

INFORMATION REQUIRED FOR PROCESSING

The Parking Plan and Development Review sheet provides a comprehensive detail of all the information that is required to be submitted. A short checklist is provided below to confirm that all information sheets have been provided.

1. Application Form and Fee (\$1,129.00 plus \$2.00 per acre)
2. Provide three complete sets of large drawings and one set of reduced drawings 11" x 17".
3. The Parking Plan and Development Review process should be completed **prior** to submitting plans for building permit approval to the Engineering Department. All conditions and requirements are established as part of the review process, thereby eliminating the need to alter the footprint of the proposed building at the building permit stage. **No building permit approval or foundation approval can be obtained until the parking plan and development review process is completed.**
4. The following is a checklist of materials that need to be submitted:
 - Landscape and Irrigation Plan
 - Lighting Plan
(Show location and type of lighting that is provided in addition to what is provided as part of the building. For example, if pole lighting is proposed in parking area, provide a detail of type of lighting, including the overall height and design of pole.)
 - Grading Plan
(Provide a grading plan if cut and fill is proposed as part of the project. If no grading is proposed, provide a signed statement indicating that is the case.)
 - Drainage Plan and Calculations
 - Operational Statement
 - Sign Plan
 - Elevation Plan
 - Floor Plan
 - Site Plan
 - Architectural Information
(Required only in areas where architectural standards have been adopted.)

Information Required for Processing 2
Parking Plan and Development Review

- Circulation Plan
(Show that proposed truck parking complies with minimum turning path for loading spaces—see Resolution No. 2006-266 Parking Lot Detail.)

The following information is required to complete the Parking Plan and Development Review. If this information is not available at the time of application, **PRIOR TO** final approval of the project review this information must be submitted.

- Proof of Service
 - a. Provide proof of service for electrical.
 - b. Provide proof of adequate sewer and water service. (Contact the Environmental Health Department to determine information that will need to be submitted in order to satisfy this requirement.)
- Tribal Agreement
[For projects east of the Madera canal, contact Mary Matola with the Picayune Rancheria of Chuckchansi (559) 683-6633 and enter into an agreement to have an observer present during any digging or trenching. Submit confirmation from the Rancheria that you have entered into an agreement to have an observer on site. For projects in North Fork, contact Pattie Evans with the North Fork Mono Rancheria (559) 877-2461, Ext. 205.]
- Proof of Encroachment Permit on State Highways (if applicable)