



# CITY OF BLYTHE

## DEVELOPMENT SERVICES DEPARTMENT

235 North Broadway • Blythe, California 92225  
Phone (760) 922-6130 • Fax (760) 922-4938

### PROJECT REVIEW SUBMITTAL

The following information must be clearly indicated on all project site plans submitted for review.

**Incomplete application packages will be returned by mail with a letter stating what information is missing.**

A \$555 deposit must accompany applications.

OWNER:

\_\_\_\_\_  
Name, Mailing Address, and Telephone Number of Property Owner

APPLICANT:

\_\_\_\_\_  
Name, Mailing Address, and Telephone Number of Applicant

AGENT:

\_\_\_\_\_  
Name, Mailing Address, and Telephone Number of Agent/Contact Person

PROJECT NAME:

\_\_\_\_\_

PROJECT ADDRESS:

\_\_\_\_\_

ASSESSOR'S PARCEL #:

\_\_\_\_\_

RESUBMITTAL: YES  NO

IF RESUBMITTAL, ORIGINAL REVIEW NO. AND PROJECT NAME:

\_\_\_\_\_

NOTE: A minimum of **25 FOLDED** copies of maps or plans drawn to a readable scale must be submitted on a minimum sheet size of 8 ½" x 11" (18" x 24" minimum size for parcel/subdivision maps and development site plans).

1. Detailed written project description - attach additional sheets
2. Address and Assessor's Parcel Number of the project site
3. Title Report
4. Vicinity Map showing the project location
5. Scale and north arrow. Note: Plans must be drawn to scale.
6. Dimensions of property
7. Location of existing and proposed building(s) and/or structure(s) showing dimensions from property lines. Indicate on submittal whether or not all buildings on property are connected to public water and sewer. If not, show which buildings are not connected and whether or not those buildings are to be connected to public water and sewer systems.
8. Locations, height, and materials of existing and/or proposed fences and walls.
9. Location of off-street parking. Indicate the number of parking spaces, type of paving, traffic directional arrows and parking space dimensions. Include handicap parking if required.
10. Location and width of all existing and/or proposed drive approaches and indicate the proposed method of on-site drainage.
11. Location of existing and/or proposed public improvements/utility structures along the street frontages of the site (such as curbs, gutters, sidewalks, utility poles, fire hydrants, streetlights, traffic signal devices, splice boxes, transformers, etc.).

12. Location of existing or proposed refuse area(s)/enclosure(s) (indicate Palo Verde Disposal bin or individual can service).
13. Location of existing improvements on the site (i.e., wells, septic tanks, irrigation pipes, abandoned or unnecessary improvements, etc.).
14. A preliminary landscaping plan (showing conceptual planting scheme).
15. Indicate all the proposed uses of commercial and industrial buildings.
16. Indicate all loading and storage areas including any fences and walls to be used as screening.
17. Indicate any existing trees and/or historically significant features relative to the site.

As the owner/agent of said property described herein, I authorize City personnel to enter said property for the sole purpose of performing preliminary field inspection(s) for the purpose stated above.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Note: Projects that require Planning Commission and/or City Council review and approval must submit an Application for Land Use and Development subsequent to the PRC process.**

## REVIEW PROCESS

### PROJECT REVIEW COMMITTEE

**Purpose:** The Project Review is a type of development evaluation conducted by the City of Blythe for the permitting of certain types of land uses. The purpose of the Project Review is to ensure that a proposed development is in conformance with the standards of the zone district in which it is located. More specifically, the process is intended to result in well-designed and properly built projects that will enhance the community. Additionally, by getting all conditions up front, there are no surprises during your development progress and you will be able to know what needs to be budgeted.

Project Review is required for all newly constructed land uses with the exception of the construction of single-family dwellings on infill parcels. Generally, Project Review is not required for minor construction projects such as swimming pools, fences, sheds, carports/garages, and minor additions or remodeling of existing buildings. Commercial projects are most always subject to Project Review for both new construction and changing the use of an existing structure, as well as buildings that have been vacant for an extended period of time.

**Process:** The Applicant assembles the required documentation/information indicated on the Project Review Submittal form and submits that to the Planning Department. Staff will distribute the submittal “package” to 26 different agencies (Edison, Gas Company, City Fire Department, Frontier, etc.) for review and comment. Those agencies wishing to provide comment will do so within a specified period of time (normally two weeks although each project is evaluated individually). Planning staff will then compile all comments into one written document that reflects requirements and standards necessary for the project to move forward. The Applicant may then take the conditions of approval to their design professional for inclusion before moving to the next step of their development process (i.e., discretionary action [if required] or building permit submittal). The comment letter accompanying the conditions of approval will specify what the required next course of action will be.

The entire process can take an average of four to six weeks to complete depending on available staff time. When complete, the Applicant will have a “road map” to follow when navigating through the development process.