



Overview of Preliminary Site Plan Review

City of Bishop Planning Department

Purpose:

The purposes of the Preliminary Site Plan Review are:

1. To encourage projects to conform to the Bishop General Plan and applicable code requirements.
2. To encourage high standards of development.
3. To provide the project proponents with information and feedback that allows quick and efficient review and processing of the project through its development.

Included Projects:

The following projects should use Preliminary Site Plan Review:

1. Significant developments or redevelopments.
2. Annexations.
3. Specific plans.
4. Conversion of residential structures to commercial or industrial uses.

Application Content:

At least 2 copies of the Preliminary Site Plan Review package should be submitted and should include the following, as applicable:

1. Name, address and telephone number of the property owner.
2. Name, address and telephone number of the property developer.
3. Name, address and telephone number of person preparing plan.
4. Site plan showing existing and proposed information including:
 - A. Scale and north arrow with either north or west oriented to top of plan sheet.
 - B. Property lines and easements with property areas.
 - C. Street names and right of way widths.

- D. Public improvements including street, water, and sewer.
- E. Addresses.
- F. Zoning and land use of the subject property and surrounding properties.
- G. Drainage configuration.
- H. Buildings, fences, paved areas, landscape areas, trash enclosures, outdoor storage area, mechanical equipment and proposed screening, swimming pools, and patios with "existing" or "proposed" indicated.
- I. Exterior building materials including materials of fences, walls and accessory structures.
- J. Percentage of area covered by buildings, landscaping and pavement.
- K. Private water and sewer lines and fire hydrants.
- L. Type of construction in accordance with building code.
- M. Maximum height and number of stories of buildings and structures.
- N. Location of all entrances.
- O. Uses of all buildings and areas on the property.
- P. Parking including dimensions of individual parking spaces, loading spaces, internal circulation pattern for pedestrian and vehicular traffic, wheel stops, and type of surfacing proposed, driveway widths.
- Q. Computation of total parking required per use on each parcel and indication of total number of spaces provided (covered and uncovered indicated separately) on each parcel.
- R. Loading spaces including dimensions.
- S. Signs including area, location, height, illumination and mechanical movement.
- T. Outdoor lighting.

Process:

- A. Applicant submits the Preliminary Site Plan Review package to the City of Bishop Planning Department.
- B. The city should complete its review of the Preliminary Site Plan Review package within 21 working days after completion of filing.
- C. Following the city review, and if desired by the city and the applicant, the applicant and city staff may meet to discuss the Preliminary Site Plan Review package and the project.
- D. Within 15 days of the completion of the review or the meeting between city staff and the applicant, the city should send a letter to the applicant with comments on the Preliminary Site Plan Review package.

- E. Once the applicant has addressed city comments, it would be appropriate for the applicant to take the project to the next stage in the process, such as preparing an environmental review application.

Fees:

Fees, established by resolution of the City Council, if any, for Preliminary Site Plan Review shall be paid by the applicant.