



Community & Economic Development Dept.
 2222 M Street, 2nd Floor
 Merced, CA 95340
 TEL: (209) 385-7654
 WEB: countyofmerced.com/planning

SITE PLAN & DESIGN REVIEW

FILING REQUIREMENTS CHECKLIST

STEP 1	<p>APPLICATION SUBMITTAL. Application submittal, at a minimum, shall include the items listed below. Incomplete submittals will not be accepted.</p> <p>Within 30 days of submittal, staff will review the application and will notify you, in writing, whether your application has been deemed complete or incomplete and indicate any necessary required information. Incomplete applications cannot be processed.</p>
<input type="checkbox"/> APPLICATION	Completed Planning Permit Application with wet-ink or e-signatures. Application must be signed by all property owners or accompanied by documentation to authorize an empowered signee.
<input type="checkbox"/> COMPANION PAGE	Completed Design Review Companion Page .
<input type="checkbox"/> FILING FEE	Full payment of filing fee, based on latest adopted Fee Schedule .
<input type="checkbox"/> SITE PLAN	Two (2) copies of a 11" x 17" site plan and 8.5" x 11" site plan (see Minimum Plan Requirements).
<input type="checkbox"/> FLOOR PLAN	Two (2) copy of floor plans (see Minimum Plan Requirements).
<input type="checkbox"/> ADDITIONAL PLANS	<p>For any new construction, building additions, remodels, and/or changes to facades, please provide the following (see Minimum Plan Requirements):</p> <ul style="list-style-type: none"> ● Elevations ● Sign Plan (if applicable) ● Landscaping Plan (if not incorporated into sign plan) ● Lighting Plan (if not incorporated into sign plan) ● Roof Plan (if any roof-mounted equipment) ● Colors & Materials Board
<input type="checkbox"/> DIGITAL COPIES	All submittal items saved on a CD or flash drive in a PDF format.
STEP 2	APPLICATION PROCESSING
CEQA	Staff will determine if the project is subject to environmental review under the California Environmental Quality Act (CEQA) and related additional fees.
REFERRALS	Staff will refer the application to applicable local, State, and Federal agencies for review and comments. Applicants may be invited to a meeting with County agencies to discuss project implementation.
PUBLIC NOTICE	Staff will prepare the required public notices and staff report summarizing the project and environmental analysis.
STEP 3	<p>APPLICATION DECISION. The Director will make a Decision on your project. The Decision can be appealed within 10 days of determination. If approved and no appeal is filed, staff will send you notice of the final action which includes but is not limited to approved plans and a list of conditions, organized by department, that must be met prior to project implementation or as part of implementation.</p>