

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

**NOTICE OF PROPOSED PROJECT SIGN
PER ORDINANCE 1146 OF THE CITY OF HOLLISTER**



City of Hollister
DEVELOPMENT SERVICES DEPARTMENT
375 Fifth Street
Hollister, CA 95023
(831) 636-4360 Fax (831) 634-4913

Sign Specifications and Procedure

1. **Notice of Proposed Project Sign.** Per Section 17.24.070(D) of the Hollister Municipal Code, for all projects that require review of a Conditional Use Permit, Site & Architectural Review, Minor Subdivision, Tentative Map, Planned Unit Development, Pre-zone, Annexation, Variance, General Plan Amendment, or Re-zoning, the applicant shall install a sign or signs on each site of the proposed project in accordance with this section.
2. **Deadline for Placement.** Any sign required by this chapter shall be placed no later than seven calendar days after the applicant for an approval for which a sign is required has been informed of project application completeness/incompleteness under the provisions of Chapter 4.5, Section 65943 of the Planning and Zoning Law of the State of California. The number of signs, size, and locations shall be approved in advance by the Development Services Director. Sign specifications shall be provided by the Planning Department to the manufacturer of the sign for the applicant who will then install the sign. Verification shall occur when the City receives from the applicant a completed certificate attesting that the sign has been installed as required (including photographs).
3. **Location.** Any sign required by this chapter shall be placed on the subject property so as to be clearly seen and readily readable from each street frontage of the property to which it refers. The sign shall be no further than ten (10) feet within the property line and not less than six (6) feet inside the property line. On corner lots, signs shall not be installed in the traffic sight area which is a 10-foot by 10-foot, 45° triangle area on the corner. Additional signs may be required at the discretion of the Development Services Director. Signs shall be located so as to not interfere with vehicular line of sight distance. Where the project sign posting is determined by City staff to be difficult to

post on a project site (i.e., visibility of the sign, etc.) the notice in accordance with the sign standards in this section shall still be followed. However, an alternative building material may be used with the approval of the Development Services Director prior to construction and erection of the sign.

4. **Size, Material and Height Above Grade.** Each sign shall be a maximum of four feet (vertical) by eight feet (horizontal) containing information in both English and Spanish or four feet vertical by four feet horizontal containing information in English next to another four feet vertical by four feet horizontal sign containing information in Spanish. Signs shall be constructed of ½ inch recyclable coroplast (corrugated vinyl) material or ¼ inch Medium Density Overlay (MDO) plywood. Other material may be used with the approval of the Development Services Director. The information required shall be painted, laminated, or otherwise rendered weatherproof and shall be legible at all times. No sign required by this chapter shall exceed seven feet above grade, except where necessary to be clearly seen and readily readable from each right-of-way providing primary vehicular access to the subject property. 4"x4" wood posts buried at minimum two feet deep with appropriate diagonal bracing shall be used on the MDO plywood signs and 2"x4" wood posts with 1"x3" stringers buried at minimum two feet deep and with appropriate diagonal bracing to support the signboard on the coroplast signs. All information shall be in English and Spanish. The sign(s) shall not be illuminated. Lettering shall be as follows:

- a. Letter style: Times New Roman, Arial, or similar standard typeface;
- b. Letter size: Six-inch bold capital letters for the sign header and the application number: **NOTICE OF PROPOSED PROJECT/AVISO DE PROYECTO PROPUESTO;**
- c. One and a half-inch bold capital letters for the sign address, assessor parcel number(s), and project description: **123 HOLLISTER STREET, HOLLISTER, CA 95023 ASSESSOR PARCEL NUMBER/NUMERO DE LA PARCELA: 000-000-000, PROJECT DESCRIPTION/DESCRIPCION DEL PROYECTO;**
- d. One and a half-inch upper and lower case for all other letters for the sign within the project description. Appropriate contents as to the type of development, number of units etc. shall be indicated on the project description (Example: Proposed on this site new construction of 20 townhomes). Descriptive words such as "luxurious" or "elegant" shall not be used;
- e. One and a half-inch bold capital letters for the contact information header with the applicant and the City's information in upper and lower case letters for the sign:

**FOR FURTHER INFORMATION CONTACT:
PARA MAS INFORMACION PONGASE EN
CONTACTO CON:**

Applicant/Solicitante:	City/Ciudad:
Name/Nombre:	Name/Nombre:
Telephone Number/Número de teléfono:	Telephone Number/Número de teléfono:

**FOR FURTHER INFORMATION CONTACT:
PARA MAS INFORMACION PONGASE EN
CONTACTO CON:**

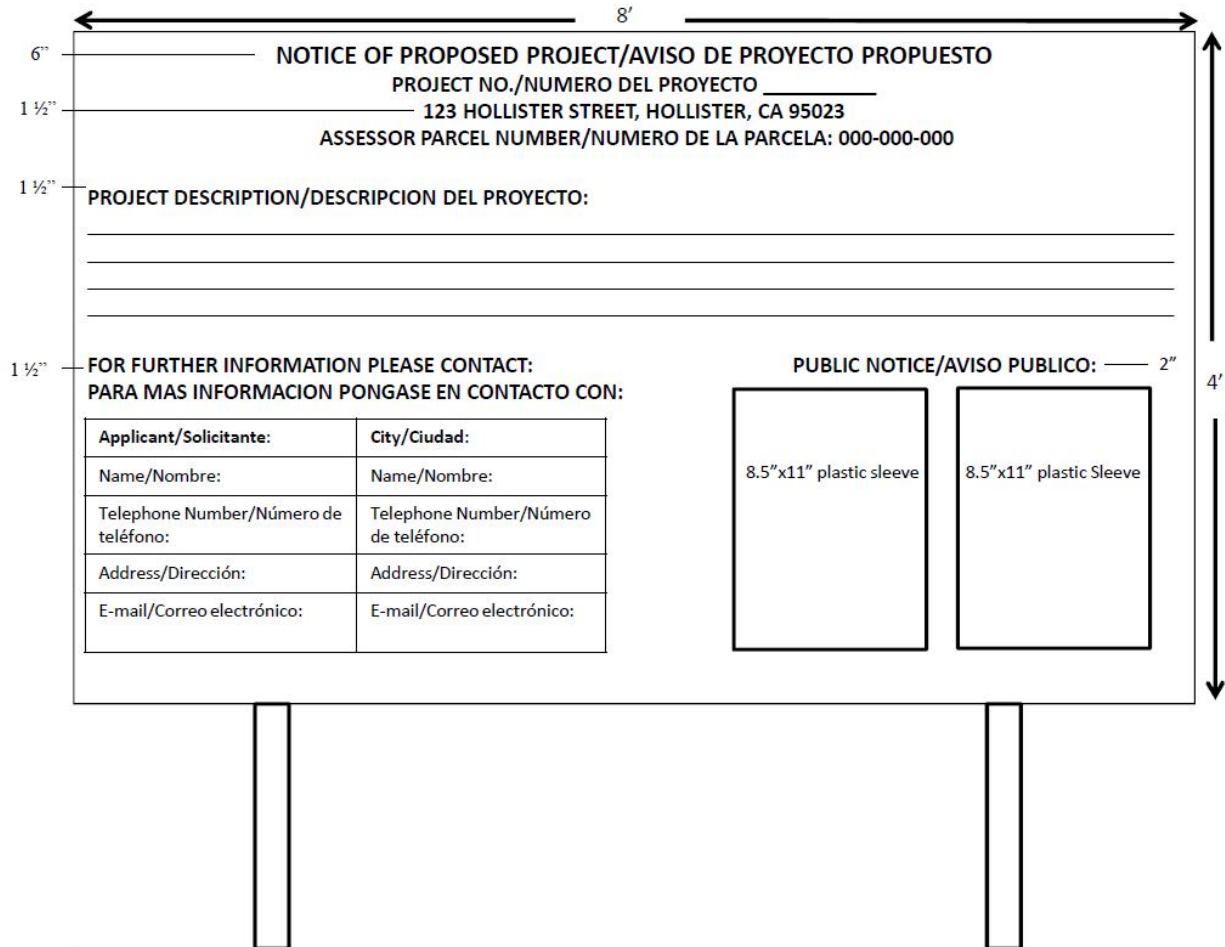
Applicant/Solicitante:	City/Ciudad:
Address/Dirección:	Address/Dirección:
E-mail/Correo electrónico:	E-mail/Correo electrónico:

- f. Letter color shall be black;
 - g. Background color shall be white;
5. **Public Notice Area.** Provide a space along the bottom area of the sign with two clear plastic 8.5"x11" plain paper size sleeves with two-inch bold upper case letters above the sign stating "**PUBLIC NOTICE/AVISO PUBLICO:**" centered above the sleeves;
6. **Information Required.** Each sign shall include only the following factual information and shall be printed in English and in Spanish with legible black lettering on a white background:
- a. Header;
 - b. Application number;
 - c. Address and assessor parcel number(s);
 - d. Description of proposed development on the site, including type of project, proposed use, number of units/lots, types of applications being processed and a description of each;
 - e. Footer with applicant's name, address, phone number, and e-mail address if applicable and the project planner's name, address, phone number, and e-mail address;
 - f. Area with two 8.5"x11" sleeves to place Public Notices for the project;
 - g. Staff may require additional specific information be included in order to provide a useful notice.
7. **Proposed Modifications to an Approved Project.** The following modifications to a submitted application will require new noticing including new sign text:
- a. A change that results in an increase of 20 percent or more in height, floor area ratio, or lot coverage;
 - b. A change that necessitates a variance;
 - c. A change that results in an increase in the number of lots or dwelling units;
 - d. A change that results in an intensification of use;
 - e. Deadline for Sign Removal. Each sign shall be removed within 10 calendar days after the expiration of the final appeal period or the date on which a final appeal decision is effective. The applicant shall provide the project planner a completed, signed affidavit attesting that the sign has been removed in the time period allowed.
8. **Failure to Provide Affidavit and/or Remove Sign.** If the applicant fails to return the affidavit or if the sign is not removed within the time allowed, then the Development

Services Director shall record a notice of violation against the property. Additionally, no inspection signoff may occur nor shall any building permit be approved before removal of the sign and correction of the violation.

9. **Maintenance of Sign.** Removal of graffiti on the sign and reapplication of missing signs or missing sign information shall be completed within 24 hours.

10. **Section 17.24.070, Figure 17.24-1.** Notice of Proposed Project Sign 8ft. x 4ft.



**CERTIFICATE ATTESTING THAT THE NOTICE OF PROPOSED
PROJECT SIGN HAS BEEN INSTALLED**

This certificate is filled out by the project applicant upon completion of the installation of the notice of proposed project sign.

PART 1. PROJECT INFORMATION SHEET

Date:	Application #	
Project Name		
Name of Project Applicant	Telephone No.	
	Fax No.	
Title	Email address	
Company	Street Address	
City	State	Zip code

Project Address and Location

Street Address	Assessor's Parcel, tract or lot number if available	
City		
State		

Property Owner or his/her designee:

Name	Telephone No.	
	Fax No.	
Title	Email Address	
Company	Street Address	
City	State	Zip Code

Property Owner

“I/we certify that I/we have received copies of the sign specifications for the notice of proposed project sign and that it is our responsibility to see that the sign is created, installed, and maintained in accordance with the sign specifications.”

Property Owner Signature

Date

PART 2. CERTIFICATION OF INSTALLATION ACCORDING TO THE SIGN SPECIFICATIONS.

“I/we certify that the work has been substantially completed in accordance with the ordinance and that the notice of proposed project sign conforms to the criteria and specifications of Ordinance 1146.”

Signature*	Date	
Name (print)	Telephone No.	
	Fax No.	
Title	Email Address	
Company	Street Address	
City	State	Zip Code

* Property Owner

PART 3. INCLUDE PHOTOGRAPHS OF THE SIGN

Attach photographs of the installed sign per ordinance Section 17.24.070(D)(1) of the Hollister Municipal Code.



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.