



## SITE PLAN REVIEW APPLICATION

### Purpose & Intent

Site Plan Review is a pre-application process that gives citizens relevant feedback on any changes they wish to make to a site. Whether there are proposed physical alterations to a site or a change of use, site plan review will provide initial guidance for the project in order to meet all applicable codes and requirements of the City of Tulare. Feedback from Site Plan Review can help citizens maintain their property legally and produce coherence among the varying city land uses. Site Plan Review seeks to help sites develop in a way that enriches the community that they are in.

When an application is submitted for Site Plan Review, it is first reviewed by multiple city departments so that all applicable sections of the Tulare Municipal Code can be applied and enforced on the site. City departments which participate include Planning, Engineering, Building, Police, Fire, Solid Waste, and Public Works. These divisions review the Site Plan so that they can proactively deal with any problems that could arise from the proposed site changes.

Tulare's Site Plan Review process is unique in that it is a **free service** that can help citizens use their land in a manner that has been determined to be consistent with the City Municipal Code and mitigates any future conflict with the site. The Code does not seek to restrict property rights, but rather to produce compatibility with adjacent land uses while holding the site to the high standards that have helped make Tulare a better community.

The Site Plan Review Committee will try to ensure that each site is:

- *Safe* from a structural and functional standpoint
- *Fluid* in that pedestrian and vehicle traffic have adequate access to the site
- *Compatible* with surrounding land uses and the character of the neighborhood in which it exists
- *Equitable* so that all citizens have equal access to the facility

The applicant will meet with representatives from the Planning, Engineering, Building, Police, Fire, Solid Waste, and Public Works Divisions who will help explain the findings of the Site Plan Review Committee. The representatives will work with the applicant to plan for the next steps in utilizing their site to suit their wants and needs.

The Site Plan Review process will either require that a site plan be resubmitted with pertinent changes or mark the site plan to revise and proceed (perhaps with minor changes). Once given a "revise and proceed" the site plan can continue on the development process and apply for any permits that may be required of the project.

### SITE PLAN REVIEW INFORMATION

- **Time:** Site Plan Review takes place each Wednesday at 1:30pm except in the case of a holiday
- **Location:** Site Plan Review meets in the City Manager's Conference Room at Tulare City Hall - 411 East Kern Avenue
- **Applications:** must be submitted by 3 pm the Thursday before an applicant wishes to attend Site Plan Review\*
- **Resources:** Site Plan Review Agendas are available at: [https://www.tulare.ca.gov/government/agendas-staff-reports-minutes-audio-listing/-toggle-all/-selcat-55#eventcats\\_46\\_297\\_390](https://www.tulare.ca.gov/government/agendas-staff-reports-minutes-audio-listing/-toggle-all/-selcat-55#eventcats_46_297_390)
- **Applications may be submitted in person or electronically at** <https://www.tulare.ca.gov/government/departments/community-development/planning/site-plan-review-committee-digital-plan-submittal>
- **Applications can be found at:** <https://www.tulare.ca.gov/government/departments/community-development/planning/planning-forms> or can be picked up in hardcopy at Tulare City Hall, 411 East Kern

Community Development  
 411 E. Kern Avenue  
 Tulare, CA 93274  
 (559) 684-4216



Fee: \$0.00

**-THIS AREA FOR CITY STAFF USE ONLY-**

Date Received: \_\_\_\_\_

SPR Agenda: \_\_\_\_\_ Item No: \_\_\_\_\_

Zoning: \_\_\_\_\_ GP \_\_\_\_\_

**City Plan Review Application**

*This application MUST be filled out in its entirety and submitted with an acceptable site plan (see details below). Failure to provide all requested information may result in your application being rejected for additional information and excluded from the Site Plan Review agenda.*

**All plans to be considered on the next available agenda must be submitted by 3:00pm on the Thursday prior to the meeting.**

**SITE PLAN MEETINGS ARE HELD ON WEDNESDAYS AT 1:30 PM AT TULARE CITY HALL-CITY MANAGER'S CONFERENCE ROOM - 411 E KERN AVE: APPLICANT OR REPRESENTATIVE MUST BE PRESENT**

**GENERAL PROJECT INFORMATION**

Project/Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Description: \_\_\_\_\_

If resubmit, previous SPR No. \_\_\_\_\_

Property Owner: \_\_\_\_\_ Applicants Name: \_\_\_\_\_

Property Address / Location: \_\_\_\_\_ Assessor Parcel No. (APN): \_\_\_\_\_

Parcel Size (Acres or sq. ft. \_\_\_\_\_ Building sq. ft. \_\_\_\_\_

Describe All Proposed Building Modifications: \_\_\_\_\_

**A SEPARATE DETAILED OPERATIONAL STATEMENT IS HIGHLY RECOMMENDED FOR ALL SUBMITTALS**

**Industrial & Commercial**

Existing / Prior Land or Building Use: \_\_\_\_\_

Proposed Building or Land Use: \_\_\_\_\_

Proposed Hours of Operation: \_\_\_\_\_ Days of Operation (Circle): Su M T W Th F Sa

Number of Existing Parking Stalls: \_\_\_\_\_ Number of New Stalls: \_\_\_\_\_

Existing or Anticipated Employees: \_\_\_\_\_ Anticipated No. of Trucks: \_\_\_\_\_

Brief Operational Statement: \_\_\_\_\_

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**AGENCY AUHORIZATION – Site Plan Review**

**Owner:**

I, \_\_\_\_\_, declare as follows:  
(Owner Name)

I am the owner of certain real property bearing Assessor's Parcel Number (APN):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agent:**

I designate \_\_\_\_\_ to act as my duly authorized agent for all purposes  
(Agent's Name)

Necessary to file an application for, and obtain a permit to:

\_\_\_\_\_  
(Action Sought)

relative to the property mentioned herein.

I declare under penalty of perjury the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

OWNER

AGENT

\_\_\_\_\_  
(\*Signature of Owner)

\_\_\_\_\_  
(Signature of Agent)

\_\_\_\_\_  
(Owner Mailing Address)

\_\_\_\_\_  
(Agent Mailing Address)

\_\_\_\_\_  
(Owner Telephone)

\_\_\_\_\_  
(Agent Telephone)