CITY OF EL CENTRO
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING & ZONING DIVISION
APPLICATION FOR CIVIC CENTER SITE PLAN REVIEW

Application is hereby made to the City of El Centro, County of Imperial, State of California, for a Civic Center Site Plan Review as set forth under Section 29-76, et.seq., of the Zoning Ordinance, of Chapter 29 of the City Code of the City of El Centro, California, as amended.

APPLICANT:

Name________________________________________ Telephone No. (____) ______________________
Mailing Address________________________________________
Email Address________________________________________
Name of Property Owner(s) (if different from above)________________________________________
Mailing Address________________________________________ Telephone No. (____) ______________________
Financial Institution/Bank, providing funding for the project (if known)________________________________________
Mailing Address________________________________________ Telephone No. (____) ______________________

Applicant is the: (check one)

☐ Owner
☐ Purchaser under contract (provide proof)
☐ *Lessee, acting with written approval of the Owner (five (5) year minimum).
☐ *Agent, acting with written approval of the Owner of the property described hereinbelow.
☐ Other ____________________________________________________

*Submit written approval with application.
DESCRIPTION OF PROJECT SITE:

Legal
Lot          Block          Subdivision

Assessor's Parcel No. (APN):

Street Address/Location

PROJECT INFORMATION:

TYPE OF PROJECT:  Residential _______ Commercial _______ Industrial _______ Other__________

PROJECT DESCRIPTION:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

REQUIRED ATTACHMENTS:

1. A minimum of four (4) folded copies of the site plan, exterior building elevations, floor plan, landscape and irrigation plans (minimum size 22” x 34") must be submitted with this application prepared by a design professional.

2. One reduced site plan 8½” x 11”

3. One CD with a PDF copy of all plans

SIGNATURE:

I certify that I am the signer of the within application and have read the foregoing and certify that the contents herein are true and correct to the best of my knowledge and belief.

Date       Applicant Signature

Print Name

NOTE: Please submit Civic Center Site Plan Review application with the required attachments and the appropriate filing fees to the Community Development Department-Planning & Zoning Division at City Hall, 1275 W. Main Street, El Centro, California 92243. Incomplete applications will not be accepted.

If you need assistance completing the applications, please contact the Planning & Zoning Division on weekdays, from 8:00 a.m. to 5:00 p.m., at (760) 337-4545.
A site plan of the proposed use shall be submitted with this application, shall be drawn to scale, and shall indicate clearly, with full dimensioning, the following information:

- Lot dimensions. Property lines and location of easements
- Property information. Street address, APN, existing use, proposed use, and zoning
- All buildings and structures. Location, size, height, proposed use, location of doors
- Floorplans, if required, showing interior dimensions of rooms, doorways, room uses, and equipment
- Required setback lines, yards, and space between buildings
- Utilities. Location and size/capacity
- Walls, fences, and landscaping. Location, height and materials
- Off-street parking. Location, number of spaces and/or dimensions of parking area, arrangement of spaces, internal circulation pattern
- Access. Pedestrian, vehicular, service; points of ingress and egress
- Loading. Location, dimensions, number of spaces, internal circulation
- Lighting. Location and general nature, hooding devices
- Street dedications and improvements, where required
- Outdoor storage and activities, where permitted in the zone. Type, location, height of screening devices
- Drainage and grading improvements where required
- Waste disposal and storage areas
- Other data as may be needed to permit the required findings to be made