

Site Plan Submittal Checklist (17.88.010)

No building other than an accessory building, shall be erected for any use or uses, except single-family dwelling uses, until a site plan covering the parcel or parcels to be used has been approved or conditionally approved, as herein provided, and no building permit for such building shall be issued until such approval or conditional approval has been given.

- A. Filing of Site Plan—Filing Fee. The site plan, as well as an application for the approval thereof, in such form as the planning commission may prescribe, shall be filed with the commission, and shall be accompanied by a filing fee in an amount to be determined by resolution of the city council.
- B. Contents of Site Plan. The site plan shall include the following information, together with any future data which the planning commission may require in a particular case:
 - 1. A sketch or drawing, according to a stated scale, showing the boundaries and dimensions of the parcel or parcels to be used, and the location and width of adjacent streets, as well as sidewalks, if any. Adjoining, contiguous properties shall be shown in order to assist with understanding the location and orientation of proposed projects;
 - 2. Location, dimensions and use of any existing buildings on the premises, and the location and species of any existing trees;
 - 3. Location, dimensions and use of all buildings to be erected on the premises;
 - 4. Location and dimensions of any signs;
 - 5. Location and dimensions of yards and spaces between buildings;
 - 6. Location and height of any fences or walls, existing or proposed, and the materials used or to be used;
 - 7. Location and dimensions of the proposed off-street parking facilities, including parking spaces, maneuvering areas, driveways and pedestrian walkways;
 - 8. Location and dimensions of proposed planting strips and other landscaped areas, and kinds of vegetation to be used;
 - 9. Location and general nature of lighting;
 - 10. Location, dimensions and method of improvement of all property to be dedicated to the public or to public utilities;
 - 11. Plans or reports indicating proposed treatment and disposal of sewage and/or industrial waste;
 - 12. Location and treatment of refuse areas.

C. If required for analysis under the California Environmental Quality Act (CEQA), the following special studies are required:

1. A letter from the North Central Information Center indicating whether 1) there has been a previous study and the site does not contain significant historical/cultural resources, 2) that a study has been conducted and the resources have been adequately recorded, or 3) that there is a potential for the site to contain important resources and that an archaeological field survey is recommended. If required, a site specific Cultural Resources Inventory must be submitted. To contact the North Central Information Center, call the Department of Anthropology at (916) 278-6217.

2. A Biological Inventory prepared by a Professional Biologist (1 digital, 1 hard copy)

3. Unless a project meets the screening criteria adopted under Resolution 2021-11, applicants shall follow the adopted VMT analysis procedures and utilize the Nevada County Transportation Commission (NCTC) travel demand model or a comparable analysis to assess the change in VMT per unit of development (factored for daily VMT and adjusted for trips outside of the model area). Fehr and Peers has created a screening tool available at <https://apps.fehrandpeers.com/nctcvmt/> to assist screening small and medium sized projects.