

# COMMUNITY DEVELOPMENT



## SPR - Site Plan Review

<b>1</b>	<b>Initial Project Consultation</b>	You are encouraged to discuss your project with the Planning Department before a formal application is turned in, so that any major issues can be identified and resolved prior to further time and money being expended. The City will provide preliminary review of your project at no charge.
<b>2</b>	<b>Submit Your Application</b>	Your application is considered "submitted" when you turn in a signed application, processing fees and all the materials described on the application checklist (such as a site plan). It is important you provide all the necessary materials, so as to not delay the processing of your application.
<b>3</b>	<b>Intake Review</b>	Before your application is actually processed, it is reviewed by the Planning Department to ensure that all the required information and materials are included. If anything is missing or unclear, you will be asked to correct it to make the application "complete".
<b>4</b>	<b>Send Out For Comments</b>	The completed application is sent to a variety of reviewing agencies (City Departments, Caltrans, etc.) for comments on the project. These comments help determine whether the project is a good fit for the property and what requirements will need to be applied.
<b>5</b>	<b>Admin. or Planning Com.</b>	If the project meets one of the environmental exemptions allowed by State statutes, the project will be reviewed and approved with the appropriate conditions by City Staff and will not be forwarded to the Planning Commission for Review & approval. If not, it must be fully reviewed.
<b>6</b>	<b>Environmental Review</b>	The project is reviewed for potential environmental effects such as traffic congestion, noise and sensitive biotic habitats (per State law). Staff will prepare the required analysis for consideration by the Planning Commission when they consider your project.
<b>7</b>	<b>Staff Report Preparation</b>	The comments and information provided by the reviewers are assembled and a staff report is prepared for the Planning Commission. This report includes a recommendation to approve or deny the project and outlines any recommended conditions of approval.
<b>8</b>	<b>Review Conditions</b>	The staff report is provided to you and the Planning Commission about a week before the public hearing. It is very important that you review and understand all of the conditions and that you resolve any problems with Staff before the meeting.
<b>9</b>	<b>Planning Commission Public Hearing</b>	The Planning Commission will consider your project at a noticed public hearing, which means that a notice describing your project will be published in the Madera Tribune and mailed to properties within 300 feet of your project. At the hearing, the Commission will ask you to confirm that you understand and agree to all of the conditions. After hearing all public testimony, the Commission will make a decision to deny or approve the project with conditions.
<b>10</b>	<b>Pay State Fees</b>	State Law requires that a Fish and Game Fee of \$2,043 be paid to the State for most projects in order to complete the process. You should anticipate having to pay this fee immediately after the final approval of your project (the next day or so).
<b>11</b>	<b>Sign Conditions</b>	After approval of your project, you must sign an acknowledgement of the approved conditions. You may have conditions that have to be met before you begin your operation. If you do not begin operation within one year, your permit will expire unless you obtain an extension.