



City of Banning

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Site Plan Preparation Checklist

The following information should be used as a guide in preparing a site plan. Please note that this checklist is presented only as a guide, and does not represent a comprehensive list of items that may be required on any particular plan.

- Name of development, type of business, building square footage and parking required and parking provided.
- Owner (name, address, and telephone number).
- Developer (name, address, and telephone number).
- Architect (name, address, and telephone number).
- Draftsperson (if different than above)
- Seal and signature of a registered engineer (if required).
- Date of survey, date plan drawn, and revision dates as applicable.
- North arrow with reference.
- Scale (no smaller than 1"=100')
- Tax Assessor's Parcel Number.
- General Plan Designation
- Zoning Designation.
- Use, zoning and Assessor's Parcel Number(s) of all adjacent parcels with owner(s) name(s).
- Gross acreage/square footage of property.
- Net acreage of property.
- Square footage area to be developed.
- A 24 hour local contact person.
- Date Plan was prepared.
- Location of proposed business signage.
- Existing and proposed elevations referenced to mean sea level, with a contour interval of 2 feet, accurate to one-half contour to indicate existing and proposed surface drainage patterns.
- Existing and proposed pavement width and right-of-way width of any existing streets adjacent to the development and distances to nearest intersection.
- Location sketch/Vicinity Map (scale no less than 1" = 2000').
- All boundaries heavily lined with bearings and distances shown; accurate reference to official maps or deed descriptions.
- A copy of the title report should be provided with the site plan submittal.

- Plan and profile of storm sewers on a scale of no less than 1" = 100' horizontally, 1" = 10' vertically.
- Detail plan of all entrances, driveways, roadways, etc., that connect to existing city streets (connections to State Highways will require permits from Caltrans).
- Minimum building setback lines (front, side and rear), existing easements and proposed easements shown.
- ADA accessible route for commercial facilities.
- Location and size of sanitary sewers and manholes.
- Location of underground septic tanks and systems.
- The location of stop signs (and other traffic control devices as required by the City Engineer) including a statement to the effect that "The developer shall be responsible for the initial installation of the signs."
- Acreage of all on-site and off-site drainage areas contributing to flow through the project.
- Storm water pollution prevention plan (if required).
- Heavy outline of flood plain as shown on FIRM maps and note delimiting location on plan. Any disturbances within flood plain limits must comply with the City Flood Ordinance.
- Finished floor elevation of buildings a minimum of 2.0 feet above established 100-year flood elevation.
- Finished floor elevation of buildings a minimum of 1.0 feet above areas subject to sheet flow or moderate flooding.
- Outfall(s) Information - location, size and shape; Land Use - Commercial, Industrial, Residential, etc.; Acreage of on-site and off-site drainage areas contributing to discharge from development; Acreage of impervious drainage area; name of receiving drainage basin
- A descriptive note describing any permanent or temporary Best Management Practices (BMP's) used to impact or target Water Quality.
- Location, dimensions, and area of all impervious surfaces, both existing and proposed, on the site.
- A note to the effect that "All silt barriers must be placed immediately following clearing. No grading shall be done until silt barrier installation is completed."
- Fence, or provide Indemnity Form, as required for all detention or retention areas, which are not wholly contained in a parking lot.
- Provide at least one copy of pipe sizing, detention/retention sizing and other calculations required for review of this plan.
- Hydrology studies for both Public Works and Riverside County Flood Control and Water Conservation District as applicable.
- Note on drawings: "Contractor shall contact the Inspection Division of the Public Works Department at least 48 hours prior to starting work on the project." The phone number for this office is (951)922-3130.
- A statement of the following: "I am the owner of the property affected by this Site Plan. Prior to requesting a Certificate of Occupancy, I will submit a notarized statement as follows: 'I certify that the site improvements

are complete and in accordance with the approved plans and specifications.' This certification will be based on observations of and supervision of construction by my representative or me. I understand that the Certificate of Occupancy will not be approved until this certification has been made."

- Location and size of existing and proposed water service lines.
- Each individual water service line shall be protected by a minimum double-check back flow device.
- Calculations of the amount of cut and fill proposed and cross-sectional drawings showing existing and proposed grades in areas of fill or excavation. Elevations, horizontal scale, and vertical scale must be shown on cross-sectional drawings.
- Location and detailed design of any spill and leak collection systems designed for the purpose of containing accidentally released hazardous or toxic materials.
- A general note as follows: "A preconstruction conference shall be held with the City Engineer or his designated representative prior to beginning construction. This meeting shall be scheduled with the Department of Public Works at the time the notification of work commencement is given."
- Proposed improvements located within the public right-of-way.
- Squarefootage of proposed parking area (if applicable).
- Squarefootage of landscaped area within the parking area.
- Squarefootage of landscaping provided on site.
- Dimensions of all parking stalls in parking area
- Location of surrounding drive approaches in relation to those proposed by this project.(for evaluation of turning movements)
- Dimension of all parking stalls, drive aisles, landscape planters
- Location, height, linear footage and building material of all fences and walls.
- Make sure plan shows City of Banning Standards for: Curb and Gutter, Sidewalk, Drive approach, etc..
- City of Banning Title block with City Engineer signature block
- Quantities of material