



City of Sanger Planning, Community & Economic Development

PRELIMINARY PROJECT REVIEW APPLICATION

1700 7th Street, Sanger, California 93657 / (559) 876-6300 x1540

Print clearly in black or blue ink or type. NO FEE FOR PRELIMINARY REVIEW

The Development Review Committee (DRC) conducts preliminary/conceptual review of all zoning, land use and development proposals prior to formal application submittals and fee payments. This review process will assist the committee in their initial evaluation of a project proposal in order to address any potential issues or concerns as well as recommendations and suggestions.

The DRC consists of key management staff of the various City-wide Departments. Other agencies, such as the San Joaquin Valley Air Pollution Control District, the Sanger Unified School District, the U.S. Postal Service and Caltrans, including PG & E and the Consolidated Irrigation District may be consulted for their input and comment. Committee meetings are prescheduled and generally held twice a month on Monday mornings. To have a proposal reviewed by the DRC, submittal of the following will be needed:

- **Completion of this Application and the Project/Business Operational Statement form with signature.**
- **Three full size (18" x 26" or 24"x36") copies of proposed site plan, building elevations and floor plans. Reduced size set of plan drawings may be submitted if the reductions are clean and readable.**
- **Attach a CD with pdf versions of all plans and/or email the City Planner (planner@ci.sanger.ca.us) all electronic versions of the plans.**

Please note that the more detailed the submittal the more complete the committee's response will be. Written comments and/or recommendations by the Committee, which may include notations on the plans, will be provided to the applicant in approximately 5-10 working days after DRC review. **Please keep in mind the written comments and plan notations are not necessarily an inclusive guideline, but only to address any issues or concerns with the proposed project including recommendations and suggestions that should be considered and examined closely.**

APPLICANT(S): _____	DATE: _____
APPLICANT ADDRESS: _____	
E-MAIL ADDRESS: _____	PHONE #: _____
PROJECT LOCATION/ADDRESS: _____	
APN(S): _____	
PROJECT PROPOSAL:	

Plans & drawings submitted for review need to include the following items:

- Scale of the drawings (engineering or architectural) including the north arrow.
- Indicate existing uses and structures on the project site.
- Indicate adjacent street names, including location of street centerlines.
- Identify correct location of property line(s) and indicate land uses of adjacent property(s).
- Include floor plans and elevation drawings as applicable for the project.
- Identify any existing off-site improvements (i.e. driveway approaches, fire hydrants, etc.).
- Indicate the lot patterns of adjacent parcels and show adjacent structures as applicable.

PROJECT/BUSINESS OPERATIONAL STATEMENT

Use this form to provide a complete understanding of your project/business proposal. This information will assist city staff in their initial evaluation of your proposal. Our goal is to facilitate an accurate and complete description of project proposals in order to avoid unnecessary delays.

Provide a clear and detailed response after each of the questions that follow (typed or written in a legible manner) and be as specific in your responses as possible. If a question is not applicable to the project/business, respond with "NA". Incomplete and/or unreadable information on this form will not be acceptable for review.

1. Applicant or Authorized Agent and contact information:

2. Property Owner(s) and contact information:

3. Project/Business Proposal/Concept:

4. Describe the project / nature of the operation: (provide specific details - use additional sheets if necessary)

5. Identify the surrounding uses/businesses adjacent to the project/business.

North:

South:

East:

West:

6. Project/business operations: (days and hours / evenings-weekends / indoor and/or outdoor)

7. Other special activities or events as part of this project/business: (temporary, permanent, frequency, hours, indoors or outdoors)

8. Estimated number of visitors (customers, patrons, members).

9. Number of employees: (by shift, time of day, year, etc.)

10. Service and delivery vehicles including company/business vehicles: (specify types and number).

11. Number of parking spaces proposed and/or existing on the site/property.

12. Are any goods to be sold/packaged/manufactured on the site/property (retail and/or wholesale)?

13. What type of equipment, supplies and/or materials will be used, kept and/or stored for the project/business?

14. How will access be provided to the project/business (streets, highways, rail)?

15. Estimate the number and type of trips per day generated by the project (cars, trucks, rail).

16. Will the project/business and its use cause any unsightly appearance or create a public nuisance?

17. Will the project/business and its use cause or create any noise, glare, dust, smoke or odors?

18. Estimated volume of water to be used on a daily basis. Any water recycling planned or proposed?

19. Estimated volume of wastewater to be generated daily and characteristics (required pretreatment, etc.).

20. Estimated volume of garbage/trash (solid waste) generated daily by the use and type of solid waste produced from the project/business. How will waste be stored on the premises and what type of solid waste enclosure will be constructed or provided?

21. Will the project/business produce any hazardous materials/waste? If so, will they be shipped or stored? How will they be handled? How will they be disposed of?

22. Describe the type of outdoor advertising signage needed. (type of signs, design, height, length and placement)

23. Will the project/business include the construction of a new building or structure? Which buildings or what portion of buildings will be used in the operation?

24. Will any existing or new outdoor lighting or outdoor sound amplification system be used?

25. Will the project/business install new landscaping/irrigation, fencing and walls? (Describe type, design and locations)

26. Will the project/business require the use of any additional public services or facilities provided by the City?

27. Provide any additional information that will provide a clear understanding of the project/business or operation.

As an informational document, submission of this completed operational statement does not imply city approval of this project/business proposal.

Printed Applicant Name

Applicant Signature

Date