



CITY OF LODI
COMMUNITY DEVELOPMENT DEPARTMENT
 P.O. Box 3006
 221 West Pine Street
 Lodi, California 95241-1910
 (209) 333-6711

SPARC APPLICATION

GENERAL INFORMATION REQUIRED (Print or Type)

Applicant's Name	Phone	(Staff Use Only) File Number: Related Files:
Address		
Location of Project (Address)		
Legal Description of Project Location (Assessor's Parcel No.)		
Legal Owner's Name (as listed in the San Joaquin County Assessor's records) Phone		
Address		

Project Description

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary)

INCOMPLETE APPLICATIONS

The completeness of this application, which includes accompanying plans, shall be subject to the review of the Community Development Department. The Community Development Director, pending completion of the plan review process, shall consider application for this Use Permit incomplete. In accordance with State Planning Law Section 65943, the City has 30-days to review your application to insure that your application is complete.

Owner Certification

I certify that I am presently the legal owner of the above described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and accurate. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form).

Date	Signature
Print Name and Title	

Staff use only:
Date Time Received

Received By

Project/Receipt No.

CITY OF LODI

Community Development Department
221 W. Pine St. Lodi, CA 95240 Phone: (209) 333-6711

ENVIRONMENTAL ASSESSMENT

File Number: _____

The Environmental Assessment form must be completed by the applicant before the project can be accepted for processing.

1. PROJECT TITLE: _____

2. PROJECT LOCATION: Assessor Parcel Number: _____
Street Address: _____
Lot Number: _____

3. NAME OF PROPERTY OWNER: _____

4. ADDRESS OF PROPERTY OWNER: _____

5. NAME OF APPLICANT: _____

6. ADDRESS OF APPLICANT: _____
PHONE NUMBER: _____

7. CONTACT PERSON(S): Name _____
Address _____

8. TYPE OF APPLICATION:

(Check appropriate box(es))

- General Plan Amendment
- Annexation
- Rezoning
- Subdivision Map
- Parcel Map
- Use Permit
- Variance

9. TYPE OF DEVELOPMENT:

- Residential: No. of Lots _____
No. of Units _____
No. of Acres _____
- OFFICE: Sq. ft. of Bldg. _____
Acres _____
Approx. No. of employees _____
- SHOPPING/
COMMERCIAL: Sq. ft. of Bldg. _____
Acres _____
Approx. No. of employees _____
- INDUSTRIAL: Sq. ft. of Bldg. _____
Acres _____
Approx. No. of employees _____

10. PROJECT DESCRIPTION:

11. SIGNATURE OF APPLICANT: _____ DATE: _____

(For Staff Use Only)

The project:

- _____Is Ministerial
- _____Is Categorically Exempt
- _____Requires an Initial Study



The Plan Review Process is required for all commercial, industrial, institutional structures and residential projects, which require Planning Commission or Site Plan and Architectural Review Committee (SPARC) review.

SECTION 1: Application Procedure and Filing Requirements

A) Initial Submittal for Plan Review

- 1. Uniform Application
- 2. Environmental Assessment Form, if applicable.
- 3. Digital Copy of Plans on Compact Disc
- 4. Summary Development Table (Residential and Nonresidential)
- 5. Filing fees: \$ _____

B) Final Submittal for Planning Commission and/or SPARC.

- 1. For SPARC review, **9 (9)** sets of plans to include a detailed site plan, conceptual landscape plan, floor plan, and architectural elevations. An 8 1/2"x 11" color and materials board (larger if necessary). One set of colored elevations or rendering. **Digital Copy of Plans on Compact Disc.**

SECTION 2: Plan Preparation Guidelines

- A) All plans shall be drawn on uniform size sheets no greater than 30" x 42".
- B) All plans shall be drawn to an engineering scale not to exceed 1" = 40', with the north arrow oriented towards the top of the sheet if possible.
- C) Plans shall be assembled and stapled together into sets, and all sets must be fan-folded.
- D) If the entire project site plan cannot fit on one sheet, split the site plan onto two or more sheets, and provide a reduced scale master sheet of the entire site.



SECTION 3: Contents of Total Development Package

The items as listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

- A) **Site Utilization Map:** This map shall show the location of the site and its relationship to existing surrounding uses. The map should indicate all structures, street names, and zoning within a 600-foot radius of the proposed project.
- B) **Detailed Site Plan** shall include the following:
 - 1) Name, address, and phone numbers of applicant, engineer, and/or architect.
 - 2) Property lines and lot dimensions.
 - 3) Dimension locations of:
 - a) Access (both pedestrian and vehicular), showing service areas and points of ingress and egress.
 - b) Off-street parking and loading areas showing location, number, and typical dimension of spaces, including handicap & bicycle. (see Public Works Standard Plan 134).
 - 4) Truck turning radius for industrial and commercial projects.
 - 5) Distances between buildings and/or structures.
 - 6) Building setbacks to property lines.
 - 7) Location, height, and materials for walls and fences.
 - 8) Location of light fixtures.
 - 9) Street dedications and improvements.
 - 10) Location of utility poles and fire hydrants.
 - 11) Indicate locations of trash enclosures and electric transformers.
 - 12) Location of proposed monument signs.
 - 13) Proposed outdoor storage areas, if any, and required screening.
 - 14) Label proposed use(s) for all buildings on site.
- C) **Conceptual Landscape Plan** shall include the following:
 - 1) All proposed and existing improvements as shown on the detailed site plan; however, dimensions, such as setbacks and street width, may be excluded from this plan.
 - 2) Roof outlines including eave overhangs.
 - 3) Conceptual landscape and irrigation plans showing locations and planting legend which identifies:



- a) Plant materials by botanical and common names.
- b) Size and spacing of plants.
- c) Private walkways, walls, courtyards, and patios and their treatment (textured paving, security gates, special landscape.)
- d) Berming and/or mounded areas, turf and ground cover areas, shrub locations, accent trees, street trees, slope planting materials, private yard areas.
- e) Location of community amenities identifying: Common or public recreation areas (tot lots, open play areas, barbecue area, pool, spa, recreation building, etc.), primary and secondary entry point areas and their treatment (textured paving, security gates, accent planting or special planting, entry walls, signs), emergency vehicle access, and public walkways.
- D) ***Illustrative Building Elevations:***
 - 1) Show all sides of buildings and clearly label architectural scale.
 - 2) Label proposed colors, materials, building height of each elevation, and indicate location and size of building signs.
 - 3) Provide details for architectural elements, walls, and fences, as needed.
 - 4) All accessory fixtures visible on a building when it is completed shall be shown, (i.e. electrical, gas meters, exposed mechanical equipment, air conditioners, fans, vents, etc.) as well as their method of screening from view.
- E) ***Preliminary Floor Plan:***
 - 5) Indicate proposed use of area, i.e. living room, bedroom, den, garage, office, retail, warehouse, manufacturing, etc.
 - 6) Label all loading doors, entries, and exits.

SECTION 4: Detailed Landscape & Irrigation Checklist & Guidelines.

The following shall be used to establish FINAL landscape and irrigation plans. Conceptual landscape plan guidelines are found in Section 3-D above.

- A) ***Landscape Plan:***
 - 1) The location of all existing and proposed trees, shrubs, areas of ground cover and lawn are to be illustrated on the plan.
 - 2) A list/legend of plant materials with the botanical name, common name, and the total number of each shall be included.
 - 3) All trees and shrubs drawn to scale reflecting the average range of spread of the mature plant.
 - 4) Disposition and fate of all existing trees.



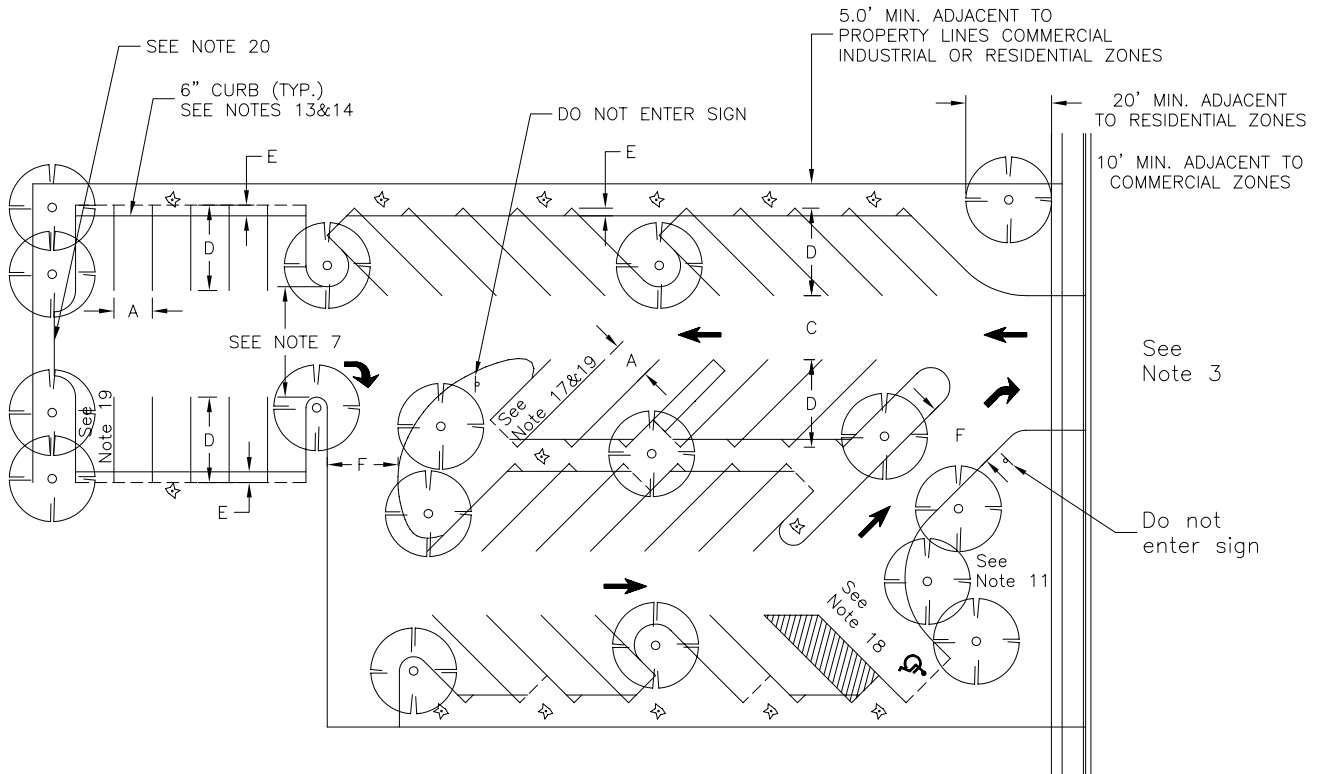
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- 5) Tree planting and staking details.
 - 6) Grading plans of all planter areas with heights and contours of mounds shown.
 - 7) Botanical and common names for all lawn areas and methods of installation shown (seed, sod, etc.).
 - 8) Identify areas of ground cover including lawn by shading or crosshatching the area. Provide spacing of ground cover as a distance "on-center".
 - B) ***Landscape Requirements:***
 - 1) One tree planted onsite for each 500 square feet of open space. Existing on site trees to remain may be counted towards this requirement.
 - 2) One shade tree for each 4 parking spaces. To be planted within the parking lot end stall islands, tree wells, and perimeter planters to maximize shade on the paved areas. This is in addition to the open space tree requirements.
 - 3) One shade tree at 25-30' on-center (depending on the species) within all street frontage planters and required setbacks. This is in addition to the open space tree requirements.
 - 4) All landscaped areas adjoining parking and drive area(s) are to be bordered by a 6-inch continuous vertical concrete curbing.
 - 5) A minimum inside planter width of five (5) feet.
 - 6) 25% of all trees are 15 gal. or larger.
25% of all shrubs are 5 gal. or larger.
 - 7) No shrubs over 30" high in interior of parking lot or within 15-feet of parking lot entrance where sight distance could be a problem.
 - 8) No trees shall be planted within 5-feet of the back of a public sidewalk.
 - C) ***Irrigation Plan:***
 - 1) Irrigation systems shall be provided for all landscaping.
 - 2) Automatic sprinkler systems shall be required unless otherwise specified by SPARC.
 - 3) Sprinkler spacing does not exceed the manufacturer's recommended spacing, or if no spacing is recommended, spacing does not exceed 70% of the diameter of throw.
 - 4) Locations of all irrigation components, such as sprinkler heads, valves, pipes, backflow prevention devices and water taps, automatic controllers, quick couplers and hose bibs shown. Symbols for each component shown in legend on irrigation sheets. Item descriptions may be placed on the sprinkler legend or in the irrigation specifications.



- 5) Sprinkler Heads: Manufacturer, type, model number and nozzle number or size shown. Proposed radius or diameter of throw at a stated pressure (PSI) for each head indicated. Other pertinent information such as low angle spray, adjustable spray diameter, etc. shown. Details of installation for each type of head shown.
- 6) Valves: Manufacturer, type, model number and size shown.
- 7) Pipes: Size, type, grade, class or schedule for both mains and laterals shown. Pipe depths in trench indicated.
- 8) Main lines shall be a minimum of Class 200 and places at least 12" deep. Lateral lines shall be a minimum of Class 160 and places at least 6" deep.
- 9) Backflow Prevention Devices: Manufacturer, type, size, model number and detail of installation shown. Back-flow installations shall be made at all points of service not already controlled. The backflow prevention device shall be a pressure vacuum breaker.
- 10) Water Taps: Points of connection to City mains, size of taps and meter size, if applicable, shown.
- 11) Automatic Controller: Manufacturer, type, model number, number of stations and electrical connections indicated.
- D) ***Landscape Guidelines Size and Type of Planting:***
- 1) Plants should be of a type that is proven successful in Lodi's climate and soils.
- 2) Ground cover or other surfacing shall be provided in all areas not covered by shrubs at time of planting in order to control dust and erosion.
- 3) Plant type should be adaptable to the size and location of the space it is to occupy.
- 4) Plastic/faux landscape materials shall not be used.
- 5) Wood chips shall not be used as a substitute for ground cover; it may be used in conjunction with ground cover until the ground cover takes over.
- 6) Rock/cobbles shall not be used as a substitute for ground cover; rocks absorb and hold heat that can quickly dry out or kill plants and increase water consumption.
- 7) Preserve existing healthy trees where in the best interest of the development.
- 8) Plant size should be such that the likelihood of survival is high and that the plant will be of reasonable size in a relatively short time.
- 9) Large areas of landscaping shall not be planted with only one species of tree to reduce the loss of all trees if disease strikes.



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- 10) Trees planted under overhead lines or over underground pipes shall be a species that will not conflict with these utilities.
 - 11) Maintenance necessary for various types of plants should be considered in determining the appropriateness of landscaping.
 - 12) Plants that drop seedpods or fruit should not be located where such droppings would cause maintenance or safety problems.
 - E) ***Location:***
 - 1) Landscaping should not be located where it will block visibility and create sight distance problems.
 - 2) Landscaping should be used to “break up” and soften the appearance of areas of paving, building wall, and fences where possible.
 - 3) Landscaping should be used as a buffer between uses where possible.
 - 4) Place landscaping to provide summer shade on walls, windows, roofs, walks, parking areas and driveways, to reduce temperatures.
 - 5) “Extra” areas not used for drives and parking or buildings shall be landscaped.
 - F) ***Fencing, Hedges, and Other Buffer Landscaping***
 - 1) Fencing, hedges or other landscaping shall be used as a buffer between land uses.
 - 2) Landscaping shall be used to screen off-street parking areas when possible.
 - 3) Fencing, hedges or other landscaping shall be compatible with materials and design of other structures.



Minimum Parking Lot Standards						
Parking Angle*	"A"	"B"	** "C"	"D"	"E"	"F"
Parallel Parking	10	24	14	10	3	See Note 3
45°	9	12.7	15	20.5	1.8	17
	9.5	13.4	14	20.8	1.8	17
	10	14.2	14	21.2	1.8	17
60°	9	10.5	19	21.8	2.2	14
	9.5	11	18	22.1	2.2	14
	10	11.6	18	22.3	2.2	14
90°	9	9	25	20	2.5	14
	9.5	9.5	24	20	2.5	14
	10	10	24	20	2.5	14

* Dimensions for other parking angles must be evaluated separately for approval.

** For two-way traffic minimum is 24 feet.

Dr. KT	No. 1	Date 2/04	Revision REVISION PARKING LOT LAYOUT	Appr.	Approved By: <i>F. Wally Sandelin</i>	2/12/04	STD PLAN
Ch. WS					F. Wally Sandelin City Engineer R.C.E. 39895	Date	134
Date 12\00							



CITY OF LODI

PUBLIC WORKS DEPARTMENT

Parking Standards

Notes:

1. A minimum number of parking spaces required is established by the City of Lodi Ordinance.
2. All parking stalls shall be marked in an acceptable manner.
3. Lots designed for more than four cars must have two-way access.
4. Where two parking angles can be used in a single lot, they shall be located in separate areas of the lot (except as shown on layout.)
5. Any parking layout necessitating a cul-de-sac or similar type of turning facility for reversing direction of travel in order to exit from the area or any parking spaces will generally be discouraged, and it should be approved by the City Staff prior to the incorporation into the plan.
6. Residential parking for more than four cars regardless of zoning designation shall not be designed to require backing out onto any public street Rights-of-Way.
7. Two-way traffic aisles shall be a minimum of 24 feet wide.
8. In any non-residential parking condition parking or backing area within a parking lot shall not extend into the public Rights-of-Way, regardless of zoning designation.
9. When a long driveway having only a single ingress is necessary within a development, provisions should be made for the maneuvering of emergency vehicles and the arrangement approved by City Staff prior to its incorporation into the plan.
10. All parking lots shall have an adequate structural section and shall be paved with a minimum of two inches of asphalt concrete.
11. All unusable areas shall be landscaped where practical.
12. Landscaped areas within or adjacent to the parking area shall provide for a minimum of one shade tree for every four parking stalls. Depending on type and size of shade tree, requirements may be modified by the City Site Plan and Architectural Review Committee.
13. Six-inch high concrete curbs shall separate all paved and landscaped areas.
14. Concrete curbing shall be used as wheel stops where possible. The use of bumper blocks is discouraged.
15. Landscaped areas shall be provided between asphalt areas and all building structures, fences and property lines. Hardscaping may be used where pedestrian access is a necessity as determined by the City Site Plan and Architectural Review Committee.
16. Landscaping shall conform to the City of Lodi Landscape Guidelines.
17. End stalls should be protected from the turning movements of other cars with a minimum 5' landscape planter.
18. Handicapped stalls shall be a min. of 9' wide plus an adjacent 8' min. access zone to accommodate Van accessible parking. If there is more than one stall at least one must meet the Van accessible size. The additional stalls shall be a min. of 9' wide plus an adjacent 5' min. access zone, per title 24, Chapter 2-7102, California Administrative Code.
19. End stalls and stalls adjacent to curbings shall be a minimum of ten feet wide.
20. Dead end 90° parking shall be provided with adequate turning room.
21. Parking requirements for the interior of parking lots on industrial lots surrounded solely by heavy industrially zoned properties may be modified by the Site Plan and Architectural Review Committee.

Reference: Planning Commission Resolution 77-2, 7/11/77

Sheet 2 of 2

Dr.	KT	No.	Date	Revision	Appr.	Approved By:	STD PLAN
		1	2/04	TEXT ADDITION & REVISION		<i>F. Wally Sandelin</i>	
Ch.	WS					2/12/04	134
Date	12/00					Date	

F. Wally Sandelin
 F. Wally Sandelin
 City Engineer
 R.C.E. 39895



FEE SCHEDULE

CITY OF LODI, COMMUNITY DEVELOPMENT DEPARTMENT, 221 W. PINE ST., LODI, CA 95240
PHONE: (209) 333-6711 FAX: (209) 333-6842

PLANNING:	FEE
ADMINISTRATIVE DEVIATION.....	\$350 + HOURLY
ANNEXATION.....	\$4,000 + HOURLY
APPEALS.....	\$300
DEVELOPMENT PLAN REVIEW.....	\$2,500 + HOURLY
ENVIRONMENTAL IMPACT REPORT.....	HOURLY
GENERAL PLAN AMENDMENT.....	\$3,000 + HOURLY
HOME OCCUPATION.....	\$100
LANDSCAPE REVIEW.....	\$175 + HOURLY
LIVE ENTERTAINMENT PERMIT.....	\$200
LOT LINE ADJUSTMENT.....	\$650 + HOURLY
MITIGATION MONITORING.....	\$HOURLY
NEGATIVE DECLARATION.....	\$900 + HOURLY
TENTATIVE PARCEL MAP.....	\$2,500 + HOURLY
NON-RESIDENTIAL CONDOMINIUM CONVERSIONS.....	\$2,000 + HOURLY
PRELIMINARY ENVIRONMENTAL ASSESSMENT.....	\$250 + HOURLY
REZONE.....	\$2,000 + HOURLY
SITE PLAN AND ARCHITECTURAL REVIEW (SPARC).....	\$1,875 + HOURLY
TENTATIVE SUBDIVISION MAP.....	\$4,600 + HOURLY
USE PERMIT.....	\$2,000 + HOURLY
VARIANCE.....	\$1,000 + HOURLY
PRE-DEVELOPMENT REVIEW.....	\$250
DOCUMENT IMAGING.....	\$50/APPLICATION
STAFF CONSULTATION (INCLUDING LETTERS).....	HOURLY

THE APPLICATION FEES LISTED ABOVE ARE REFUNDABLE UNDER THE FOLLOWING CIRCUMSTANCES:

- WITHIN 30-DAYS OF APPLICATION – 75% REFUND.
- AFTER PROJECT ACCEPTANCE AND CIRCULATION FOR REVIEW – 50% REFUND.
- AFTER FORMULATION OF STAFF RECOMMENDATION TO PLANNING COMMISSION AND/OR CITY COUNCIL, OR 90 DAYS, WHICHEVER COMES FIRST – NO REFUND.

Staff Requests for information, corrections, or amendments must be submitted within 30-days. If a project is inactive beyond 30-days, the application will be returned and a refund processed.

BUILDING: SEE "BUILDING FEES COLLECTED AT PERMIT ISSUANCE"

PUBLIC WORKS ENGINEERING FEES & FIRE PLAN REVIEW FEES: SEE PAGE 2.

PUBLIC WORKS ENGINEERING FEES:

ANNEXATION**	\$693*
DEVELOPMENT PLAN**	\$1154 + \$15/LOT OVER 5 LOTS*
TENTATIVE SUBDIVISION MAP**	\$1154 1-5 LOTS + \$15/LOT OVER 5 LOTS*
TENTATIVE PARCEL MAP & NON-RESIDENTIAL CONDO CONVERSION	\$923*
SITE PLAN (SPARC)	\$462*

* These fees shall be adjusted annually by the inflation rate based on the prior calendar year as determined by the Consumer Price Index (Western Region, Urban, unadjusted). The rate of inflation (or deflation) is applied to the fees to determine the fees for the subsequent year. Said fee adjustments, if any, will be made automatically effective July 1 of each year.

** Based on single-family residential developments having 75 lots or less. Single family residential projects having more than 75 lots or multi-tenant commercial/industrial projects will be charged on a time and cost basis. The applicability of the standard fee shall be determined by the Public Works Director.

FIRE PLAN REVIEW FEES:

ANNEXATION	\$150.00 +
LAND USE (ABC, LIVE ENTERTAINMENT, REZONE)	\$150.00 +
LOT LINE ADJUSTMENTS	\$150.00 +
TENTATIVE SUBDIVISION MAP (1-4 LOTS)/(5-24 LOTS)/(25 OR MORE LOTS)...	\$150.00/300.00/450.00
TENTATIVE PARCEL MAP & NON-RESIDENTIAL CONDO CONVERSION	\$150.00 +
SITE PLAN (SPARC)	\$150.00 +
ZONING VARIANCE	\$150.00 +