

City of Alturas ~ Planning Application Package

SITE PLAN

PURPOSE: Site Plans (SP) are required for all new or “substantially improved” commercial, industrial, or high density residential projects (see definition below). This review is intended to ensure that these projects meet the Site Planning and Development Standards of Zoning Ordinance (ZO) Article 4, and all other applicable standards set by the ZO or any other applicable regulations adopted by the City through ordinance or resolution.

PERMIT LIMITATIONS: A Site Plan does not authorize uses, and cannot be processed for a use not otherwise allowed in the zone, nor can it change any General Development Standards of the zone.

LEGAL AUTHORITY:

- Zoning Ordinance (ZO) Section 28.52.030, where required by ZO Section 28.42.

DEFINITION OF SUBSTANTIALLY IMPROVED: Any repair, reconstruction, or improvement to a structure, the cost of which exceeds 50 percent of the market value of the structure, before the “Start Of Construction” of the improvement. This term includes structures which have incurred “Substantial Damage” regardless of the actual repair work performed. The term does not include any alteration of a “Historic Structure” provided the alteration will not preclude the structure’s continued designation as a Historic Structure. (*per ZO Article 8*)

WHEN TO USE: The City will consider a Site Plan Application when:

- Application materials meeting the requirements of ZO Section 28.52.030.B have been submitted; and
- All “Required Documents and Fees” (as noted below) have been submitted to the City Clerk.

RELATIONSHIP TO OTHER PERMITS: Site Plans are processed as separate permits from any other City permit as they do not establish rights that run with the land. However, they may be processed concurrently with other permits if desired. Site Plans are not required when a Use Permit is being processed as compliance with Development Regulations can be covered by the Use Permit.

HOW TO PROCEED: Property owners interested in a Site Plan should call the City Clerk at (530) 233-2512 to arrange a consultation with the City Planner before submitting the Required Documents and Fees.

REQUIRED DOCUMENTS AND FEES

✓	Item	Description
1	Application Intake Form	Completed by the City Planner
2	General Information Form (<i>attached</i>)	Provides general property description, as well as ownership and contact information.

✓	Item	Description
3	Illustrations and Other Details	<p>The following documents must be provided for Site Plan review of your project.</p> <ol style="list-style-type: none"> <li data-bbox="565 352 1442 646">1. Site Plan. A site plan, drawn to scale, showing all property within the boundaries of the Legal Lot where the project is proposed, all structures and easements within and adjacent to the lot, and the footprint of all improvements for the lot. Landscape drawings shall also be included along with a planting pallet that conforms to the requirements of the Landscape Standards in ZO Article 4. The site plan shall also clearly show required parking, drainage areas and other features required by ZO Article 4. <li data-bbox="565 682 1442 829">2. Elevation Drawings. Architectural elevations of all sides of all structures proposed for construction or exterior modification. These must be drawn to scale and include a reasonable likenesses of materials and lighting used in construction or renovation. <li data-bbox="565 865 1442 934">3. Materials Board. A sample of each of the key materials used in the hardscape and building construction, including paint and roofing colors.
4	Fees	\$675 (Please make check made payable to "City of Alturas")

DESCRIPTION OF APPLICATION PROCESSING: Since incomplete applications cannot be processed, please be sure the application materials you submit include all the material requested above.

Once application materials are submitted, the City Planner will review them and confirm whether or not the application is complete. You will be called if we have any questions. This permit typically takes a month to process because it must go before the Planning Commission for review.

If approved, the decision is appealable by any interested party for a period of 10 days. After that time, the applicant will receive a Notice of Approval.

If denied, the applicant may file an appeal of the decision to the City Council. All appeals must be submitted in writing within 10 days of receipt of the decision letter (determined by the date on the letter or the postal cancellation stamp on the envelope, whichever is later). The Appeal should be submitted to the City Clerk at 200 West North Street, Alturas, CA 96101 along with the \$350 appeal fee. Once received, the Appeal will be scheduled to be heard at the next available meeting.