

MINOR SITE PLAN PERMIT APPLICATION PACKET

The City of Ripon



Community Development Department

FILING INSTRUCTIONS: Submit completed application to the Planning Department.

PROCESSING PROCEDURE: Minor Site Plan Permit applications are reviewed by the Planning Department in accordance with the Development Code, Title 16, Chapter 16.72. Meetings may be held between the applicant and the project review team prior to action by the Planning Department to address issues identified during the review period. Generally, action will be taken on the application within thirty (30) days of submittal of a complete application.

APPLICATION SUBMITTAL REQUIREMENTS: Unless otherwise determined by the planning department, an application for a use permit must include the following:

Application and preliminary environmental assessment fees

- Vicinity Map (8 ½ x 11)
- Site Plan Diagram one (1) 11 x 17", one (1) 8 ½" x 11" reduction and a PDF via email, Flash Drive or CD containing the following information:
 - Property owner/applicant (include address and phone number)
 - A workable scale, noted on plan
 - Dimensions: parcel, project area, buildings and all other features including but not limited to parking and landscaping
 - Property lines
 - North arrow, north to top of page
 - Street address of project
 - Existing features: structures to be retained, utility poles, hydrants, pavement, fences, sidewalks, street lights, trees (note on each item whether it is to be removed or retained)
 - Plan lines/elevations (front/rear/both side views)
 - Walkways
 - Parking stall dimensions and driveways (including handicap ramp)
 - New landscaping, perimeter and interior
 - Fence locations (including height and type)
 - Trash areas with enclosures
 - Calculation Table: lot size, floor area, number of parking stalls, landscaped area, lot coverage (%)
 - Delineation of phasing, where applicable
 - Other appropriate information:
 - Commercial/Industrial – easements, loading docks, open storage areas, etc.
 - Residential – recreational facilities and other amenities
- Environmental Checklist (complete)

APPEAL PROCEDURE: Any applicant or affected person not satisfied with the decision of the Planning Department or claiming to be directly and adversely affected by the decision of the Planning Department may file an appeal to the Planning Commission. The appeal, requiring a public hearing, must be filed in writing with the Planning Director within ten (10) days after the decision on the project is rendered, and shall be accompanied by the appropriate appeal fee, as established by resolution of the City Council. Any applicant or affected person not satisfied with the decision of the Planning Commission may file an appeal with the City Council. The appeal, requiring a public hearing, must be filed in writing with the City Clerk within fifteen (15) days after the decision by the Planning Commission is rendered, and shall be accompanied by the appropriate appeal fee, as established by resolution of the City Council. The City Council shall render a decision within forty-five (45) days after the filing of appeal.

Minor Site Plan Permit Application

City of Ripon
259 North Wilma Ave.,
Ripon, CA 95366
FAX 209-599-2685
Phone 209-599-2108

For Official Use Only	
MSP# _____	Fee _____
PEA# _____	Fee _____
Completed App. () Yes () No	

PROPERTY OWNER: _____ Email: _____

Name: _____ Phone No. _____
(Print)

Address: _____
(Street) (City) (State) (Zip)

APPLICANT: () Same as Above Email: _____

Name: _____ Phone No. _____
(Print)

Address: _____
(Street) (City) (State) (Zip)

PROJECT SITE INFORMATION:


Address: _____

Assessor Parcel Number (APN): _____

Present Zone: _____

Project Description: _____

Special Circumstances: () YES () NO If yes, describe: _____

	I hereby certify, under penalty of perjury, that the information provided herein is true and correct.	
_____	Signature of Applicant	_____
		Date
_____	Signature of Property Owner if Different from Above	_____
		Date