



SITE IMPROVEMENT PLAN

For Accessory Winery/Wine Release Events

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

1810 E. HAZELTON AVENUE, STOCKTON CA 95205

BUSINESS PHONE: (209) 468-3121

Business Hours: 8:00 a.m. to 5:00 p.m. (Monday through Friday)

Closed for Lunch Between the Hours of 12:00 p.m. and 1:00 p.m.

APPLICATION PROCESSING STEPS

STEP 1 CHECK WITH STAFF - Development Services Staff will explain the requirements and procedures to you.

STEP 2 SUBMIT YOUR APPLICATION - When you apply, file all of the following:

- **FEE** The staff will let you know the current cost of filing a Site Improvement Plan. Make checks payable to the San Joaquin County Treasurer.
- **FORM** Three (3) copies of the completed information forms (attached) which all owners must sign.
- **IMPROVEMENT PLAN** Three (3) copies of a Site Improvement Plan, 24" x 36" (see attached checklist and sample). Site Plan should reflect existing and proposed parking spaces (permanent and overflow spaces) and circulation plan.
- **PLAN COMPLETE** Staff will check your Site Improvement plan. If anything is missing, you will be notified. (Your plan cannot be processed until it is complete.)

STEP 3 REQUIREMENTS AND ADDITIONAL PERMITS

- **REQUIREMENTS** The staff will advise you of the final action and list requirements, by department that must be met before you can start your project.
- **DRIVEWAY** Driveway Permits must be acquired from the Public Works Department for any work performed within the road right of way. If the project fronts on a state highway these permits are obtained from Caltrans.
- **SANITATION & WELL PERMITS** Projects that will utilize new on-site sanitation disposal and/or on-site wells, must get permits from the Environmental Health Division.
- **BUSINESS** If the project involves a business, a Business License must be approved prior to participating in events
- **BUILDING PERMITS** If the project involves construction a building permit must be approved prior to commencement of work.
- **OTHER** Frequently other local, state and/or federal agencies will require permits prior to new uses being established
- **PERMITS** (e.g. Air Pollution Control District, Regional Water Quality Control Board or the Sheriff's Office). The Community Development Department will identify additional permits we are aware of that may be required for your project.



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FILE NUMBER: PA-_____

TO BE COMPLETED BY THE APPLICANT PRIOR TO FILING THE APPLICATION

Owner Information	Applicant Information
Name:	Name:
Address:	Address:
Phone:	Phone:

PROJECT DESCRIPTION

Proposal

Description of the proposed events (Accessory Wine Events & Wine Release Events)

Note: Site Improvement Plan not required for participation in Industry Events. A Revision of Approved Actions application is required to propose or modify Marketing Events

Business name (DBA):

EVENT INFORMATION

Type of Event	Maximum Number of Proposed Attendees	Number of Proposed Parking Spaces (Permanent & Overflow Spaces)	Will Food be Served?	Outdoor Amplified Sound Proposed?
Accessory Winery				NOT PERMITTED
Wine Release Event				

PROPERTY AND VICINITY DESCRIPTION

Property Information

Assessor Parcel Number(s)	Property Size	Number of Parcels	Project Size	Williamson Act Contract
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Property Address:

Existing Land Uses

On-Site Uses (Include Ag Crops):
Uses to the North:
Uses to the East:
Uses to the South:
Uses to the West:



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BUILDINGS AND STRUCTURES USED DURING EVENTS

(This information may be shown on the Site Plan)

Structure Number *	Proposed Use **	Ground Floor Area	Highest Floor	Overall Height (in feet)

* The "structure number" should be used in identifying the structure on the Site Plan.

** If there are two or more proposed uses in a building, make separate listings for each use. For residential projects, state the number of units in each structure.

SITE IMPROVEMENTS AND SERVICES

Off-Street Parking

Number of Permanent Parking Spaces	Number of Overflow Parking Spaces	Number of Existing Handicap Spaces	Number of Proposed Overflow Handicap Spaces	Total Parking Spaces Proposed for Use During Events	*Note: 1 parking space is required per 2 attendees

Water

Public Water Proposed <input type="checkbox"/> Existing <input type="checkbox"/>	Service Provider	Annex-Formation Required	Distance to Public Water (Feet)

Private Water <input type="checkbox"/>	Existing Well <input type="checkbox"/>	New Well <input type="checkbox"/>	Well Replacement <input type="checkbox"/>
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Sewage Disposal

Public Sewage Disposal Proposed <input type="checkbox"/> Existing <input type="checkbox"/>	Service Provider	Annex-Formation Required	Distance to Public Sewer Facility

On-site Sewage Disposal <input type="checkbox"/>	Existing Septic System <input type="checkbox"/>	New Septic System <input type="checkbox"/>	Other <input type="checkbox"/>
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Storm Drainage

Public Storm Drainage Proposed <input type="checkbox"/> Existing <input type="checkbox"/>	Service Provider (if Public)	Annex-Formation Required	Terminal Drainage to:	Detention-Retention Ponds

Private Storm Drainage <input type="checkbox"/>	On-site Retention Pond(s) <input type="checkbox"/>	Natural Drainage/No Change <input type="checkbox"/>	Other <input type="checkbox"/>
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Fire Protection Service

Service Provider	Distance to Fire Station



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Existing Roads				
Road/Street Name	R.O.W. Width	Pavement Width	Curb/Gutter	Sidewalks
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

AUTHORIZATION SIGNATURES

ONLY THE OWNER OF THE PROPERTY OR AN AUTHORIZED AGENT MAY FILE AN APPLICATION.

I, the Owner/Agent agree, to defend, indemnify, and hold harmless the County and its agents, officers and employees from any claim, action or proceeding against the County arising from the Owner/Agent's project.

I, further, certify under penalty of perjury that I am (check one):

- Legal property owner (owner includes partner, trustee, trustor, or corporate officer) of the property(s) involved in this application, or
- Legal agent (attach proof of the owner's consent to the application of the property's involved in this application and have been authorized to file on their behalf., and that the foregoing application statements are true and correct.

Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____

SITE IMPROVEMENT PLAN CHECK LIST

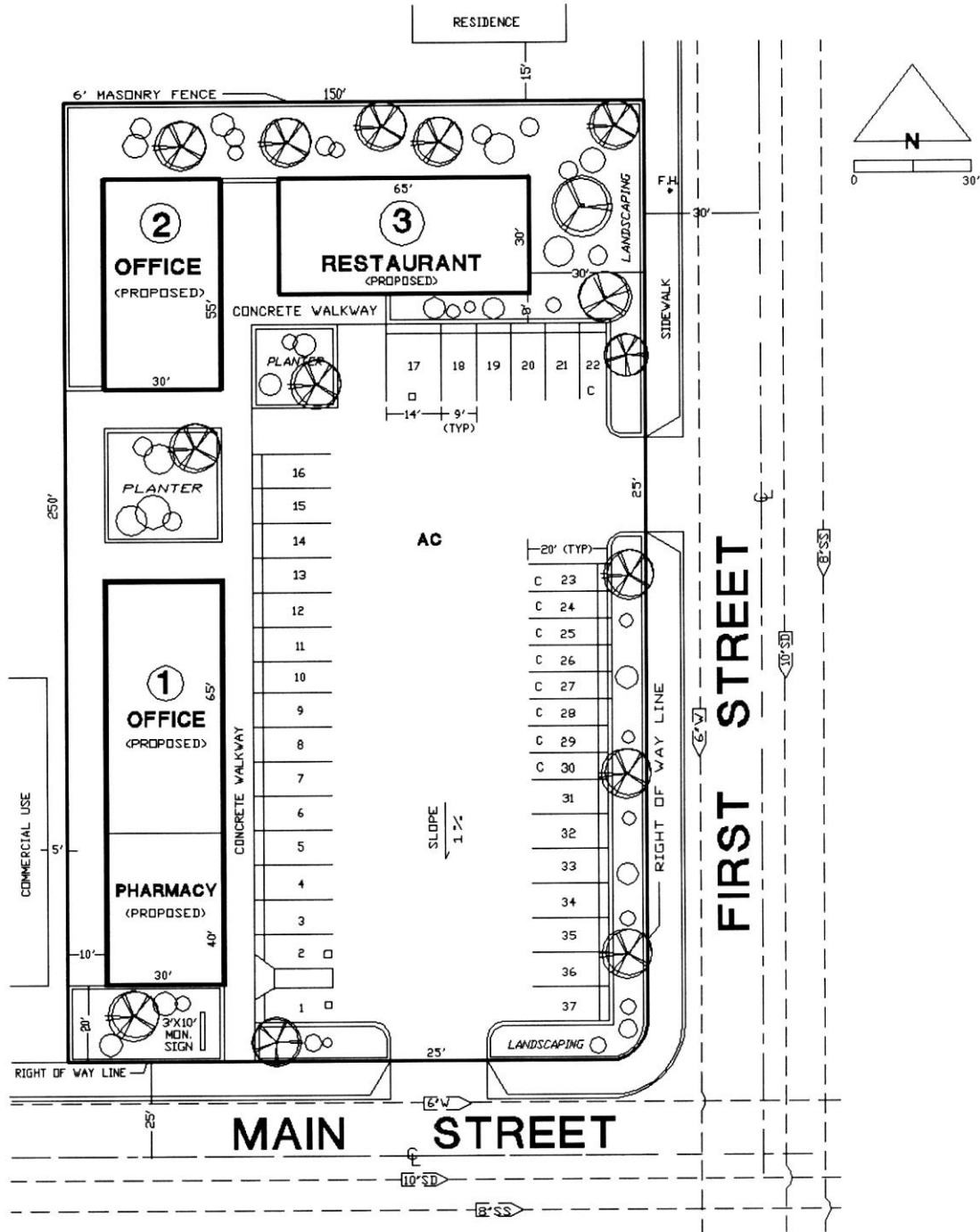
SITE IMPROVEMENT PLAN CHECK LIST

- Preparation of Plan: Site Improvement Plans may be prepared by the owner/applicant, land surveyor or licensed civil engineer.
 - Size: The Site Improvement Plan must be drawn on 24" x 36" reproducible drafting paper.
 - North Arrow, Date and Scale: Use an engineer's scale (e.g., 1" = 20', 1" = 40', etc). The direction of "north" should be pointing towards the top (or right) of the page.
 - Vicinity Map: A reduced size vicinity map showing the location of the property in relation to surrounding streets.
 - Streets and Easements: Location, widths and names of all streets and easements bordering on the property with access details.
 - Adjacent Properties: The type of development (e.g., residential, vacant, etc.) illustrated on all adjacent properties with all property owner names.
 - Property Lines: All property lines or boundary lines of the parcel with dimensions.
 - Existing and Proposed Development: All existing structures (labeled 'existing') and any proposed structures (labeled 'proposed') with dimensions, square footage and distances from other structures and property lines. The legally authorized use (not the current or prior use) and number of floors should be labeled on each structure.
 - Access: Access must conform to County Development Code Requirements for Private Rights of Way.
 - Parking and Driveways: The location, dimensions and surface material of all existing and proposed parking and driveways. Calculations indicating the number of required spaces must be shown. (Refer to handout entitled 'County Parking Lot Standards').
 - Existing signage
 - Fire Apparatus Access: Refer to handout entitled "FIRE APPARATUS ACCESS ROADS".
 - Storm Drainage: See attached handout entitled "Drainage Requirements".
 - Water Wells: The location of existing and proposed water wells on-site and any off-site wells within 150' of the proposed development. Wells must meet the following setbacks:
 - 5' from structures;
 - 50' from septic tanks;
 - 100' from leach lines;
 - 150' from sumps or seepage pits; and
 - 10' from property lines.
- If public water will be utilized, a "will-serve" letter must be submitted from the service provider.
- Sewers and Septic Tanks: The location of the sewer outlet, public sewer hook-up, or existing and proposed sewage disposal systems and any off-site sewage disposal systems within 150' of the property.
- Septic tanks must meet the following setbacks:
- 5' from property lines, structures, driveways and swimming pools;
 - 50' from water wells.
- Leach lines must meet the following setbacks:
- 10' from structures, driveways and swimming pools;
 - 100' from wells, streams and waterways.
 - 5' to 75' from property lines depending on zoning or the location of septic systems on adjoining properties (this requirement also applies to seepage pits).
- If public sewage disposal will be utilized, a "will-serve" letter must be submitted from the service provider.

SITE PLANS MUST BE COMPLETE AND LEGIBLE

- Before applying, check your Site Plan to make sure that it contains all of the information cited above. You are encouraged to have one of our counter staff review your draft Site Plan prior to having copies run.
- Faint prints and light blue lines will not be accepted because they cannot be reproduced or microfilmed.

SAMPLE SITE PLAN



C=COMPACT PARKING SPACES

PROPOSED STRUCTURES - PARKING								
STRUCTURE NUMBER	PROPOSED USE	GFA (sq. ft.)	HIGHEST FLOOR	OVERALL HEIGHT	EMPLOYEES (EST.)	MINIMUM PARKING	PROPOSED PARKING	HANDICAP PARKING
1	OFFICE	1950	1	25'	2	8	8	1
1	PHARMACY	1200	1	25'	2	8	8	1
2	OFFICE	1650	2	35'	6	7	7	
3	RESTAURANT	1950	1	22'	6	14	14	1