

City of Hollister
DEVELOPMENT SERVICES DEPARTMENT
375 Fifth Street
Hollister, CA 95023

(831) 636-4360 Fax (831) 636-4364

SITE PLAN GUIDELINES AND REQUIREMENTS

Please read and follow these guidelines carefully

Please prepare two (2) sets of plans, one (1) PDF (electronic version) set of plans, one application and other required information listed below and return them to the Development Services Department office. The checklist provided is intended to aid applicants in providing the required information to determine the completeness of your application. Plans that do not provide all of the necessary data from the checklist, in the required order, will be considered incomplete and be returned for revision. Applications will only be accepted for processing if they are complete and consist of the following:

Application may be subject to the following maps:

- 1.) FEMA Flood Zones
- 2.) Special Study Seismic Zone
- 3.) Zoning District Map
- 4.) Land Use and General Plan Designation
- 5.) Airport Land Use Compatibility Plan
- 6.) Relative Liquefaction Susceptibility Map
- 7.) Agriculture, San Benito County Important Farmland 2004
- 8.) Historic Resources Map

DEVELOPMENT PLAN SET

- All sheets shall be drawn on 24" x 36" paper and folded to approximately 10" x 12".
- All sheets shall be numbered in proper sequence and numbers located on the lower right hand side of each page
- All sheets shall be dated
- All plans shall be drawn to scale

SHEET #1 TITLE SHEET

- Applicant(s) and property owner(s) name, address, phone number and e-mail address
- Name of project and description of proposed use
- Table of contents listing all plan set sheets, their content and page number
- All plans must be prepared, designed and signed by a design professional per the California Business and Professions Code or other applicable state law

SHEET #2 SITE PLAN

(may require more than one sheet labeled "Site Plan: to include the information listed below)

- **DATA TABLE to include:**
 - Vicinity map and north arrow
 - Assessor's parcel number(s)
 - Parcel(s) size
 - Zoning Designation
 - General Plan Designation
 - Proposed structure square footage
 - Existing structures on the parcel square footage
 - Proposed lot coverage calculation
 - Number of dwelling units/buildings
 - Total number of existing and proposed parking and loading spaces
 - Parking and loading spaces dimensions
 - Total number of ADA parking spaces
 - Percentage of landscaping on the project site
 - Percentage of open space on the project site
 - Commercial and Industrial Projects
 - Existing and projected number of employee's and company vehicles
 - Days and hours of operations
 - Location of retail sales area
 - Location of all material storage areas
 - A complete description of the type of existing or proposed Commercial/Industrial operation at the project site, including all materials to be used and/or stored on-site as well as description of any operations which may involve the use of hazardous materials and/or the generation of air contaminants.
 - Is the project within a flood zone as depicted on the April 16, 2009 Flood Insurance Rate Map?
 - Is the project within a Seismic Special Studies Zone?
- All project site property lines including dimensions
- All required setback distances
- Location and dimensions of all walkways and driveways including materials
- Use of adjacent properties within 100 feet of the project site
- All existing and proposed buildings, structures and their proposed uses, including the proposed removal of any building (information should be clearly identified on the site plans)
- General Pedestrian, Bicycle and Parking Regulations
- Circulation Plan. A circulation plan for vehicular and pedestrian access and parking facilities shall be required for new development, a building addition(s) or a change of use that the Engineering Department determines substantially increases the off-street parking requirement. The plan shall include the following:
 - Parking Facilities as required in Chapter 17.18 of Zoning Ordinance No. 1038.
 - A shaded (deciduous trees are acceptable) pedestrian path with an American with Disabilities Act (ADA) accessible paving surface that contrasts with and can be clearly distinguished from paved areas for vehicles. Paint shall not be allowed to provide contrast. The pedestrian paths shall be separated from

internal roads and parking aisles with landscaping, building orientation or other strategies.

- Pedestrian paths shall be designed to provide a continuous series of connections between sidewalks, buildings and adjoining properties. The plans shall show a minimum of one pedestrian path per street frontage and one path for every three parking aisles. Crossings through internal roads shall have contrasting paving (paint shall not be used for contrast).
- The circulation plan shall incorporate any approved Bicycle and Pedestrian Master Plan or guidelines adopted to implement the City of Hollister General Plan policies and programs for multi-modal access.
- All paved surfaces shall provide a continuous smooth, vibration-free surface that complies with ADA requirements and ensures safe access for bicycles.
- On site signs shall have a minimum clearance of eight feet between the sign and the ground.
- All on-site grates and similar storm water facilities shall be suitable for crossing on a bicycle.
- Transit facilities based on consultation with the San Benito County Local Transportation Authority.
- Outdoor seating shall be integrated into the plan with a variety of strategies including raised planters and/or fountains with seating and benches that are designed to deter the use of skateboards.
- Proposed on-site parking (garages, carports), loading and circulation areas
- ADA access areas such as parking, ramps and walkways
- Location of all wheel stops
- Aisle width
- All existing public and private easements for utility, drainage, sewer, parking access or other purposes
- Street Alleys
 - Location, name, centerline and right-of-way width for all existing and proposed streets and alleys
 - Fully dimensioned public right-of-way improvements showing accurate locations for existing and proposed facilities such as streets, curbs, sidewalks, sidewalk planters, street trees, utility poles, traffic signs and signals, storm sewers, sanitary sewers, fire hydrants, median island, project driveways, bus stops, drainage inlets and manholes
 - Typical section for all proposed street improvements
 - Approximate existing and proposed street grades
 - Spot elevations at intersections and key points
 - Widths offered for dedication
 - Location and dimensions of all existing and proposed easements
- Utility Services
 - Location of existing and proposed utilities in the public right of way and how they will serve the site including:
 - Sanitary Sewer
 - Storm Drainage
 - Water Lines
 - Electricity
 - Man Holes
 - Water Valves
 - Fire Hydrants

- Drainage Structures
- Street Lights
- Location of existing and proposed on-site lighting fixtures

SHEET #3 BUILDING ELEVATION

- Dimensioned elevation of all exterior walls (photographs may be substituted for existing elevations to remain unchanged) labeled North, South, East and West
- Elevations of any proposed parking structures such as garages or carports
- Type of roof, wall and trim materials, colors and textures such as wood, siding, stucco, brick, metal, tilt up building or other materials
- Attached and detached signs, details, designs and locations
- Changes or additions to existing buildings or materials clearly identified

SHEET #4 FLOOR PLANS

- Total floor area
- Building footprint
- Total square footage of retail sales area
- Label uses of all proposed and existing rooms/sections (i.e. office, commercial space)

SHEET #5 GRADING AND DRAINAGE PLAN

- The applicant is advised that site development and design shall comply with all applicable requirements listed under municipal code **15.24 “Grading and Best Management Practices Control”** and municipal code **17.16.140 “Stormwater Management”**, and all subsequent amendments to those codes.
- The applicant is advised that the development and design shall comply with all applicable requirements listed under the city adopted California Stormwater Quality Association (CASQA) Stormwater Best Management Practice Guidance Manual for storm water runoff prevention

A preliminary grading and drainage plan which includes the following:

- Topography with pad elevations for the site and all property within 50 feet
- A complete schematic of the proposed drainage system including spot elevations in the parking areas which demonstrate proper conveyance of storm water runoff to catch basins or other fixtures
- Spot elevation which demonstrates proper conveyance of storm drains (NOTE: Surface runoff over public sidewalks is prohibited)
- Location and elevation of all in-lot catch basins
- All downspout locations
- Proposed roof-peak line and slope
- Finish floor elevation(s)
- Building pad elevation(s)

SHEET #6 DETAILS

- ❑ Details for proposed fences, walls, trash enclosures and lighting
- ❑ Details for any atypical building features

SHEET #7 LANDSCAPE PLAN

- ❑ Existing and proposed landscaping
- ❑ Percentage of total landscaping on project site
- ❑ Location, size and identification of each tree, shrub, ground cover and other landscape features including species and common name
- ❑ Location, size and materials for all existing and proposed refuse areas
- ❑ Location, size and materials for all existing and proposed fences
- ❑ Location of existing and proposed walkways, driveways, fences, pool, ponds, water features, retaining walls
- ❑ Typical details of ground cover, shrub and tree irrigation installations (Landscape Application Package requirement)
- ❑ Automatic underground irrigation system for all landscape areas, including breaker valve type and size and sprinkler locations with approximate coverage (Landscape Application Package requirement)

OTHER REQUIREMENTS

- ❑ One copy of a recent **Preliminary Title Reports** which identifies property owner and has a legal description of the project site
- ❑ **Three hundred (300) foot notices** of property owners within 300 feet of the project site. Notices shall be the latest and updated list from the County Assessor's Office roles to include property owner's name, mailing address and assessors parcel numbers. Pre-labeled and stamped envelopes with these property owners names, mailing addresses and assessor's parcel numbers shall also be included, along with a parcel map identifying those properties within 300 feet of the project site.

**Applications and plan sets which do not included all of the required information and are not in the required order, will be considered incomplete.
If you have any questions, please call (831) 636-4360.**



POST-CONSTRUCTION STORMWATER MANAGEMENT REQUIREMENTS

Applicants please be advised that all new and redevelopment projects which receive their first discretionary approval for design elements on, or after, March 6, 2014, or, if no discretionary approval is required, receive their first ministerial permit on, or after that date, are subject to Post-construction Stormwater Management Requirements as mandated by the State of California Regional Water Quality Control Board, Central Coast Region's Resolution No. R3-2013-0032, as applicable.

In general, projects which create and/or replace 2500 square feet or more of impervious surface (collectively over the entire project site) are subject to the requirements, unless otherwise stated in State of California Regional Water Quality Control Board, Central Coast Region Resolution No. R3-2013-0032.

A pre-application meeting with City development staff is highly recommended for all projects subject to Post-construction Stormwater Management Requirements.

A copy of the State of California Regional Water Quality Control Board, Central Coast Region Resolution No. R3-2013-0032 can be downloaded at the link below:

http://www.waterboards.ca.gov/centralcoast/water_issues/programs/stormwater/docs/lid/lid_hydromod_charette_index.shtml



CITY OF HOLLISTER
DEVELOPMENT SERVICES DEPARTMENT
375 FIFTH STREET
HOLLISTER, CA 95023
831-636-4360 831-636-4364 FAX

DEVELOPMENT PROJECT APPLICATION

**PLEASE READ AND
COMPLETE THIS APPLICATION FORM
CAREFULLY**

THIS APPLICATION IS FOR (CHECK THE APPROPRIATE BOX):

- | | | |
|------------------------------|------------------------|----------------|
| Conditional Use Permit | Variance | Secondary Unit |
| Site & Architectural Review | Planned Development | Rezoning |
| Administrative Permit Review | General Plan Amendment | Other |
| Minor Subdivision | Major Subdivision | |
| Pre-zoning | Annexation | |

1. Applicant(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ FAX: _____ E-Mail: _____

2. Property Owner(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ FAX: _____ E-Mail: _____

3. Property Location: _____

4. Assessor Parcel Number(s): _____

5. **Size of Property** (acres or square feet): _____

6. **Zoning District:** Present: _____ Proposed (if applicable): _____

7. **General Plan Designation:** _____

8. **Describe the proposed project:** _____

9. Variances Only: Describe the purpose of the variances proposed. (Note: The proposed variance must conform to required variance findings of the Zoning Ordinance)

10. General Plan Amendments Only: Describe the purpose of the proposed amendment.
(use extra sheets, if necessary):

11. Pre-zoning and Annexations Only:

Is the property contiguous to existing City limits? _____

What is the area of the subject parcel(s) _____ acres.

County General Plan Designation _____ County Zoning District _____

Proposed City Zoning _____ City General Plan _____

Is the property within the City's Sphere of Influence ? _____

Is the property within the City's Urban Service Area ? _____

Number of existing dwellings _____

12. Land Divisions Only: Type of Subdivision

Minor Subdivision _____ Major Subdivision _____

Number of Lots _____ Density _____ units per acre

Purpose of Subdivision _____ Sale _____ Lease _____ Financing _____ Other

13. Industrial or Commercial Developments Only:

Number of Employees _____ Days of Operation _____
Hours of Operation _____ Number of loading Spaces _____
Gross square footage of the proposed structure(s) _____
Number of Parking Spaces _____ Lot Coverage _____ %
Number of Handicap Spaces _____

14. Residential Site & Architectural Review Applications Only:

Duplex _____ Triplex _____ Apartment _____ number of units.
Height of structure(s) _____ Gross square footage _____
Lot Coverage _____ % Number of Parking Spaces _____
Number of Handicap Spaces _____

15. Present Use of Adjoining Properties:

North _____ South _____
East _____ West _____

16. Contact List:

Please list the name (applicant representative, engineer, architect, etc.) and e-mail address for each additional party who should receive a copy of the staff report prior to the Public Hearings. Copies will be sent electronically.

(Name) (E-mail)

(Name) (E-mail)

(Name) (E-mail)

(Name) (E-mail)

17. Signatures. Applicant and Property Owner must sign on page 7 and 8. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

Signatures of Applicant and Property Owner. Both signature lines must be signed, even if the applicant and property owner are the same.

Applicant

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Hollister, its Council, boards and commissions, officers, employees, volunteers and agents from any claim, action, or proceeding against the City of Hollister, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. The applicant's duty to defend, indemnify and hold harmless shall be subject to

the City promptly notifying the applicant of said claim, action or proceeding and the City's cooperation in the applicant's defense of said claims, actions or proceedings. The City of Hollister shall have the right to appear and defend its interests in any action through the City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or its outside counsel if the City chooses to appear and defend itself in the litigation.

Initial: _____

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Hollister.

Applicant: _____ Date: _____

Property owner

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Hollister employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property owner: _____ Date: _____

Architect/Engineer

In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agrees to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Architect or Designer: _____ Date: _____

Engineer: _____ Date: _____

NOTE: In addition to City and other government agency requirements, many development areas, particularly residential areas, are regulated by private agreements and/or private easements. Applicants should check project property descriptions, including title reports, to determine if such private contractual agreements ("CC&Rs") or easement descriptions

impact the project proposal. The City's issuance of a building or development permit does not indicate conformance to these private agreements.

Staff Use Only

Received by: _____ Date: _____

Fees

Application: _____

Environmental Review: _____

Other: _____

Total: _____

Application Number: _____

The Community Development Staff appreciates your effort to complete this application. If you have questions or comments, please contact our staff at (831) 636-4360.