height and construction materials;
3. The yards and spaces between buildings (note if pavement, gravel or landscape);
4. Walls and fences, and their location, height, and material;
5. Off-street parking, including the location, number of spaces, dimensions of the parking area and internal circulation pattern;
6. Access (pedestrian, vehicular and service), points of ingress and egress, and internal circulation;
7. Signs and their location, size and height;
8. Loading, including the location, dimensions, number of spaces and internal circulation;
9. Lighting, including the location and description (including security lighting);
10. Street dedications and proposed improvements;
11. Existing and proposed drainage facilities;
12. Existing and proposed landscaping, including the location and type;
13. Fire-prevention equipment and measures, including the location and type;
14. For two-family and multi-family dwellings, the location and design of all recreation and open-space area, and the recreation equipment to be included thereon;
15. Such other data as may be required by the Planning Director or City Engineer necessary to make the required findings.

**Applicant's Certification**

The undersigned hereby certify that the information presented in this application is correct.

Signature of Applicant	_____	Date	_____
Signature of Record Property Owner	_____	Date	_____





## Site Plan Review Requirements and Checklist

***\*\*Site plan review fees are to be paid at the time of applying for a Site Plan Review\*\****

An acceptable site plan is legibly drafted to a usable engineering scale (ex. 1" = 10').

5 printed copies of the site plan shall be delivered to the City for review.

An acceptable site plan shall contain the following information as per the City Zoning Ordinance (17.73.18):

- ☐ Lot dimensions;
- ☐ Adjacent public right of way, including median island detail where applicable;
- ☐ All buildings and structures and their location, elevations, size, height and proposed use;
- ☐ Walls and fences and their location, height and materials;
- ☐ Access, pedestrian, vehicular and service, points of ingress and egress and internal circulation;
- ☐ Street dedications and improvements as provided in section 17.70 of the Huron
- ☐ Yards and space between all existing and proposed buildings on the site or on adjacent parcels.
- ☐ Off-street parking and its locations, number of spaces and dimensions of parking and internal circulation pattern;
- ☐ Loading and its locations, dimensions, number of spaces and internal circulation;
- ☐ Location of trash pickup facilities and trash enclosure;
- ☐ Proposed surfacing of all areas;
- ☐ Existing utilities to the site (location of fire hydrant and utility poles);
- ☐ Proposed drainage of the site;
- ☐ Location of address and mail delivery system;
- ☐ Location of irrigation systems for landscaping;
- ☐ Location, species and maturity of landscaping and irrigation system;
- ☐ Roof-mounted equipment and screening, existing and proposed;
- ☐ Composition of materials comprising exterior surfaces;
- ☐ Lighting and its locations and general nature of hooding devices;
- ☐ Generally the locations, size and height of signs;
- ☐ Phasing of a project shall be included as part of the application;

### Supplemental Information

- ☐ Preliminary Title or Lot Book Report for parcel;
- ☐ Environmental assessment (if not conducted by the City);

If you have any questions, please call  
the Huron Planning Department at  
559-945-2241 ex. 16