

Gonzales Planning Department SITE PLAN PERMIT APPLICATION CHECKLIST

- _____ Completed and fully signed Standard Development Application.
- _____ Filing Fees – City staff to provide
- _____ Written statement fully describing proposed use, including hours of operation, types of operations to be conducted, noise and odor issues, parking availability, and other relevant matters.
- _____ Three 24” by 36” copies and one 11 x 17 copy of the development plans, including as applicable: Site or Plot Plan, Floor Plans, Building Elevations (or photographs of building if no exterior changes), and landscaping plans. Plans must be drawn accurately and clearly showing all required information as described in the City handout.
- _____ Preliminary title report or property report dated within 30 days of the date of application documenting ownership, legal description and all easements.
- _____ Such additional information as the applicant deems appropriate to support the application.

For Commercial projects, include the following...

- _____ Completed Hazardous Materials Questionnaire (for commercial and industrial project only)
- _____ Completed Environmental Assessment Questionnaire. (for commercial and industrial project only)

If it is determined by the Community Development Director that the project must be forwarded to the Planning Commission for approval, the following items will need to be filed after the application has been deemed complete and prior to noticing the public hearing:

- _____ List of all property owners within 300 feet of subject property to include site address, mailing address and parcel number for each. **[City Staff to do]**
- _____ Photocopy of the current Assessor’s Parcel Map(s) showing all parcels within 300 feet of the boundaries of the subject property. **[City Staff to do]**
- _____ Preaddressed envelopes **(with sufficient first class postage affixed)** for all property owners within 300 feet of the subject property. **[City Staff to do]**
- _____ Such additional information as the applicant deems appropriate to support the application.