

CITY OF SAN JOAQUIN

21900 Colorado Avenue, P.O. Box 758, San Joaquin, CA 93660 Ph.# (559) 693-4311; FAX (559) 693-2193 website. www.cityofsanjoaquin.org

OPERATIONAL STATEMENT LETTER

FOR

Site Plan Review Application

The letter of **Operational Statement** must be typed or printed in English language and shall be addressed to the San Joaquin Planning commission covering the following information, whichever apply:

- () The applicant and/ or property owner's name and address, address and location of subject property, assessor's parcel number, and total area of the site (if applicable) in square feet, etc.
- () With a brief description of the proposed project, describe the following.
 - () What exactly is intended to be done on, or with the proposed facility?
 - () Total number of people employed, hours of business operation, and the type of community/crowd using the facility.
 - () Per day average number of customers/visitors visiting the facility and the estimated time of their visits.
 - () Person/organization/agency operating and/ or managing the project.
 - () How and to what extent the proposed facility would benefit to the local community?
- () Any other information that would provide a clear understanding of the project or its operation.

The applicant must sign and date at the bottom of the Operational Statement letter.

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SITE PLAN CHECKLIST

The applicant shall submit ten (10) prints of the site plan to the City of San Joaquin Planning Department for review, and shall contain the following in that a complete evaluation may be made of the application by the Planning, Building and Engineering Department and other agencies. **General Site Requirements** are as under:

1. Ten (10) copies of Site Plan must be submitted with the application drawn on a plain sheet of at least 36" X 24" .
2. The plan must show the entire parcel of property 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. Parcel lines should be extended and adjacent land uses shown.
3. The Plan must be drawn to scale utilizing an Engineering's or Architect's scale, and the scale must be clearly shown. (Scale should also 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 shall include a north arrow and scale (i.e., 1" = 100")

Specific Information to be shown (pick those which applies)

1. All existing and proposed buildings and structures and their location, size and proposed use (phasing of a project shall be so stated on the site plan)
2. The proposed use of all buildings and structures.
3. Names of all adjacent streets, roads, or alleys, showing right-of-way and dedication widths, reservation width, and all types of improvements existing or proposed.
4. *Off-Street parking and loading areas*: Location and type of paving, number of spaces and dimension of parking and loading area, internal circulation pattern.