

# City of San Joaquin



**City of San Joaquin**  
 21900 Colorado Avenue  
 San Joaquin, CA 93660

APPLICATION No. \_\_\_\_\_

Phone: (559)693-4311  
 Fax: (559)693-2193  
 Email: [lupee@cityofsanjoaquin.org](mailto:lupee@cityofsanjoaquin.org)

**APPLICATION FOR:**

- |  |  |
|--|--|
| <input type="checkbox"/> Administrative Approval   | <input type="checkbox"/> Temporary Use Permit  |
| <input type="checkbox"/> Annexation/Prezone  | <input type="checkbox"/> Variance              |
| <input type="checkbox"/> Classification of Use   | <input type="checkbox"/> Zoning Amendment      |
| <input type="checkbox"/> Conditional Use Permit  | <input type="checkbox"/> Zoning Text Amendment |
| <input type="checkbox"/> Environmental Review  | <input type="checkbox"/> Agreements            |
| <input type="checkbox"/> Cat Exempt <input type="checkbox"/> Neg Dec <input type="checkbox"/> Mit Neg Dec <input type="checkbox"/> EIR |  |
| <input type="checkbox"/> Garage Sale Permit  |  |
| <input type="checkbox"/> General Plan Amendment  | <input type="checkbox"/> Other _____           |
| <input type="checkbox"/> Home Occupation   |  |

**DESCRIPTION OF PROPOSED USE OR REQUEST:**

**\*See separate applications for Parcel Maps and Tentative Tract Maps**

- Minor Deviation  
 Site Plan Review  
 for Accessory Dwelling Unit

PLEASE USE FILL-IN FORM IN BLACK INK. Answer all questions completely. Attach required site plans, forms, statements, and deeds as specified. **Attach Copy of Deed if required, including Legal Description.**

LOCATION OF PROPERTY: \_\_\_\_\_ side of \_\_\_\_\_  
 Between \_\_\_\_\_ and \_\_\_\_\_  
 Street address: \_\_\_\_\_

APN: \_\_\_\_\_ Parcel size: \_\_\_\_\_ Address (if known) \_\_\_\_\_

ADDITIONAL APN(s): \_\_\_\_\_

I, \_\_\_\_\_ (*signature*), declare that I am the owner, or authorized representative of the owner, of the above described property and that the application and attached documents are in all respects true and correct to the best of my knowledge. The foregoing declaration is made under penalty of perjury.

Owner (Print or Type)	Address	City	Zip	Phone
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Applicant (Print or Type)	Address	City	Zip	Phone
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Representative (Print or Type)	Address	City	Zip	Phone
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CONTACT EMAIL: \_\_\_\_\_

General Plan and Zoning Designation: \_\_\_\_\_

**OFFICE USE ONLY**

Application Type / No.: _____	Fee: \$ _____
Application Type / No.: _____	Fee: \$ _____
Application Type / No.: _____	Fee: \$ _____
Application Type / No.: _____	Fee: \$ _____

Received By: \_\_\_\_\_ Invoice No.: \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

Related Application(s): \_\_\_\_\_

**Notes:**

1. All applications require that an operational statement be submitted unless waived by the Director.
2. A letter of agency is required authorizing a representative to act on behalf of the owner and/or applicant.
3. Additional information may be required by the Director to ensure a complete application.

Approved:     Yes     No

**Comments:**

## OPERATIONAL STATEMENT

All applications shall include a written operational statement unless waived by the Director. The purpose of the operational statement is to give a clear description of the proposal so that staff can determine consistency with adopted plans and estimate project impacts on public services. The operational statement also allows the applicant to highlight specific benefits of the proposal. The operational statement should include:

- The nature of the operation (location, size, purpose)
- Hours of operation
- Number of customers or visitors
- Number of employees
- Street access to the site
- Number of parking spaces
- Equipment and material used and how stored
- Water use and wastewater generation
- Proposed advertising sign size and placement
- Any outdoor lighting or sound amplification
- Proposed landscaping and fencing
- Other information that will provide a better understanding of the project.

### **REQUIREMENTS FOR SUBMITTING SITE PLANS**

The purpose of site plan review is to determine whether a development conforms to the Zoning Ordinance. The requirements below are necessary to ensure timely review and to prevent delays in the processing of applications. Incomplete site plans will not be accepted.

#### **General Requirements**

1. Six (6) prints of the site plan materials at a minimum of 24" x 36" shall be submitted with the application. In addition, one (1) reduction at 11" x 17" shall also be submitted for each of the site plan materials. Additional hard copies or electronic copies of the site plan or revised site plan may be requested.
2. The plan must show the entire parcel described in the application. If only a portion of an existing parcel is to be developed, a key map shall be included showing the entire parcel.
3. The plan must be drawn to scale, and the scale should be large enough to adequately show required information.
4. The plan shall be drawn so that north is at the top of the page and include a north arrow.
5. Each plan shall be folded individually. Maximum acceptable folded size is 8.5" x 14".

#### **Specific Information to be Shown**

1. Lot or site dimensions.
2. All buildings and structures; including elevation, floor plans, and proposed use. Show buildings to be removed.
3. Yards and space between buildings.
4. Walls and fences: location, height and materials.
5. Off-street parking and off-street loading areas; internal circulation pattern.
6. Access -- pedestrian, vehicular, service: points of ingress and egress.
7. Signs: location, size, height and type of illumination, if any, including hooding devices.

## REQUIRED FINDINGS FOR A CUP

1. That the site for the proposed use is adequate in size and shape to accommodate such use as well as all yards, spaces, walls and fences, parking, loading, landscaping and other features required by the Zoning Ordinance.
2. That the site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use.
3. That the proposed use will have no adverse effect on abutting property or the permitted use thereof.
4. That the conditions stated in the resolution are deemed necessary to protect the public health, safety, and general welfare.

## REQUIRED FINDINGS FOR A VARIANCE

1. That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary hardship inconsistent with the objectives of the zoning ordinance.
2. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property that do not apply generally to other properties classified in the same zone.
3. That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zone.
4. That the granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zone.
5. That the granting of the variance will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.

8. Lighting: location and general nature, hooding devices.
9. Adjacent streets or alleys, showing name, right-of-way and dedication widths, reservation widths, and existing or proposed improvements, including median island detail where applicable
10. Landscaping: location, type, size and botanical name of plants and method of irrigation.
11. Refuse enclosures: location, type and material.
12. Existing utilities to the site.
13. Proposed surfacing of all paved areas.
14. Proposed drainage of the site.
15. Any phasing of the project shall be shown.
16. Roof-mounted equipment and screening, existing and proposed.
17. Such other data pertaining to site development as may be required.