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SITE PLAN

REVIEW

PURPOSE & INTENT

Site Plan Review is a pre-application process that gives citizens relevant feedback on any changes they wish to make to a site. Whether there are proposed physical alterations to a site or a change of use, site plan review will provide initial guidance for the project in order to meet all applicable codes and requirements of the City of Visalia. Feedback from Site Plan Review can help citizens maintain their property legally and produce coherence among the varying city land uses. Site Plan Review seeks to help sites develop in a way that enriches the community that they are in.

When an application is submitted to Site Plan Review, it is first reviewed by various divisions of the Community Development department so that all applicable sections of the Visalia Municipal Code can be applied and enforced on the site. The divisions within the Community Development department include planning, engineering, building, traffic, police, fire, solid waste, and code enforcement. These divisions review the Site Plan so that they can proactively deal with any problems that could arise from the proposed site changes.

Visalia's Site Plan Review process is unique in that it is a free service that can help citizens use their land in manner that has been determined legal by the City Municipal Code and mitigate any future

conflict with the site. The Code does not seek to restrict property rights, but rather produce compatibility with adjacent land uses while holding the site to the high standards that have helped make Visalia a better community.

The Site Plan Review Committee will try to ensure that each site is:

- *Safe* from a structural and functional standpoint
- *Fluid* in that pedestrian and vehicle traffic have adequate access to the site
- *Compatible* with surrounding land uses and the character of the neighborhood in which it exists
- *Equitable* so that all citizens have equal access to the facility

The applicant will meet with representatives from the Building, Engineering, and Planning Divisions who will help explain the findings of the Site Plan Review Committee. The representatives will work with the applicant to plan for the next steps in utilizing their site to suite their wants and needs.

The Site Plan Review process will either require that a site plan be resubmitted with pertinent changes or mark the site plan to revise and proceed (perhaps with minor changes). Once given a "revise and proceed" the site plan can continue on the development process and apply for

any permits that may be required of the project.

SITE PLAN REVIEW INFORMATION

- Time: Site Plan Review takes place each Wednesday at 9 am except in the case of a holiday
- Location: Site Plan Review meets in Conference Room 4 at 315 E. Acequia Ave
- Applications: must be submitted by 4 pm the Thursday before an applicant wishes to attend Site Plan Review[*]
- Resources: Site Plan Review Agendas and Applications are available at http://www.ci.visalia.ca.us/depts/community_development/site_plan_review/default.asp
- Applications may also be picked-up in hardcopy at 315 E. Acequia Ave

EXAMPLES OF SITE PLANS

On most Mondays, copies of the Site Plans scheduled for Wednesday are available for review at the front counter at 315 E. Acequia. Reviewing other Site Plans may be helpful for potential applicants who are not familiar with the Site Plan Review process and criteria.

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[*] See Site Plan Review application for submittal requirements