



# 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 \_\_\_\_\_



# CITY OF SUISUN CITY

## COMMUNITY DEVELOPMENT DEPARTMENT

701 Civic Center Boulevard  
Suisun City, CA 94585  
Phone 707-421-7335  
FAX 707-429-3758  
EMAIL [planning@suisun.com](mailto:planning@suisun.com)

### SIGN DISTRICT APPLICATION

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 Fee Schedule.)
- An Environmental Questionnaire as specified by separate information packet (unless exempted by Staff).
- Two sets of surrounding Property Owners Lists as specified by separate information sheet.
- Fifteen (15) copies of accurate 11" x 17" scaled plans clearly showing the information below. Plans shall also be **folded**, in sets.
- One (1) set of reproducible 8½" x 11" plans.
- Site Plans
  - Vicinity map.
  - Delineation of district boundaries.
  - Property lines, easements.
  - Location, setback and outside dimensions of all structures.
  - Location of all driveways, walkways, and maintenance access points.
  - Location, configuration and type of all natural features and water.
  - Location of loading and storage areas, mechanical and utility equipment structures and poles, meters and transformers.
  - Preliminary grading and drainage.
  - Identification of structures to be removed.
  - Surrounding land use.
  - Location of nearby structures and improvements.

Landscape Plans

- Existing Planting Plan showing location, type and size of all existing vegetation, noting any items which are to be trimmed or removed.
- Existing Landscape Features Plan showing location and type of landscape curbing, planting area separators, raised planters, fencing, walls, screening, and any other features.
- Future Planting Plan showing location, type (both botanical and common name) and size at planting of all plant material to be added; area and type of top dressing; mounding.
- Future Landscape Features Plan showing location and design of all lighting and street furniture (benches, waste receptacles, etc.), including cut-sheets for proposed lighting and fixtures.

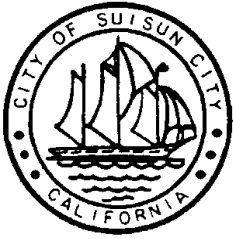
Architectural Plans

- Elevations showing height and width of all structures, labeled by directional orientation.
- Perspectives and elevations showing conceptual architectural design in relation to nearby structures.
- Notations regarding proposed materials, textures, and colors.
- Location and conceptual design of all signage.
- One materials sample board mounted with samples of proposed exterior materials showing type, texture, and color.
- If electronic message board is proposed, provide information, including:
  - Type of transition.
  - Time message is kept on the screen.

Additional Information

- Sign reduction plan.
- Visual simulation (video and/or photo).
- Number of parcels included in proposed sign district.
- Existing sign inventory of proposed sign district.
- Engineering report demonstrating wind stability of proposed pylon sign.
- Geotechnical report.

Other necessary information as required by the Community Development Department.



# CITY OF SUISUN CITY

## PLANNING DEPARTMENT

701 Civic Center Boulevard  
Suisun City, CA 94585  
Phone 707-421-7335  
FAX 707-429-3758

### **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.