



City of Hesperia  
PLANNING DIVISION

## Site Plan Checklist

(For Site Plan Reviews, Revisions and Conditional Use Permits)

**Site Plan:**

The Site Plan shall be professionally prepared in conformance with accepted drafting standards. Ten sets of site plans shall be submitted.

The following information shall be indicated on all site plans (check when completed):

- Site plans shall be submitted on 24" x 36" sheets (folded to 8 ½" by 14"). A preliminary grading or other plan submitted in conjunction with a site plan will not be accepted. Provide an 8½" x 11" reduction or PDF file document of the site plan. Show appropriate scale (generally 1" = 20').
- Name, address, and telephone number of the developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions.
- Precise legal description (the Assessor's Parcel Number (APN) is not a legal description).
- North arrow oriented towards the top or to the right of the sheet and a legend identifying any symbols used.
- Property lines with dimensions and bearings.
- Gross acreage (including streets) and net lot area.
- Assessor's Parcel Numbers and site address (if available).
- Contours at 1-foot intervals with pad elevations for all buildings.
- Calculations for on-site retention per City Ordinance and indicate the location, type, and depth of all drainage structures for on-site retention.
- Locations of all post-construction stormwater best management practices (BMP's) consistent with the project's Water Quality Management Plan (WQMP). Include design and sizing details for each BMP.
- A vicinity map showing the precise location of the project.
- All easements of record. Identify, label, and dimension all recorded easements which affect the subject property.
- Dimension both off-site and on-site improvements including right-of-way for streets and alleys/curb face from centerline. The width of all driveways, drive aisles, sidewalks, and width and depth of parking spaces and loading zones.
- Dimension and label all existing and proposed buildings and structures from property lines and provide distances between buildings.
- Show and dimension street improvements if existing improvements occur within 100 feet of the project site (break lines may be used).
- Location of water and sewer lines, utility poles, street lights, and fire hydrants.

- Locate the proposed fire department connection (FDC) and post indicator valve (PIV) when fire sprinklers are required.
- Size, location and height of existing and proposed buildings and structures, including walls, fences, signs, lighting, trash enclosures and other accessory structures. The boundaries of landscaped areas, outdoor display and storage areas shall also be clearly shown.
- Indicate the limits of the phasing and all off-site and on-site improvements to be constructed with each phase.
- Show all handicapped parking spaces, accessible paths of travel and ramps needed to provide accessibility from a public street to all private facilities, consistent with state and federal law.
- Provide a tabular summary, which includes the following information:
  1. Adjusted gross and net acreage.
  2. Gross floor area per building and total floor area for all buildings.
  3. Landscape coverage ratio (percentage of lot covered by landscaping).
  4. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable).
  5. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable). Include parking formulas used and calculations.

**Supporting Documentation:**

**The following reports / information shall be submitted with the site plan as required:**

- Provide three copies of a hydrology study which identifies the off-site tributary flow and its impact to the site.
- Three copies of a preliminary title report (less than 90 days old). Three copies of all supporting documents referenced in the title report shall be included.
- Three copies of a Traffic Scoping Study or Traffic Impact Study may be required based on the size of the project and the requirements of the San Bernardino County Congestion Management Plan.
- WQMP Regulated Submittal (projects that create or replace  $\geq 5000$  sq. ft. impervious surface)**  
Submit a project specific Water Quality Management Plan (WQMP) prepared using the City of Hesperia WQMP Template applicable to the project. Provide signed certifications and a draft Maintenance Agreement that identifies the responsible parties. For WQMP non-regulated submittals (projects that create or replace  $\geq 2500$  sq ft impervious surface, show water quality features on Site Plan.

**Consult with the Planning Division prior to contracting for the following:**

- Provide three sets of a protected plant plan.
- Provide three sets of a biological report.
- Provide three sets of a cultural resources report.
- Provide three sets of an acoustic or noise study.
- Provide three sets of a photometric study.

- Provide three sets of a slope analysis.
- Three copies of a Traffic Scoping Study or Traffic Impact Study may be required based on the size of the project and the requirements of the San Bernardino County Congestion Management Plan.

**Floor Plan:**

**The Floor Plan shall be professionally prepared in conformance with accepted drafting standards. Six sets of floor plans shall be submitted.**

- 24" x 36" sheet size and provide an 8½" x 11" reduction or PDF file document.
- Show appropriate scale (generally ¼" = 1').
- Label each room as to use.
- Provide dimensions for each room and provide outside building dimensions.

**Elevations:**

**The Elevations shall be professionally prepared in conformance with accepted drafting standards. Six sets of elevations shall be submitted.**

- 24" x 36" sheet size and provide an 8½" x 11" reduction or PDF file document.
- Building elevations shall show architectural detail and shall include illustrative elevations of all sides of all buildings.  
  
Building materials shall be labeled on each sheet of the elevations, including proposed building colors, heights of all structures, conceptual sign locations, sizes and type, and screening treatment for HVAC units.

**One professionally prepared color elevation sheet showing all four primary building faces or a color rendering shall be provided. The document shall be submitted as an 8½" x 11" sheet or PDF file document.**

**ALL APPLICATION MATERIALS LISTED WITHIN THE APPROPRIATE APPLICATION SHALL ALSO BE SUBMITTED.**

***I HEREBY ACKNOWLEDGE THAT I HAVE INCLUDED ALL OF THE ITEMS LISTED AND UNDERSTAND THAT MISSING ITEMS WILL RESULT IN THE DELAY OF THE PROCESSING OF MY APPLICATION.***

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Signature of Plan Preparer or Applicant