



CITY OF PORTERVILLE

PROJECT REVIEW COMMITTEE APPLICATION

The following information must be clearly indicated on all discretionary projects and site plans submitted for review. Applications and plans that do not have the required information will not be accepted for Project Review Committee processing.

FEE: Small-\$250; Medium-\$500; Large-\$750 (Res. No. 50-2011) Effective August 17, 2011
See Exhibit "A" attachment for breakdown on project size.

PROJECT NAME & BRIEF DESCRIPTION (include proposed use): _____

NAME, MAILING ADDRESS AND TELEPHONE NUMBER OF PROPERTY OWNER(S):

NAME, MAILING ADDRESS AND TELEPHONE NUMBER OF APPLICANT /CONTACT PERSON:

PROJECT ADDRESS AND NEAREST CROSS STREETS:

FOR OFFICE USE ONLY:

SUBMITTAL DATE: _____

RESUBMITTAL: YES _____ NO _____

IF RESUBMITTAL:

ORIGINAL REVIEW NO. _____ ORIGINAL SUBMITTAL DATE: _____

CURRENT LAND USE: _____

PROPOSED LAND USE: _____

REQUIRED APPLICATION MATERIALS: A minimum of **NINE (9) FOLDED** copies of maps or plans **DRAWN TO A READABLE SCALE** must be submitted on a minimum sheet size of 8 ½” x 11” (18” x 24” minimum size for parcel/subdivision maps and development site plans).

THE FOLLOWING SHALL BE SHOWN ON ALL SUBMITTALS:

1. Address and Assessor’s Parcel Number
2. Vicinity Map
3. Scale and North Arrow
4. Dimensions of property, square footage or acreage
5. Location of existing and proposed building(s) and/or structure(s) showing dimensions from property lines as well as square footage of buildings and footprint. Indicate on submittal whether or not all buildings on property are connected to public water and sewer. If not, show which buildings are not connected and whether or not these buildings are to be connected to public water and sewer systems.

WHERE APPLICABLE, THE FOLLOWING SHALL BE SHOWN:

6. Elevation, floor, landscape, plans, color renderings, materials board and photos (**as requested**).
7. Location, height and materials of existing and/or proposed fences and walls.
8. Location of off-street parking. Indicate the number of parking spaces, type of paving, traffic directional arrows and parking space dimensions.
9. Location and width of drive approaches and indicate method of on-site drainage.
10. Location of existing and/or proposed public improvements/utility structures along the street frontages of the site (such as curbs, gutters, sidewalks, utility poles, fire hydrants, street lights, traffic signal devices, splice boxes, transformers, etc.).
11. Location of existing or proposed refuse area (indicate City bin or individual can service).
12. Location of existing improvements on the site (i.e., wells, septic tanks, irrigation pipes, abandoned or unnecessary improvements, etc.).
13. A preliminary landscaping plan (showing conceptual planting scheme).
14. Indicate proposed use of commercial and industrial buildings.
15. Indicate loading and storage areas including any fences and walls to be used as screening.
16. Indicate any existing trees and/or historically significant features relative to the site.

MEETING TIME: Project Review Committee Meetings are held at 1:30 p.m. each Wednesday in the Mikkabi Conference Room at City Hall, 291 North Main Street, unless otherwise specifically noted. The applicant or agent must be present in order to review the proposal with the Project Review Committee.

REVIEW PROCEDURE: Plans will be considered on the second Wednesday following the week of submittal. All plans must be received by the City of Porterville Planning Division by 5 p.m. Friday for consideration on the second Wednesday following the week of their submittal.

RIGHT OF ENTRY: As owner or legal representative of the owner for the property described herein, I authorize City personnel to enter said property for the sole purpose of performing preliminary field inspection(s) for the proposed project area. Right of entry must be granted to complete the application process.

Signature (Owner or Legal Representative)

**Exhibit “A” Resolution No. 50-2011
APPROVED PROJECT REVIEW COMMITTEE FEE**

Fee #PL-27 Small Projects: \$250
 Medium Projects: \$500
 Large Projects: \$750

Per the following table:

Type	Project Size	Small	Medium	Large
1	New commercial or industrial structures and additions from 500 SF to less than 1,000 SF.	X		
1	New commercial or industrial structures and additions from 1,000 SF to less than 10,000 SF		X	
1	New commercial or industrial structures and additions 10,000 SF or larger in size			X
2	Multiple-family developments with four (4) to six (6) units or consisting of two (2) to three (3) structures	X		
2	Multiple-family developments with seven (7) to eleven (11) units or consisting of four (4) to six (6) structures		X	
2	Multiple-family developments with more than twelve (12) units or consisting of more than six (6) structures			X
3	Change in occupancy	X		
4	Any project that requires a discretionary approval, except *residential parcel maps.			X
4	*Residential parcel maps		X	

* Includes tentative parcels maps for residential uses or zone districts.