

City of Kingsburg

ADMINISTRATIVE APPROVAL APPLICATION

City Hall, 1401 Draper Street, Kingsburg, CA 93631
(559)-897-5328

Date Received: _____
File No: _____
Fee: <u>\$100.00</u>

Description of project: (please attach additional sheets if necessary) _____

Address or Location of project: _____

Assessor's Parcel Number: _____

Site Area: _____ Building Area: _____

Applicant _____ Phone: _____

First Submittal: Yes No

Correspondence to be sent by postal service or E-mail to: _____

THE FOLLOWING MUST BE SUBMITTED WITH THE APPLICATION:

- **Proof of owner's approval.**
- **A minimum of 2 copies of the site plan containing all the information listed on the following page.**
- **All elevations.**

Please send an electronic copy of your submittal for distribution.

NOTE: Site Plans must be submitted on an 11" x 17" sheet minimum

APPLICANT: I have reviewed this application and the attached material and contest to its accuracy:

Signed _____ Date _____

Address: _____

Phone: _____

PROPERTY OWNER: I have read this completed application and consent to its filing. (Notarized letter from owner/agent may be required)

Signed _____ Date _____

Address: _____

Phone: _____

THE FOLLOWING LIST CONTAINS THE INFORMATION THAT MUST BE SHOWN ON ALL SITE PLANS THAT ARE SUBMITTED.

1. Address, parcel number, or legal description.
2. Scale and north arrow.
3. Dimensions of property.
4. Location of existing and proposed building and./or structures showing dimensions from the property lines.
5. Location of off-street parking. Indicate the number of parking spaces, type of paving, direction arrows and parking dimensions.
6. Method of sanitary disposal and all trash refuse areas.
7. Indicate use of commercial building.
8. Loading and storage areas indicating any fences and walls to be used as screening.



CITY OF KINGSBURG

1401 Draper Street, Kingsburg, CA 93631

Phone: 559-897-5328

email: buildingplanning@cityofkingsburg-ca.com

Operational Statement Questionnaire

Applicant Name:	
Project Address:	
Contact Name:	
Contact Phone Number:	

Please answer the following questions completely in order to expedite your application.

1. What type of business are you proposing? (Include all possible uses of your building such as rental, manufacturing, retail, meeting space, etc. for this application and future uses.)

2. What products will be produced or sold by the operation? Will this be to the public, or business to business? If this is not the nature of the business, please explain.

3. What is the existing site like? Vacant?

4. List the hours and days of operation during a typical week. If seasonal, list the months of operation.

5. How will it be staffed? Will there be employees and how many?

6. Anticipated number of visitors (vs. staff) typically, and at a maximum for an occasion.

7. Number and type of possible delivery and transport vehicles. Will you have outside vendors on occasion, like caterers? Raw material deliveries? Please include an estimate of daily inbound/outbound traffic.

8. What equipment will be used? Do you see amplified music, PA systems, safety horns, etc., as possible uses?

9. Where will waste go that will be created by the business? See City Standard regarding trash enclosures.

10. What is your anticipated water use, in gallons per day?

11. Where is the nearest wastewater connection? Known? What is your anticipated wastewater discharge, in gallons/day? Given the proposed use, is there any pretreatment needed before discharge?

12. Are there any hazardous materials on the site at present? Do you anticipate any use or storage of hazardous materials on site?

13. Where will visitors park on a typical visit? What about for special visits? Where will employees park? Please see Kingsburg City Standard for requirements.

14. What are the surrounding uses, to the North/South/East/West? Where is the nearest residential neighborhood?

Please use additional space for comments if needed: