

# How to Obtain a Site Plan Review

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**S**ite Plan Review is intended to allow the City to review certain development plans for compliance with Salinas Zoning Regulations and other City ordinances. Site Plan Review streamlines the development review process by replacing costly and time-consuming Planning Commission and City Council reviews with administrative project review and approval by Community Development Department.

## When are Site Plan Reviews Required?

A Site Plan Review is required for new commercial, industrial, and multifamily residential development. Existing buildings typically only need Site Plan Review if the building is to be enlarged or the use is changing. For instance: a store selling fabric reopening as an auto parts store would not trigger Site Plan Review, because both uses are classified as retail.

The Salinas Zoning Code lists the type of uses and development which require a Site Plan Review. For example, Site Plan Review is required for a Restaurant in most commercial zoning districts. Check the Use Classification Tables in the Salinas Zoning Code to see if the proposed use or development requires Site Plan Review.

## What is the Process for Obtaining a Site Plan Review?

Obtaining a Site Plan Review at the earliest possible time will depend on the completeness of the application and the extent to which the plans comply with applicable Zoning Regulations. Early consultation with Community Development Department is strongly recommended before an application is made. This consultation will provide essential information about the project.

The following steps will generally apply to process an application for a Site Plan Review:

**Step 1:** Obtain an application from:

City of Salinas  
Community Development Department  
65 West Alisal Street,  
Salinas, CA 93901

Or

[www.ci.salinas.ca.us](http://www.ci.salinas.ca.us)

(Community Development Department page)

**Step 2:** Complete the application and attach 6 copies of plans. Plans must include all items listed in the "Site Plan Review Submittal Checklist." They need not include structural, electrical, and mechanical details that are usually necessary to obtain a Building Permit.

**Step 3:** Submit the completed application and attached plans along with an application fee to Community Development Department.

**Step 4:** Your application will be reviewed by Community Development Department and other City departments to make sure the project conforms to City regulations.

**INFORMATION  
BULLETIN**

City of Salinas  
Community Development Department  
65 West Alisal Street  
Salinas, CA 93901  
(831) 758-7206

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**Step 5:** *Following the review, notification may be sent detailing any changes to the plans that are necessary in order to comply with City regulations. If so, revisions must be made before the plans are resubmitted.*

**Step 6:** *When the plans have been found to be in compliance with City regulations, the Site Plan Review will be approved. The applicant will receive a copy for records and the original will be retained as a record of your project approval. The approved Site Plan Review form will be mailed to the applicant or the applicant may request to be notified by phone and arrange to pick it up in person from Community Development Department.*

**Step 7:** *A Building Permit may be applied for after approval of the Site Plan Review.*

## **What Happens if the Project does not Conform to Zoning Regulations?**

An application for Site Plan Review may be denied because the proposed project does not conform to Zoning Regulations. However, the Community Development Department will make every effort to help you with changes to make your proposed project conform with Zoning Regulations.

## **Can an Approved Site Plan Review be Changed?**

Yes, by making a new application for Site Plan Review. *Minor* changes may be considered by Community Development Department staff at the time the Building Permit is being processed.

## **Are Other Permits Required?**

Usually. These may include Building Permits, Encroachment Permits, Sign Permits, etc. Consult with someone at Community Development Department *before* submitting an application for Site Plan Review to determine if any other Permits are necessary.

## **How to Obtain More Information**

Call Community Planning and Development at (831) 758-7206. Ask to speak to a planner.

Refer to *Article VI, Division 5* of the Salinas Zoning Code for regulations on Site Plan Reviews.