



**City of Calexico**  
 Community Development Department  
 Planning Division  
 608 Heber Avenue  
 Calexico, CA 92231  
 Tel: 760.768.2118  
 Fax: 760.357.7862  
 www.calexico.ca.gov

**DEVELOPMENT REVIEW  
 APPLICATION**

**APPLICANT:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: (\_\_\_\_\_) \_\_\_\_\_  
 Fax Number: (\_\_\_\_\_) \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: (\_\_\_\_\_) \_\_\_\_\_  
 Fax Number: (\_\_\_\_\_) \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Please check this box if you are willing to receive staff reports via email. If this box is not checked, staff reports will not be sent via US Mail.

Please check all that apply

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Development Review Commercial | <input type="checkbox"/> Development Review - Industrial | <input type="checkbox"/> Development Review - Multi-Family |
|  |  | <input type="checkbox"/> Other _____                       |

**ASSESSOR'S PARCEL NUMBER:** \_\_\_\_\_

**GENERAL LOCATION OF PROJECT / ADDRESS:** \_\_\_\_\_

**PROJECT DESCRIPTION (Attach a separate sheet if needed):** \_\_\_\_\_

**PROJECT INFORMATION:**

Zoning: \_\_\_\_\_ General Plan Designation: \_\_\_\_\_  
 Acreage: \_\_\_\_\_ Number of Buildings/Units: \_\_\_\_\_

**AFFIDAVIT:** I hereby certify that the information furnished above is accurate, true, and correct to the best of my knowledge or belief.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type / Print Name: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type / Print Name: \_\_\_\_\_

**\*\* By signing the above, owner consents to the processing of the above request by the applicant. A letter of authorization from the owner may be submitted in lieu of the property owner's signature. Additionally, applicant agrees to pay all required processing fees, including any and all outstanding fees incurred by the city as the result of project processing.**

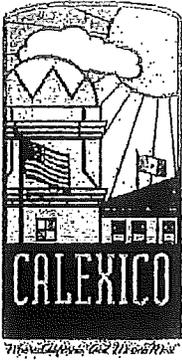
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**FOR OFFICE USE ONLY**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

CRA Number: \_\_\_\_\_ Project Planner: \_\_\_\_\_

Development Review No.: \_\_\_\_\_



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Submittal Requirements - Checklist Form  for:

## DEVELOPMENT REVIEW COMMERCIAL, INDUSTRIAL & MULTI-FAMILY PROJECTS

Items required for initial submittal of application to accurately analyze and efficiently process this land use proposal. If these items are not included the application will either not be accepted or will be deemed incomplete by the Project Planner.

- Deposits – The City works on a Cost Recovery Account System Basis (CRA). The amounts listed below are the estimated costs for this type of application. If, however, the application is delayed or if unusual circumstances arise, an additional deposit may be required. Likewise, if the project submittal is complete and there are no delays, a refund for unexpended monies will be returned to the applicant.
- Planning Division \$5,810.00 – payable to the City of Calexico
  - Note: This is only Planning Division processing fees. Contact the Engineering and the Building & Safety Divisions to determine other related plan check and inspection fees and required impact fees associated with your project.*
- Completed Application Form signed by applicant and property owner. The applicant may submit a letter of authorization from the property owner in lieu of having them sign the application.
- Fifteen (15) sets of plans indicating the information below. All sheets must be the same size and shall be a minimum size of 18" x 24". All sheets shall be bound together in the order described below and folded to a maximum size of 8-1/2" x 11".

Each sheet must list all relevant information as outlined in the Plan Requirements (Form CLX PD 02).

- a) Site Plan
- b) Elevations, floor plans and other plans necessary to explain or illustrate the variance requested.

### REQUIRED COMPLETE FORMS

1. Form No. CLX PD 01
2. Form No. CLX PD 02



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## SITE PLAN CONTENT REQUIREMENTS

All plans shall be drawn at an easily readable scale (i.e. 1/8" = 1', 1/4" = 1', or 1" = 20') and be fully dimensioned. All sheets shall be the same size and shall be a minimum size of 18" x 24". All sheets shall be folded to a maximum size of 18" x 11". All plans shall be consistent with all other required plans and shall be drawn to the same scale, except building elevations.

### GENERAL INFORMATION TO BE SHOWN ON ALL SHEETS

- Name, address, and telephone number of owner and developer of subject property.
- Name, address and telephone number of person preparing plan.
- North arrow and scale. North arrow must point to top of sheet.
- Vicinity map showing site location and major cross streets.
- Legal description of subject property (i.e. APN) and street address of subject property (if assigned).
- Date plans were prepared.

**INFORMATION SPECIFIC TO SITE PLANS** (The site plan, drainage and grading plan, and landscape plan may be combined into a single plan as long as the details are legible).

- Existing and proposed Zoning of subject property and surrounding properties.
- Existing and proposed General Plan designation of subject property and surrounding properties.
- Existing land uses of surrounding properties.
- Name and address of utility companies, including water, sewer, electric, gas, cable, and telephone companies.
- Net lot area and gross lot area.
- Dwelling units per acre, if applicable.
- Number of proposed units.
- Total square footage of each dwelling unit, number and size of dwelling units and number of bedrooms, if applicable.
- Total square footage of each building, including customer area/non-customer area for restaurants.
- Percentage of area covered by buildings on each parcel.
- Percentage of area covered by pavement on each parcel.
- Uses of all buildings (existing and proposed) on subject property.
- Type of construction and occupancy per Uniform Building Code.
- Computation of total covered and uncovered parking spaces for each parcel and the number of proposed to meet the requirement.
- Property lines and lot dimensions of subject property.
- Names and width of adjacent streets and alleys.
- Street or alley dedications, if applicable.
- All existing and proposed public improvements within adjacent streets and alley right-of-way (curb, gutter, street lights, sidewalks, parkways, power poles, fire hydrants, etc.)
- Existing or proposed public right-of-way within subject property.
- Existing or proposed easements within or immediately outside subject property.
- Physical features on property lines and within 25' of the boundaries of the site for residential projects (fences, walls, power poles, buildings, slopes, etc.).
- Physical features on property lines and within 50' of the boundaries of the site for commercial or industrial projects (fences, walls, power poles, buildings, slopes, etc.).
- Location of all buildings (main and accessory), fences and/or walls, paved areas and landscaped areas labeled existing or proposed.
- Location of proposed septic system, if applicable.

31.  Dimension from building(s) to property line and to other buildings on subject property.
32.  Off-street parking including dimensions of individual parking spaces dimensions of loading spaces, internal circulation pattern for pedestrian and vehicular traffic, wheel stops, and type of surfacing proposed.
33.  Driveway widths and type of surfacing proposed.
34.  Residential trash pad (minimum 3' x 7') or trash enclosures.
35.  Location and proposed screening of any outdoor equipment.
36.  Location of outdoor storage areas.
37.  Exterior architectural projections.
38.  Location of all entrances and loading doors, if applicable.
39.  Signs, including area, location, height, and illumination.
40.  On-site lighting.
41.  Proposed phases, if any.

#### ITEMS SPECIFIC TO PRELIMINARY GRADING AND DRAINAGE PLAN

42.  Estimated quantities of earth to be moved.
43.  Direction of drainage flow with slope in percentage.
44.  Location of on-site and off-site drainage facilities.
45.  Proposed grades and elevations.
46.  All existing contours and structures on the site and within 25' of the boundaries of the site.
47.  Location and elevation of all existing and proposed circulation and drainage improvements and drainage courses within 100' of the boundaries of the site.

#### ITEMS SPECIFIC TO PRELIMINARY LANDSCAPE PLAN

48.  Computation of landscape and the square footage proposed to meet the requirement.
49.  Location of landscaping including existing and proposed trees (including existing street trees), shrub masses, and ground cover area.
50.  Plant list, including botanic name, number and sizes.

#### INFORMATION SPECIFIC TO ELEVATIONS

51.  All sides of all proposed structures, including screening.
52.  Height of all buildings and structures.
53.  Exterior building materials, textures, and colors.
54.  Cross section of structures.