



**CITY OF RIDGECREST – PLANNING DEPARTMENT**

**100 West California Avenue**

**Ridgecrest, CA 93555-4054 (760) 499-5060**

**FAX (760) 499-1580**

SPR# \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone# \_\_\_\_\_

**APPLICATION FOR:** \_\_\_\_\_ **SITE PLAN REVIEW (SPR)**  
\_\_\_\_\_ **CONDITIONAL USE PERMIT (CUP)**  
\_\_\_\_\_ **VARIANCE**

**Consult Planner before submitting application package, incomplete packages will not be accepted.**

**City of Ridgecrest Review Fees: (Determined by Planner)**

Staff:  
Building less than 3,000 ft<sup>2</sup> \$680 \_\_\_\_\_  
Planning Commission:  
Property Less than 10,000 ft<sup>2</sup> in size \$1275 \_\_\_\_\_  
Property 10,000-25,000 ft<sup>2</sup> in size \$2450 \_\_\_\_\_  
Property more than 25,000 ft<sup>2</sup> in size \$3620 \_\_\_\_\_  
Variance \$1210 \_\_\_\_\_  
Conditional Use Permit \$1800 \_\_\_\_\_

**CEQA Review Fees (Determined by Planner)**

Categorical Exemption \$ 60 \_\_\_\_\_  
Initial Study & Negative Declaration \$500 \_\_\_\_\_  
EIR (20% deposit/Full Recovery) \$ \_\_\_\_\_ TO BE DETERMINED \_\_\_\_\_

Appeal of Staff Action to Planning Commission \$ 140 \_\_\_\_\_

**Make Check Payable to City of Ridgecrest TOTAL SUBMITTED \$ \_\_\_\_\_**

Ck# \_\_\_\_\_

**Department of Fish and Game Review Fees: Collected by County Recorder**

**After project approved, Planner will request payment as needed**

Negative or Mitigated Declaration\*\* \$1,876.75 \_\_\_\_\_  
EIR\*\* \$ 2,606.75 \_\_\_\_\_  
No Effect Filing Form signed by DFG-Need Form Letter N/C \_\_\_\_\_

**\*\*Separate Check for Posting Fee \$25 for all documents \$25 \_\_\_\_\_**

Separate check Payable to Kern County **TOTAL SUBMITTED** \_\_\_\_\_

CK# \_\_\_\_\_

**Geologic and Seismologic Report Review Fees: Check with Engineering**

**In compliance with the Alquist Priolo Special Studies Zone Act shall be on a per cost basis**

\*\*\*\*\* **ALL MAPS/SITE PLANS TO BE FOLDED TO 8 1/2" X 11"** \*\*\*\*\*

\*\*\*\*\* **& PC ITEMS MUST INCLUDE AN ELECTRONIC COPY OF MAP ON A CD** \*\*\*\*\*

See attached: Page 1,2 Application Form  
Page 3 Submittal Requirements  
Page 4-6 Environmental Information Form  
Code Section (20-21) Conditional Use Permit or Site Plan (Code Section 20-22)

Date Application Received: \_\_\_\_\_ By: \_\_\_\_\_

Application Complete: \_\_\_\_\_ Items Missing: \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_

PROPERTY OWNER'S NAME \_\_\_\_\_

PROPERTY OWNER'S ADDRESS \_\_\_\_\_

PROPERTY DESCRIPTION (ADDRESS, ASSESSOR'S PARCEL NUMBER, PARCEL MAP NUMBER AND LOT, TRACT NUMBER AND LOT, OR OHER ACCCEPTABLE PROPERTY DESCRIPTION):

\_\_\_\_\_  
\_\_\_\_\_

I (we), the undersigned hereby certify that I am (we are) the owners of the above described property or that I am the authorized agent of the owner. Executed under penalty of perjury this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Applicant \_\_\_\_\_ Signature \_\_\_\_\_ Owner \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

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**Planning Department Use**

**Application No:** \_\_\_\_\_

Zoning \_\_\_\_\_ General Plan Designation \_\_\_\_\_

Staff Assigned \_\_\_\_\_ Tentative PC Hearing \_\_\_\_\_

**NOTE: INCOMPLETE APPLICATION WILL BE RETURNED TO APPLICANT WITHIN 30 DAYS AND PROCESSING CEASED UNTIL SUBMITTAL OF COMPLETE APPLICATION.**

**MINIMUM APPLICATION PACKAGE REQUIREMENTS  
(AS IDENTIFIED BY  
STAFF CONSULTATION)**

- \_\_\_\_\_ 1. APPLICATION
  - \_\_\_\_\_ 2. APPLICATION FEE
  - \_\_\_\_\_ 3. ASSESSORS PARCEL MAP
  - \_\_\_\_\_ 4. ENV. ASSESSMENT FORM
  - \_\_\_\_\_ 5. SITE PLANS (5 COPIES **AND ELECTRONIC VERSION IN PDF**)
  - \_\_\_\_\_ 6. ELEVATIONS OF BUILDING (max size 11x17 or electronically)
  - \_\_\_\_\_ 7. PICTURES OF SITE FROM ALL FOUR DIRECTIONS
  - \_\_\_\_\_ 8. ONE 8 ½ X 11 REDUCED MAP (or electronically)
  - \_\_\_\_\_ 9. GEOLOGIC REPORT IF IN ALQUIST PRIOLO ZONE
  - \_\_\_\_\_ 10. PROOF OF OWNERSHIP (CURRENT TAX, TITLE REPORT, DEED)
  - \_\_\_\_\_ 11. PRE-LIMINARY TITLE REPORT
  - \_\_\_\_\_ 12. MAILING LIST OF PROPERTY OWNERS WITHIN 300' OF PROPERTY LINES/MAILING LABELS
  - \_\_\_\_\_ 13. LOCATION MAP
  - \_\_\_\_\_ 14. ECONOMIC FEASIBILITY REPORT (GPA ONLY)
  - \_\_\_\_\_ 15. GENERAL PLAN REFERRAL FROM COMMITTEE REVIEW
  - \_\_\_\_\_ 16. BIOTA REPORT IF REQUIRED
  - \_\_\_\_\_ 17. LETTER OF REQUEST WITH DESCRIPTION OF PROJECT
  - \_\_\_\_\_ 18. CURRENT TAX STATEMENT
  - \_\_\_\_\_ 19. CHECK MADE OUT TO \_\_\_\_\_  
IN THE AMOUNT OF \_\_\_\_\_.
  - \_\_\_\_\_ 20. OTHER \_\_\_\_\_
-

**Environmental Information Form**  
(To be completed by applicant)

Date Filed: \_\_\_\_\_

**General Information**

1. Name and address of developer or project sponsor: \_\_\_\_\_  
\_\_\_\_\_
2. Address of Project: \_\_\_\_\_
3. Name, address and telephone number of person to be contacted concerning this project: \_\_\_\_\_
4. Indicate number of the permit application for the project to which this form pertains: \_\_\_\_\_
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: \_\_\_\_\_
6. Existing zoning district: \_\_\_\_\_
7. Proposed use of site (Project for which this form is filed): \_\_\_\_\_

**Project Description**

8. Site Size: \_\_\_\_\_
9. Square footage: \_\_\_\_\_
10. Number of floors of construction: \_\_\_\_\_
11. Amount of off street parking provided: \_\_\_\_\_
12. Attach plans: \_\_\_\_\_
13. Proposed scheduling: \_\_\_\_\_
14. Associated projects: \_\_\_\_\_
15. Anticipated incremental development: \_\_\_\_\_
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected: \_\_\_\_\_  
\_\_\_\_\_
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area and loading facilities: \_\_\_\_\_  
\_\_\_\_\_

18. if industrial, indicate type, estimated employment per shift and loading facilities:\_\_\_\_\_
- \_\_\_\_\_
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities and community benefits to be derived from the project:\_\_\_\_\_
- \_\_\_\_\_
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required:\_\_\_\_\_
- \_\_\_\_\_

Are the following items applicable to the project or its effects? Discuss below all items checked yes (**attach additional sheets as necessary**).

YES	NO	
		21 Change in existing feature of any bays, tidelands, beaches, lakes, or hills or substantial alteration of ground contours.
		22 Change in scenic views or vistas from existing residential areas or public lands or roads.
		23 Change in pattern, scale or character of general area project.
		24 Significant amounts of solid waste or litter.
		25 Change in dust, ash, smoke, fumes or odors in vicinity.
		26 Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.
		27 Substantial change in existing noise or vibration levels in the vicinity.
		28 Site on filled land or on slope of 10 percent or more.
		29 Uses of disposal of potentially hazardous materials such as toxic substances, flammabler or explosives.
		30 Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
		31 Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)
		32 Relationship to a larger project or series of projects.

**Environmental Setting**

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site and the use of the structures. Attach photographs of the site. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

34. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects, indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certification: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Date: \_\_\_\_\_

Signature

For \_\_\_\_\_

**20-22 Site Plan Review.**

20-22.1 *Purpose.* The purpose of site plan review is:

- a. To insure that the projects listed in subsection 20-22.2 conform to the General Plan and all applicable code provisions of the City and State;
- b. To maintain and encourage high standards of development; and
- c. To provide the applicant with an informative review to assist in the efficient and coordinated processing of projects consistent with City standards and requirements. (Ord. No. 84-08, A 22, § 2201; Ord. No. 86-29, § 1)

20-22.2 *Included Projects.* These projects shall not be considered for approval or permit until site plan review has been completed:

- a. Conceptual development plans.
- b. Preliminary development plans required by subsection 20-23.4.
- c. Municipal reorganizations and annexations.
- d. Specific plans.
- e. Tentative tract maps.
- f. Parcel maps.
- g. Precise development plans required by subsection 20-23.5.
- h. Conditional use permit applications where new buildings or substantial alterations are proposed.
- i. Conversion of residential structures to commercial or industrial uses.
- j. Any proposed new development, a building, or substantial alteration within a zoning district that requires site plan review. (Ord. No. 86-29, § 2; Ord. No. 92-07, § 3)

20-22.3 *Application Content.* Site plans for staff review shall be submitted to the Director of Community Development in a number the director determines necessary to facilitate staff review. All site plans shall be on folded sheets of a minimum eight and one-half by eleven inch (8-1/2" x 11") size to a maximum twenty-four by thirty-six inch (24" x 36") size, and shall be at an easily readable scale.

- a. All submittals shall include the following information:
  - \_\_\_\_\_ 1. Name, address, and telephone number of the property owner.
  - \_\_\_\_\_ 2. Name, address, and telephone number of the property developer.
  - \_\_\_\_\_ 3. Name, address, and telephone number of person preparing plan.
  - \_\_\_\_\_ 4. North arrow oriented to top of plan sheet.
  - \_\_\_\_\_ 5. Scale.
  - \_\_\_\_\_ 6. Vicinity map showing site location.
  - \_\_\_\_\_ 7. Property lines of the entire legal parcel(s).
  - \_\_\_\_\_ 8. Delineations of any easements on the property.
  - \_\_\_\_\_ 9. Names of adjacent streets and intersections.
  - \_\_\_\_\_ 10. Width of adjacent streets and alleys.
  - \_\_\_\_\_ 11. Legal description of the subject property.
  - \_\_\_\_\_ 12. Street address of the subject property (if assigned).
  - \_\_\_\_\_ 13. Zoning designation of the subject property and surrounding properties.
  - \_\_\_\_\_ 14. Existing land uses of the site and surrounding properties.
  - \_\_\_\_\_ 15. Area of the subject property.
- b. Projects described in subsection 20-22.2, paragraph e. through i., shall also include the following:
  - \_\_\_\_\_ 1. Street and/or alley dedications, if applicable.
  - \_\_\_\_\_ 2. All existing and proposed public improvements within adjacent streets and alley rights-of-way (curb, gutter, sidewalk, street lights, parkways, fire hydrants, power poles, water lines, gas lines, sewer lines, telephone lines, etc.).
  - \_\_\_\_\_ 3. Existing and proposed public rights-of-way within the subject property.
  - \_\_\_\_\_ 4. Existing or proposed easements within or immediately outside the site.
  - \_\_\_\_\_ 5. Location of on-site and off-site drainage facilities.
  - \_\_\_\_\_ 6. Area of each parcel (gross and net).
  - \_\_\_\_\_ 7. Physical features on the property and immediately adjacent to property lines (fences, walls, power poles, buildings, slopes, etc.).
- c. Projects described in subsection 20-22.2, paragraphs h. through i. shall also include the following:
  - \_\_\_\_\_ 1. Location of all buildings (main and accessory), fences and/or walls, paved areas and landscape areas, and all shall be labeled as either existing or proposed.
  - \_\_\_\_\_ 2. Percentage of area covered by buildings, landscaping and pavement on each parcel.

- \_\_\_\_\_3. Location of existing and proposed on-site water lines, sewer lines, septic tanks and fire hydrants.
- \_\_\_\_\_4. Type of construction per Uniform Building Code.
- \_\_\_\_\_5. Height and number of stories of all buildings and structures.
- \_\_\_\_\_6. Dimensions from building(s) to property lines and to other buildings or structures on the property.
- \_\_\_\_\_7. Uses of all buildings (existing and proposed) and areas on the property.
- \_\_\_\_\_8. Exterior building materials including materials of fences, walls and accessory structures.
- \_\_\_\_\_9. Off-street parking including dimensions of individual parking spaces, internal circulation pattern for pedestrian and vehicular traffic, wheel stops and type of surfacing proposed.
- \_\_\_\_\_10. Driveway widths.
- \_\_\_\_\_11. Computation of total parking required per use on each parcel and indication of total number of spaces provided (covered and uncovered indicated separately) on each parcel by type (e.g.: normal stall size, compact stall, handicap stall).
- \_\_\_\_\_12. Computation of landscape areas required and the square footage of areas proposed for landscaping.
- \_\_\_\_\_13. Location of landscaping including existing and proposed trees, shrub masses and ground cover area.
- \_\_\_\_\_14. Loading spaces including dimensions.
- \_\_\_\_\_15. Estimated quantities of earth to be moved.
- \_\_\_\_\_16. Direction of drainage flow with slope in percentage.
- \_\_\_\_\_17. Signs including area, location, height, illumination and mechanical movement.
- \_\_\_\_\_18. On-site lighting.
- \_\_\_\_\_19. Trash enclosures.
- \_\_\_\_\_20. Location of outdoor storage areas.
- \_\_\_\_\_21. Exterior architectural projections.
- \_\_\_\_\_22. Location of all entrances.
- \_\_\_\_\_23. Location of mechanical equipment and proposed screening.
- \_\_\_\_\_24. Proposed swimming pools, patios and/or recreation areas.

d. The Director of Community Development may require additional information or materials when necessary to accurately and adequately review a specific project. The Director of Community Development may waive any information described above upon determination that it is not relevant to the review. Any decision made by the Director pursuant to this subsection shall include a written justification which shall become part of the project record and accompany the application before the Planning Commission. (Ord. No. 86-29, § 3; Ord. No. 92-07 § 4)

*20-22.4 Procedure.*

- a. The Director of Community Development, directed by City staff, and such utility service representatives as may be available shall, within 21 working days after completion of filing, conduct a review of the submitted project. The applicant shall be invited to attend the review meeting.
- b. The Director of Community Development shall, within 15 working days after the review, prepare and mail to the applicant a site plan review letter summarizing the Code requirements and recommendations of staff. (Ord. No. 86-29, § 4)

*20-22.5 Fees.* Fees, established by resolution of the City Council, shall be paid by the applicant at the time of filing or appeal, to defray costs incurred by the City related to the application or appeal. (Ord. No. 86-29, § 5)

*20-22.6 Appeal.* The applicant may appeal any of the conditions set forth in the Director's letter of determination by filing a written request for review with the Planning Commission within 30 calendar days of the date of the Director's letter. Such appeal must be made in writing, shall stipulate the points of disagreement, shall be accompanied by a sufficient number of copies of the plan to facilitate Commission review. (Ord. No. 86-29, § 6)

*20-22.7 Subsequent Site Plan Review.* A subsequent site plan review application shall be required prior to issuance of building permits or Commission consideration if more than 18 months have lapsed since any prior site plan review for an uncompleted project or if the applicant revises the proposed project in such a way as to materially change the requirements as determined by the Director. (Ord. No. 86-29, § 7)

*20-22.8 Effect of Code Change.* Site plan review shall not be construed to vest or grant any development right. Should legal requirement changes occur subsequent to any site plan review, the changes will be incorporated into any building permits issued on the project or any Commission actions. (Ord. No. 86-29, § 8)