



124 North Cloverdale Boulevard  
Cloverdale, CA 95425-0217  
Telephone (707) 894-1701  
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## **PLOT PLAN REVIEW PROCEDURES**

### **PURPOSE**

Plot plan review is an administrative approval required when a development or use of land is listed in a particular zoning district as "Permitted Subject to Plot Plan Review". Projects subject to Plot Plan Review are categorically exempt from the California Environmental Quality Act (CEQA). Reasonable conditions of approval may be imposed to ensure compliance with the Zoning Ordinance and that the use is designed and operated in a manner that will not interfere with the use and enjoyment of surrounding properties.

### **PROCESS**

The applicant should submit a completed application, an accurately drawn reproducible site plan, filing fee, and project description to the Cloverdale Community Development Department, 124 N. Cloverdale Blvd., Cloverdale, CA 95425. The application must be signed by the applicant and the property owner.

### **APPLICATION SUBMITTAL REQUIREMENTS**

1. Application form completed and signed by the applicant and property owner
2. Project description including the nature of the proposed use, expected days and hours of operations, expected number of employees and patrons. If there are multiple uses on the site, indicate the location and square footage of the different uses.
3. Application fee
4. Statements in support of the required findings
5. Five copies of a site plan, fully dimensioned and drawn to scale that provides the following information:
  - North arrow
  - Property lines
  - Existing (or proposed) building locations with setbacks
  - Location of proposed use
  - Landscape areas
  - Easements and existing streets
  - Walkways
  - Driveways and parking areas

**REQUIRED FINDINGS:**

The Cloverdale Zoning Ordinance requires that prior to the approval of the plot plan review, the following findings of fact be made by the Planning Director in an affirmative manner. Please provide written information to substantiate these findings:

1. The proposed project is consistent with the goals, objectives, policies and programs of the Cloverdale General Plan.
2. The proposed project conforms to applicable performance standards and will not be detrimental to the public health, safety or general welfare.
3. The physical location or placement of the use on the site is compatible with the surrounding neighborhood.

(NOT FOR CONSTRUCTION)

