

CITY OF WILLIAMS
USE PERMIT and VARIANCE CHECKLIST

To Applicants: The following list includes information you must submit for application processing. Some specific types of information may not apply to your proposal or individual application. If you are not sure, ask staff. Staff will use a copy of this list to check your application for completeness. If information is omitted you may be requested to submit additional information or revise your plans, which may prevent or delay processing of your application.

Application submittal requirements for Use Permit and Variance are as follows:

- Signed, completed Planning Application Form and application fees
- A list of property owners name, address and assessor's parcel numbers within 300' radius
 - 300' radius map (assessor's parcel map with clearly marked radius area)
 - Addressed (including assessor's parcel numbers), stamped, envelopes for each property owner or mailing labels and postage stamps
- Copy of a preliminary title report (legal property description and legal property owner) prepared within 90 days
Signed, completed Initial Study Environmental Assessment Checklist form
- 25 copies of plan sets folded to 8.5" by 11"
- Project description

All plans must be drawn to standard architects or engineers scale and each sheet must be folded to 8.5" x 11" and contain:

- Sheet numbers
- Project name
- Architect/Engineers name, address, and phone number
- Applicants/Representatives and Owners name, address and phone number, (if different from owner)
- North arrow and scale of illustration
- Date of preparation and/or revisions

Statistics and other information in a block:

- General Plan Designation
- Zoning District
- Assessor's Parcel Number
- Land use (vacant, commercial, business office, single family residence, etc.)
- The total area (acreage or square feet) of the project site
- Allowable and proposed density for residential projects
- The total number of proposed and existing structures
- Total number of parking spaces required and provided
- The area of the site to be covered by buildings and by paved surfaces
- Vicinity map

Site Plan:

- Dimensioned property lines and all building setbacks
- Location, name and width (including required widening) of adjacent streets
- Location and dimensions (width) of drainage swales, watercourses, ponds, and wetlands
- Existing and proposed public and private easements
- Dimensioned existing and proposed on and offsite improvements
- Dimensioned existing and proposed buildings and square footage
- Dimensioned parking spaces and aisles, traffic flow with directional arrows
- Ingress/egress circulation of pedestrians and vehicles
- Dimensioned (height) of existing and proposed walls, fences, and exterior light structures
- Landscaped and outdoor/recreation use areas
- Location, type, trunk/canopy diameter of trees over 6" and status (e.g. remove, save, relocate)
- Location and dimensions of storage facilities, accessory structures, and appurtenant equipment

Use Permit and Variance

- Location of trash enclosures (dimensioned), seating walls, street furniture
- Location and dimensions of signs

Sectional Drawings:

- Showing views of the project, approximately through the middle, showing existing and proposed grades and relationship of buildings, parking and landscaping at maturity

Elevations Showing:

- All sides of buildings (north, south, east and west elevations)
- Dimensioned maximum height of building from average finish grade of building
- Notation of all exterior surface materials and features (e.g. wood, brick, tile, concrete)
- Exterior mechanical equipment and proposals for screening, including electrical and gas connections, solar panels, meter boxes and irrigation backflow devices
- Signs, when applicable

Landscape Plan:

- Significant vegetation to be retained or removed
- Location and mature size of proposed trees, major shrubs, ground cover, and street trees. Elevations should accurately depict mature plant forms and character
- Botanical and Common Name Plant Legend
- Method of irrigation
- Location, height, and materials of fences, retaining walls, special paving, and lighting

Minimal landscape plan may be incorporated on site plan, when organized and legible.