



**City of Nogales**  
Planning & Building Department

**PRE-APPLICATION SITE PLAN REVIEW  
PROCESS**

**DEADLINE: FRIDAY, 5:00 PM – MEETING WITH APPLICANT FOLLOWING FRIDAY AT 9:00 AM**

NOTE: THE FOLLOWING CHECKLIST HAS BEEN CREATED TO IDENTIFY DOCUMENTS NECESSARY FOR ACCEPTANCE OF YOUR APPLICATION. ONE STOP SHOP COUNTER IS UNABLE TO ACCEPT INCOMPLETE APPLICATIONS.

- Site Plan – 2 copies, (1) 24"x36" and (1) 11"x17" sheet size, drawn to scale (any additional plans submitted must also be in same format)
- All plans must be black line prints only (no blueprints, shading, aerials, etc.)
- Provide all applicable site data (see below)
- Provide completed Project Submittal Form
- **Fee: There is no fee at this time. The intent is to work with applicants prior to a final submittal.**

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The following is a list of information which should appear on the plans. This information is not required at this phase, however, complete documents will provide a more thorough understanding of your development proposal and result in more useful city comments from Staff. Comments from agencies such as utility companies or Santa Cruz County Flood Control District are the responsibility of the applicant during the preliminary process.

- A. Submitted by (name, address, phone)
- B. Project Name
- C. Site Address
- D. Proposed uses and/or Scope of Work
- E. List all Use Permits or Variances requested
- F. Location Map, oriented the same direction
- G. Bar Scale and North Arrow
- H. Legal Description
- I. Property Lines, Lease Lines, Phase Lines, Easements, and setbacks, fully dimensioned
- J. Parcel Size (net & gross)
- K. Nogales General Plan Land Use Designation
- L. Zoning (existing and proposed)
- M. Building area, percentage of lot coverage, height of building, number of stories
- N. Type of Construction per International Building Code
- O. Indicate if building(s) will be equipped with an automatic fire extinguishing system
- P. Residential density, Number and type of units
- Q. Parking for motor vehicles, required and provided
- R. Landscape area on-site, required & provided as a percent of site area (also, show landscape area in right-of-way)
- S. Fire hydrant, on-site or within 150' of the property
- T. All existing and proposed refuse enclosures
- U. Show and dimension all streets, alleys, medians and driveways on both sides of street within 125 feet of property
- V. Show all existing and proposed storm drains, sewer lines, water lines, Fire Department connection and hydrants
- W. Show proposed retention areas for 100 year, one hour storm with preliminary hydrology calculations