

Site Evaluations - Application Process

PURPOSE

Site evaluations (SEV), also known as site reviews are required for all BLD and GRD permits which require the submittal of plans and flood determinations. The site is evaluated for its location in relation to: flood zone, water courses, slope, soil type, wind exposure, geologic hazards, and more. The purpose of the evaluation is to verify that the site conditions are accurately depicted on the plans. Additionally, other requirements such as the need for geotechnical analysis may be identified during site evaluations.

GENERAL

Applications for site evaluations are received in two ways. An application for site evaluation may be submitted in conjunction with a building or grading permit requiring plans OR an application for a site evaluation may be submitted separately. A separate application for a site evaluation is generally submitted prior to a building or grading permit application to identify limiting site conditions and for flood determinations for drainage review. Additionally, site evaluations are required for reservoir or vineyard grading.

PROCEDURE

- A. The following is required for either (1) a SEV associated with a BLD/GRD application or (2) a separate SEV application.
 1. Complete permit application and/or Flood Zone Determination Application, if appropriate.
 2. Site plans showing the road, driveway, building area, closest fire hydrant, compliance with the fire safe standards. The number of plans are: one (1) for SEV, four (4) for BLD, five (5) for GRD.
 3. A description of the proposed project and fire safe standards that apply to the site evaluation.
 4. Payment of Fire Safe Standard Plan Check (FSS) fee **only** if it applies to the project. (For example, a SEV for geotechnical analysis and/or site feasibility would not require FSS.)
 5. If an application for a separate site evaluation (SEV permit) is submitted prior to the project application:
 - a. Ensure that the scope of the site evaluation encompasses **all** aspects of the proposed project and it is noted in the description. Make the proper notations on the permit applications and in Permits Plus in the base screen.
 - b. If it is for a flood determination associated with drainage review (office review), select FLZD for *flood determination* in the base screen in Permits Plus and route the Flood Zone Determination application to Drainage Review.
 6. Route to the appropriate sections/cubicles (Planning, Well & Septic etc.) for feasibility of the project.

- B. Note that site evaluations are only valid for one (1) year. If the site evaluation is older than one year, another site evaluation must be conducted unless a Plans Examiner or Building Inspector waives the one year validity.

Approved by:

/s/ Pete Parkinson

Pete Parkinson, Director

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