

Fee: \_\_\_\_\_  
 Planner: \_\_\_\_\_  
*Official Use Only*

**CITY OF SALINAS**  
 Community Development Department  
 65 West Alisal Street  
 Salinas, CA 93901  
 (831) 758-7206

Permit No.: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
*Official Use Only*

**DEVELOPMENT REVIEW APPLICATION**

<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> General Plan Amendment
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Master Sign Plan
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Subdivision Map (TM, Parcel, LLA, etc.)
<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Other (Please specify) _____

**APPLICANT INFORMATION**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Phone                      Fax

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Printed Name

**PROJECT DESCRIPTION**

\_\_\_\_\_  
Site Address

\_\_\_\_\_  
Assessor's Parcel Number

Description of Proposal:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPERTY OWNER INFORMATION**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Printed Name

**RELATED FILES**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMENTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Official Use Only**

\* I/we declare under penalty of perjury that the information contained in this Application, including any plans and documents submitted herewith, are true and correct to the best of my/our knowledge. I/we further declare that I/we agree to the Standard Permit Conditions shown on the reverse side. I/we recognize that this application(s) may be subject to the California Environmental Quality Act, §21000 et seq. of the Public Resources Code.

A complete submittal consists of:

- The required number of site plans (see Information Bulletin for your particular permit).
- A completed and signed Development Review Application form.
- A completed Operational Statement.
- The fee for the permit (see Fee Schedule for your particular permit).

## **Standard Permit Conditions**

- *Pursuant to Salinas City Code Section 1-8.1: Civil action enforcement, and Section 1-8.2: Liability for costs, permittee shall reimburse the City of Salinas for all costs and expenses (including but not limited to fees and charges of architects, engineers, attorneys, and other professionals, and court costs) incurred by the City in enforcing the provisions of this Permit.*
- *Use of the property shall be conducted in such a way that it does not constitute a nuisance to the use and enjoyment of surrounding properties or the public. Any permittee, person, firm, corporation, whether as principal, agent, employee or otherwise, violating, causing or maintaining the violation of any of the provisions of this Permit shall be guilty of a misdemeanor or an infraction, as charged. Upon determination by the Planning Manager that there are reasonable grounds for revocation of this Permit, a revocation hearing shall be set to be heard before the Salinas Planning Commission in accordance with Section 37-321: Revocation of permits, of the Salinas Zoning Code.*
- *The applicant(s) shall defend, indemnify, and hold harmless the City of Salinas or any of its boards, commissions, agents, officers, and employees from any claim, action or proceeding against the City, its boards, commissions, agents, officers, or employees to attack, set aside, void, or annul, the approval of this project/use. For Tentative Maps, this shall also apply when such claim or action is brought within the time period provided for inapplicable state and/or local statutes. The City shall promptly notify the applicant(s) of any such claim, action, or proceeding. The City shall cooperate in the defense. Nothing contained in this condition shall prohibit the City from participation in a defense of any claim, action, or proceeding if the City bears its own attorney's fees and costs, and the City defends the action in good faith.*
- *Notwithstanding any of the provisions in this permit, all improvements and uses shall comply with all other ordinances and regulations of the City of Salinas and all local, state and federal laws and regulations.*
- *No further development other than that shown on this permit or attached exhibits shall be allowed unless or until an amendment to this permit has been approved by the Planning Manager.*

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**OPERATIONAL / ENVIRONMENTAL STATEMENT**

It is important that this statement accurately describes the proposed project. Please fill in the following blanks accordingly (Attach additional sheets if necessary):

1. Please provide the following:
  - a. Assessor's Parcel Number (APN) \_\_\_\_\_
  - b. Site Address \_\_\_\_\_
  - c. Parcel size (square feet and/or acres) \_\_\_\_\_
2. Describe the nature of your operation (please be specific) \_\_\_\_\_  
\_\_\_\_\_
3. What is the existing (or previous) use of the property? \_\_\_\_\_  
\_\_\_\_\_
4. What products will be produced by the operation? What materials will be used? Will assembly of the product occur on-site? Will these products be sold on-site? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What are the proposed hours of operation? Months (if seasonal)? Days per week? Hours (from \_\_\_ to \_\_\_)? Total hours per day? \_\_\_\_\_  
\_\_\_\_\_
6. Describe any special activities or events. Frequency? \_\_\_\_\_  
\_\_\_\_\_
7. How many customers/visitors are expected per day on average? \_\_\_\_\_  
\_\_\_\_\_
8. How many employees will there be? Are additional employees anticipated? What hours do they work? Do any live on-site (as a caretaker)? \_\_\_\_\_  
\_\_\_\_\_
9. What equipment, materials, or supplies will be used, and how will they be stored? \_\_\_\_\_  
\_\_\_\_\_
10. Will there be any service or delivery vehicles? Number? Frequency? \_\_\_\_\_  
\_\_\_\_\_
11. What are the total number of parking spaces on-site? \_\_\_\_\_  
\_\_\_\_\_
12. How will access be provided to the site (street name(s))? \_\_\_\_\_  
\_\_\_\_\_

13. Is there any existing landscaping or fencing? Is any proposed? \_\_\_\_\_  
\_\_\_\_\_
14. Will existing buildings be used or will new buildings be constructed? Indicate which building(s) or portion(s) will be used, and describe the type or construction materials, height, color, etc. Provide floor plan and exterior elevations.  
\_\_\_\_\_  
\_\_\_\_\_
15. What are the surrounding land uses to the north, south, east and west? \_\_\_\_\_  
\_\_\_\_\_
16. Is this part of a larger project that was previously reviewed by the City? If so, identify previous permit number(s).  
\_\_\_\_\_
17. What is the total floor area of the building(s) on site, (including additional stories)? \_\_\_\_\_  
\_\_\_\_\_
18. (Residential projects only) – Identify type, size, and number of dwelling units. Project density. Range of sale prices or rents. \_\_\_\_\_  
\_\_\_\_\_

**☐ IF BOX IS CHECKED, COMPLETE REMAINING QUESTIONS (ENVIRONMENTAL REVIEW).**

19. Will the operation or equipment used generate noise greater than other parcels in the area? \_\_\_\_\_  
\_\_\_\_\_
20. On a daily basis, estimate how much water will be used by the development? \_\_\_\_\_  
\_\_\_\_\_
21. On a daily basis, estimate how much wastewater will be generated? \_\_\_\_\_  
\_\_\_\_\_
22. On a weekly basis, estimate how much solid waste (garbage) will be generated, and how will it be disposed of? \_\_\_\_\_  
\_\_\_\_\_
23. Will there be any grading on-site? Will it change existing drainage patterns? \_\_\_\_\_  
\_\_\_\_\_
24. Does the property contain any archaeological or historic sites? \_\_\_\_\_  
\_\_\_\_\_
25. Show on the site plan all bodies of water on, through, or adjacent to the site. \_\_\_\_\_  
\_\_\_\_\_
26. Will any hazardous materials or waste be involved in the operation? If so, how will it be disposed of? \_\_\_\_\_  
\_\_\_\_\_
27. Will the operation require a substantial increase in public services (schools, police, fire protection)? \_\_\_\_\_  
\_\_\_\_\_
28. Will the project generate dust, ash, smoke, fumes, or other odors? \_\_\_\_\_  
\_\_\_\_\_
29. How do you see this development impacting the surrounding area? \_\_\_\_\_  
\_\_\_\_\_
30. Will the project create a substantial demand for energy? \_\_\_\_\_  
\_\_\_\_\_

# DISCRETIONARY APPLICATION SUBMITTAL CHECKLIST

**ALL DISCRETIONARY PERMIT applications** (plus section 1, 2 or 3 as applicable):

<b>Applicant</b>	<i>City use only</i>	<i>Application requirement</i>
_____	_____	Plans "to scale" and legible and prepared and stamped by A California licensed design professional, if applicable
_____	_____	Vicinity/location map included
_____	_____	10 sets of plans
_____	_____	Application signed by:
_____	_____	Project applicant
_____	_____	Property owner
_____	_____	Operational/environmental statement (application will not be determined complete until all documentation needed for environmental action is received)
_____	_____	8 ½" X 11" reductions (each page of plans)
_____	_____	Case-by-case basis: additional information may be deemed by the Community Development Department as necessary for a determination of completeness

Checklist does not include items which may be required by other City departments nor those which may be required for approval by other agencies

**1. DISCRETIONARY PERMIT, expansion of developed site \*\***

<b>Applicant</b>	<b>City use only</b>	<b>Application requirement</b>
_____	_____	<b>Site plan</b> showing general site layout and including:
_____	_____	All property lines and lot dimensions; easements; lot size; north arrow (north at top if feasible)
_____	_____	Location and dimensions of existing and proposed buildings, including distance between structures and between structures and property lines.
_____	_____	Parking, loading and circulation plan, including:
_____	_____	Space, aisle and driveway dimensions
_____	_____	Bicycle parking
_____	_____	Parking lot landscaping, including dimensions
_____	_____	Existing and proposed walls and fences, including height
_____	_____	Existing and proposed landscaping (may be conceptual plans) including dimensions and including total landscape area as a percentage of lot area
_____	_____	Trash/recycling facilities, including type of enclosure
_____	_____	Any activity or facility conducted or located outdoors needs to be shown
_____	_____	Land use/Zoning on adjacent parcels
_____	_____	Engineering items: Threshold Determination Spreadsheet, Preliminary Stormwater Control Plan, preliminary earthwork quantities, existing and proposed utilities, and LID features on the site plan
_____	_____	<b>Floor plan</b> , including:
_____	_____	Total floor area of all existing and proposed buildings
_____	_____	Existing and proposed floor area broken down by use (e.g., office, storage, etc.)
_____	_____	<b>Exterior building elevations ***</b>

**\*\* CLEARLY DISTINGUISH BETWEEN EXISTING AND PROPOSED**

**2. DISCRETIONARY PERMIT, undeveloped site**

Applicant	City use only	Application requirement
		<p><b>Site plan</b> showing general site layout and including:</p> <p>All property lines and lot dimensions; easements; lot size; north arrow (north at top if feasible)</p> <p>Location and dimensions of all existing structures including distance between structures and distance between structures and property lines.</p> <p>Parking, loading and circulation plan, including:</p> <p>Space, aisle and driveway dimensions</p> <p>Bicycle parking</p> <p>Parking lot landscaping, including dimensions, as required by the zoning code</p> <p>Walls and/or fences, including height</p> <p>Conceptual landscape plans (may be a separate sheet), including total landscape area as a percentage of lot area</p> <p>Trash/recycling facilities, including type of enclosure</p> <p>Any activity or facility proposed to be conducted or located outdoors needs to be shown</p> <p>Land use/Zoning on adjacent parcels</p> <p>Engineering items: Threshold Determination Spreadsheet, Preliminary Stormwater Control Plan, preliminary earthwork quantities, existing and proposed utilities, and LID features on the site plan</p> <p><b>Floor plan</b>, including:</p> <p>Total floor area of all buildings</p> <p>Floor area broken down by use (e.g., office, storage, etc.)</p> <p><b>Exterior building elevations***</b></p>

**3. DISCRETIONARY PERMIT, re-use of an existing building**

Applicant	City use only	Application requirement
		<p><b>Site Plan</b> showing general site layout and including:</p> <p>All property lines and lot dimensions; easements; lot size; north arrow (north at top if feasible)</p> <p>Location and dimensions of all proposed structures, including distance between structures and distance between structures and property lines.</p> <p>Parking, loading and circulation plan, including:</p> <p>Space, aisle and driveway dimensions</p> <p>Bicycle parking</p> <p>Existing and proposed walls and/or fences, including height</p> <p>Existing and proposed landscape areas, including dimensions</p> <p>Trash/recycling facilities, including type of enclosure</p> <p>Land use/Zoning on adjacent parcels</p> <p><b>Floor plan</b>, including:</p> <p>Total floor area of all buildings</p> <p>Floor area broken down by use (e.g., office, storage, etc.)</p> <p><b>Exterior building elevations***</b> (exclusive of signs which will be handled under a separate permit)</p>

\*\*\*When a commercial or industrial addition abuts a residential district, a section drawing must be included which demonstrates compliance with the height limit restrictions adjacent to a residential district.

**Submittal requirements for Site Plan Review, Parcel Maps and Tentative Maps are found on separate checklists.**

## SITE PLAN REVIEW SUBMITTAL CHECKLIST

**ALL Site Plan Review applications** (plus section 1, 2 or 3 as applicable):

Applicant	City use only	Application requirement
_____	_____	Plans "to scale" and legible and prepared and stamped by A California licensed design professional, if applicable
_____	_____	Vicinity/location map included
_____	_____	6 sets of plans
_____	_____	Application signed by:
_____	_____	Project applicant
_____	_____	Property owner
_____	_____	Operational statement
_____	_____	8 1/2" X 11" reductions (each page of plans)
_____	_____	Case-by-case basis: additional information may be deemed by the Community Development Department as necessary for a determination of completeness

### 1. Site Plan Review, expansion of developed site \*\*

Applicant	City use only	Application requirement
_____	_____	<b>Site plan</b> showing general site layout and including:
_____	_____	All property lines and lot dimensions; easements; floor area ratio; north arrow (north at top if feasible)
_____	_____	Location and dimensions of existing and proposed buildings, including distance between structures and between structures and property lines.
_____	_____	Parking, loading and circulation plan, including:
_____	_____	Space, aisle and driveway dimensions
_____	_____	Bicycle parking
_____	_____	Parking lot landscaping, including dimensions
_____	_____	Existing and proposed walls and fences, including height
_____	_____	Existing and proposed landscaping (may be conceptual plans) including dimensions and including total landscape area as a percentage of lot area
_____	_____	Trash/recycling facilities, including type of enclosure
_____	_____	Any activity or facility conducted or located outdoors needs to be shown
_____	_____	Residential proposals must include adequate information to determine that usable open space requirements are met
_____	_____	Land use/Zoning on adjacent parcels
_____	_____	Engineering items: Threshold Determination Spreadsheet, Preliminary Stormwater Control Plan, preliminary earthwork quantities, existing and proposed utilities, and LID features on the site plan
_____	_____	<b>Floor plan</b> , including:
_____	_____	Total floor area of all existing and proposed buildings
_____	_____	Existing and proposed floor area broken down by use (e.g., office, storage, etc.)
_____	_____	<b>Exterior building elevations.</b> ***

**\*\* CLEARLY DISTINGUISH BETWEEN EXISTING AND PROPOSED**

## 2. Site Plan Review, re-use of an existing building

Applicant	City use only	Application requirement
		<p><b>Site plan</b> showing general site layout and including:</p> <p>All property lines and lot dimensions; easements; lot size; north arrow (north at top if feasible)</p> <p>Location and dimensions of all existing structures including distance between structures and distance between structures and property lines.</p> <p>Parking, loading and circulation plan, including:</p> <ul style="list-style-type: none"> <li>Space, aisle and driveway dimensions</li> <li>Bicycle parking</li> </ul> <p>Existing and proposed walls and fences, including height</p> <p>Existing and proposed landscape areas, including dimensions</p> <p>Trash/recycling facilities, including type of enclosure</p> <p>Land use/Zoning on adjacent parcels</p> <p><b>Floor plan</b>, including:</p> <ul style="list-style-type: none"> <li>Total floor area of all buildings</li> <li>Floor area broken down by use (e.g., office, storage, etc.)</li> </ul> <p><b>Exterior building elevations***</b> (exclusive of signs which will be handled under a separate permit)</p> <p>Any <b>modifications</b> proposed to any of the above</p>

## 3. Site Plan Review, undeveloped site

Applicant	City use only	Application requirement
		<p><b>Site Plan</b>, to include all of the following:</p> <p>All property lines and lot dimensions; easements; lot size; north arrow (north at top if feasible)</p> <p>Location and dimensions of all proposed structures, including distance between structures and distance between structures and property lines</p> <p>Parking, loading and circulation plan, including:</p> <ul style="list-style-type: none"> <li>Space, aisle and driveway dimensions</li> <li>Bicycle parking</li> <li>Parking lot landscaping, including dimensions, as required by the zoning code</li> </ul> <p>Walls and/or fences, including height</p> <p>Conceptual landscape plans (may be a separate sheet), including total landscape area as a percentage of lot area</p> <p>Trash/recycling facilities, including type of enclosure</p> <p>Any activity or facility proposed to be conducted or located outdoors needs to be shown</p> <p>Residential proposals must include adequate information to determine that usable open space requirements are met</p> <p>Land use/Zoning on adjacent parcels</p> <p>Engineering items: Threshold Determination Spreadsheet, Preliminary Stormwater Control Plan, preliminary earthwork quantities, existing and proposed utilities, and LID features on the site plan</p> <p><b>Floor plan</b>, including:</p> <ul style="list-style-type: none"> <li>Total floor area of all buildings</li> <li>Floor area broken down by use (e.g., office, storage, etc.)</li> </ul> <p><b>Exterior building elevations***</b>. (exclusive of signs which will be handled under a separate permit)</p>

\*\*\*When a commercial or industrial addition abuts a residential district, a section drawing must be included which demonstrates compliance with the height limit restrictions adjacent to a residential district.