



# Site Plan Review Application

Community Development Department

317 North Douty Street

Hanford, CA 93230

Office (559)585-2580

FAX (559)585-1633

Website: [www.cityofhanfordca.com](http://www.cityofhanfordca.com)

TDD/TYY, Dial 711

The Site Plan Review Committee meets each week on Wednesday at 1:30 p.m. The applicant or representative must attend the meeting. In order to be on the agenda for the next week, you must submit your completed application and materials by Tuesday at 4:00 p.m. to be on the following week's agenda.

Description of Project:			
Project Address:		Project APN:	
Parcel Size		Nearest Major Intersection	
General Plan Designation		Zone District Designation	
Existing Use		Proposed Use	
Existing Building Square Footage		Proposed Building Square Footage	
Number of Employees at Max Shift and Schedule			
Describe Truck Traffic and Operations			

## APPLICANT INFORMATION

FINAL COMMENTS WILL BE MAILED TO THE ADDRESS PROVIDED BELOW (CHECK ONE)

MAILING ADDRESS     EMAIL ADDRESS

Name			
Address			
City, State, Zip			
Phone Number			
Email Address			
ARE YOU THE PROPERTY OWNER <input type="checkbox"/> YES <input type="checkbox"/> NO If signed by other than the property owner, the Agency Authorization Form on the reverse page must be completed.			
Signature:		Date:	

### OFFICE USE ONLY

DATE RECEIVED		BY:	
PROJECT NUMBER			
FILE NUMBER			

SITE PLAN REVIEW REQUIREMENTS (MC 17.72.040)

Submit 12 full size copies and 1 8 1/2 X 11 reduction. Plans must be clear, legible and on a sheet size appropriate to identify all necessary project information. Suggested minimum size is 11X17 for small projects, 24 X 36 or larger for large projects. All plans must be folded, rolled plans will not be accepted.

The Site Plan shall identify all of the following:

- Address
- Assessor Parcel Number(s)
- Vicinity Map
- Scale and North Arrow
- Dimensions of Property
- Existing and proposed buildings
- Existing and proposed fences/walls(incl. mat. & heights)
- Parking and dimensions (include ADA)
- Existing and proposed drive approaches
- Direction of on-site drainage
- Existing and proposed public improvements
- Location of existing and proposed water and sanitary sewer lines.
- Location of signs
- Trash refuse area
- Existing trees
- Existing and proposed landscape areas
- Loading and storage areas
- Location and height of all roof mounted structures
- Lighting
- Other information that may be required to assist in evaluation of the Site Plan.

The Site Plan Review Committee may request additional information.

**CITY OF HANFORD**  
**Agency Authorization Form**

**OWNER:**

I, \_\_\_\_\_, declare as follows:  
*(Property Owner's Name)*

I am the owner of certain real property bearing assessor's parcel numbers(s) (APN's):

\_\_\_\_\_

**AGENT:**

I designate \_\_\_\_\_, to act as my duly authorized agent  
*(Agent's Name) (Please type or print.)*

for all purposes necessary to (list permit type) \_\_\_\_\_  
relative to the property mentioned herein.

**DECLARATION:**

I declare under penalty of perjury the forgoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**OWNER**

\_\_\_\_\_  
*(Signature of Owner)*

\_\_\_\_\_  
*(Mailing Address of Owner)*

\_\_\_\_\_  
*(Owner Phone Number)*

**AGENT**

\_\_\_\_\_  
*(Signature of Agent)*

\_\_\_\_\_  
*(Mailing Address of Agent)*

\_\_\_\_\_  
*(Agent Phone Number)*

**APPROVED BY CITY OF HANFORD**

\_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature)*