



# CITY OF SUISUN CITY COMMUNITY DEVELOPMENT DEPARTMENT

701 Civic Center Boulevard • Suisun City, CA 94585

Phone 707-421-7335 • FAX 707-429-3758

E-mail [planning@suisun.com](mailto:planning@suisun.com)

## PLANNING APPLICATION FORM

This application form is required as part of any request to process the planning applications listed below. Other required items are indicated on the accompanying instruction materials. **It is the applicant's responsibility to insure that application packages are complete and accurate.**

### APPLICATION REQUESTED

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> General Plan Amendment   | <input type="checkbox"/> Tentative Subdivision Map | <input type="checkbox"/> Use Permit                     |
| <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Tentative Parcel Map      | <input type="checkbox"/> Temporary Use Permit           |
| <input type="checkbox"/> Development Agreement    | <input type="checkbox"/> Lot Line Adjustment       | <input type="checkbox"/> Site Plan/Architectural Review |
| <input type="checkbox"/> Rezone                   | <input type="checkbox"/> Lot Merger                | <input type="checkbox"/> Appeal                         |
| <input type="checkbox"/> Variance                 | <input type="checkbox"/> Sign                      | <input type="checkbox"/> Other _____                    |

### PROJECT DESCRIPTION

Project Name \_\_\_\_\_ Street Address \_\_\_\_\_  
 Assessor's Parcel No. \_\_\_\_\_ Project Size \_\_\_\_\_ (Net) \_\_\_\_\_ (Gross)  
 Summary Project Description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ (Attach additional sheets as needed.)

### PROPERTY OWNER/APPLICANT

<b>Owner</b> _____	<b>Applicant</b> _____
Address _____	Address _____
Phone _____	Phone _____
<b>Developer</b> _____	<b>Architect/Engineer</b> _____
Address _____	Address _____
Phone _____	Phone _____

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies. I certify that I have reviewed the current Hazardous Waste and Substances Site List developed pursuant to AB 3750 and found that my project  is not on the list  is on the list. A copy of the list is on file at the Community Development Department.

### APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### DEPARTMENT USE ONLY

Application No. \_\_\_\_\_ Fee \_\_\_\_\_  
 Received by \_\_\_\_\_ Date \_\_\_\_\_



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### **PLANNED UNIT DEVELOPMENT**

The following information is required to be submitted in order for the application to be determined complete and ready for processing:

One completed Application Form.

Application filing fee. (See Community Development Staff for proper amount.)

An Environmental Data Submission as specified by separate information packet (unless exempt).

Two sets of surrounding Property Owners Lists as specified by separate information sheet.

Twenty copies (25 copies if requiring Site Plan/Architectural Review Committee consideration) of scaled preliminary development plans to accurately and clearly show the information below. Plans shall be folded, in sets, to no larger than 9" x 14". Submit one 8 ½" x 11" clear film positive reduction for each sheet of plans.

#### Site Plans

- Vicinity map depicting the subject parcel (s) in relationship to surrounding properties and streets within 300 feet, including existing zoning and uses.
- Property lines, easements.
- Street and sidewalk improvements
- Location, configuration and type of all natural features and water.
- All structures to be removed.
- Location, setback and outside dimensions of all structures including decking and similar projections.
- Location, configuration and size of all parking spaces including striping, curbing, wheel stops.
- Parking calculations relating the required and proposed number of spaces.
- Location of all driveways, walkways, outside stairs and landings.
- Location of loading and storage areas, mechanical and utility equipment structures and poles, meters and transformers.
- Preliminary grading and drainage.

## Landscape Plans

- Location, type and dripline of all existing trees noting which are to be trimmed or removed.
- Location, type (both botanical and common name) and size at planting of all plant materials; area and type of top dressing; mounding
- Location and type of landscape curbing, planting area separators, raised planters, fencing, walls, and screening..
- Location and design of all lighting and street furniture (benches, waste receptacles, etc.)

## Architectural Plans and Materials (min. scale 1/4" = 1'-0")

- Floor plans and finished floor elevations (may be combined with site plan at a smaller scale).
- Building elevations showing height and width of all exterior walls labeled by orientation.
- Elevations showing relationship of proposal to nearby structures.
- Height, configuration, slope, and overhangs of roof.
- All rooftop equipment, including enclosures or screening (a roof plan may be required).
- Type and treatment of exterior, including trim.
- Location and treatment of stairs, landings, railings, chimneys, decks and similar projections.
- Enclosure design for trash area, mechanical and utility equipment, meters and transformers.
- One materials sample board mounted with samples of proposed exterior materials showing type, texture, and color.

Twenty (20) copies (25 copies if requiring Site Plan/Architectural Review Board consideration) of written statements describing important characteristics of the proposed project to include:

- Type, intensity, form and function of the completed project including proposed uses, number of buildings or units, residential density, subdivision pattern and minimum lot size, land coverage, building height, etc.
- For residential uses, include a schedule of unit sizes, sale price or rent range projections, and whether a portion of the units will be reserved for low and moderate income families with or without government assistance.
- For commercial, industrial, public or other uses, include the range of uses to be included and excluded from the development and a summary of space needs by general use category.
- Installation, maintenance and management of common facilities (including buildings, parking, private grounds, landscaping), open space areas and undeveloped areas.
- Installation and maintenance of public facilities, utilities and easements.
- Development substandard detailing building setback, height and coverage limitations; site, landscaping for accessory structures, outdoor storage and refuse, screening and fencing, etc.
- Provisions dealing with conditional or accessory uses.
- Development Agreement documents, when applicable.

Other information as required by the Community Development Department.



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### **SURROUNDING PROPERTY OWNERS LIST**

Certain types of applications are required to be accompanied by two (2) sets of property owner notice mailing lists. These include for instance applications for rezonings, planned unit developments, and tentative maps.

Since this information is used to mail notices of public hearings, these lists are required to be typed on 1" x 2 3/4" pressure sensitive labels. These labels are to include all property owners within 300 feet of the exterior boundaries of the project site, the owner of the subject property, the project applicant, architect and other persons to be notified of hearings. Each label must contain the assessor's parcel number, property owner's name, and mailing address taken from the most current information available at the County Assessor's office. Most local Title Companies will assist in assembling these.

Label lists must be keyed to an accompanying map or maps. In most cases, copies of the Assessor's parcel maps should be used. The subject property must be outlined in red and a continuous red line must be delineated 300 feet from the exterior boundaries of the subject property. If on more than one map, the pages may be taped or stapled together. Each map should indicate which parcel book it was taken from. A simple example of such a map is on the reverse of this sheet.

Labels shall be typed for each separate lot wholly or partially within 300 feet of the subject property. Labels may be combined for an owner who owns more than one parcel.

Please contact the Community Development Department if you have any questions regarding these requirements.