



City of Imperial Beach, California

Community Development Department

Planning Division

825 Imperial Beach Blvd. Imperial Beach, CA 91932

Site Plan Review Permit

Submittal Requirements and Checklist

The purpose of this form is to inform applicants of the basic submittal requirements in order to allow staff to accurately analyze and process a Site Plan Review application. The Site Plan Review procedure is established to review certain property development proposals to ensure the best and most appropriate site development of the property in certain zoning districts. Site Plan Review may be Administrative (staff review only), or may require approval of the City Council. For assistance determining if your project would be reviewed Administratively or requires approval of the City Council, contact Planning staff at (619) 628-0858 or mopenshaw@imperialbeachca.gov.

A Site Plan Review application will not be considered for approval, either by staff or City Council, until all required information is submitted and deemed complete. The following is required to be submitted at the time of application.

1. Deposit in the amount of \$3,000 for the Site Plan Review Permit (SPR)
2. Completed Discretionary Permit Application Package
3. A Statement of Justification that provide findings/evidence per Imperial Beach Municipal Code Section 19.81.060.
 - a. That the proposed use does not have any detrimental effect upon the general health, welfare, safety and convenience of persons residing or working in the neighborhood, or is not detrimental or injurious to the value of the property and improvements in the neighborhood;
 - b. That the proposed use does not adversely affect the general plan or local coastal program;
 - c. That the proposed use is compatible with other existing and proposed uses in the neighborhood;
 - d. That the location, site layout and design of the proposed use properly orients the proposed structures to streets, driveways, sunlight, wind and other adjacent structures and uses in a harmonious manner;
 - e. That the combination and relationship of one proposed use to another on the site is properly integrated;
 - f. That access to and parking for the proposed use does not create any undue traffic problem;
 - g. That all other applicable provisions of this title are complied with;
 - h. Any other considerations, as the planning commission and/or community development department deem necessary, to preserve the health, welfare, safety and convenience of the city in general. (Ord. 97-917 § 2, 1997)