



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*

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 _____
 Assessors Parcel No. _____ Project Size _____ (Net) _____ (Gross)
 Summary Project Description _____

 _____ (Attach additional sheets as needed.)

PROPERTY OWNER/APPLICANT

Owner _____	Applicant _____
Address _____	Address _____
Phone _____	Phone _____
Developer _____	Architect/Engineer _____
Address _____	Address _____
Phone _____	Phone _____

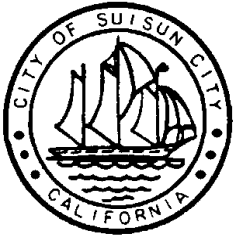
I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies. 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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TENTATIVE PARCEL MAP

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.
- ✓ Thirty (30) copies of a tentative parcel map showing the information required by Subdivision Ordinance Section 17.24.020.A1 through 9. Maps shall be drawn to scale on 18" x 26" paper and shall be folded to 9" x 13".
- ✓ Thirty (30) copies of written statements pertaining to the following items:
 - Existing land use and proposed uses of the property.
 - Existing and proposed grading, erosion and siltation controls, removal of vegetation and new landscape planting.
 - Proposed source of water supply, sewage disposal and other utility services.
 - Proposed management of storm water drainage.

Discussion of how the proposed subdivision, together with the provisions for its design and improvement, is consistent with the General Plan and applicable Specific Plan land use designation, objectives, policies and programs. Also discuss how the subdivision relates to community housing, economic, employment, revitalization or other needs, and whether or not the parcels created will be sold fully developed or undeveloped or both.

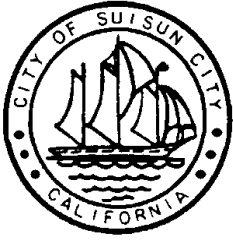
Report how the design of the subdivision will provide, to the extent feasible for future passive or natural heating or cooling opportunities in the subdivision per Section 66473.1 of the Subdivision Map Act.

- ✓ Two (2) copies of the following items:
 - Legal description of the existing subject property.
 - Preliminary title report prepared within three months prior to tentative map filing.
 - Preliminary soils report as provided in Subdivision Ordinance Section 17.20.160.
 - Copies of any existing and/or proposed covenants, conditions or restrictive reservations governing the use of any property with the subdivision.

- ✓ If the tentative map involves the conversion of any existing mobile home park to another use, the subdivider shall file thirty (30) copies of a report, per Section 66.427.4 of the Subdivision Map Act, on the impact of the conversion upon the displaced residents of the subject mobile home park. (The subdivider must also provide each mobile home park resident with a copy of the report at least fifteen (15) days prior to the hearing on the map.)

- ✓ If the tentative map is submitted in connection with any condominium, community apartment project or common green subdivision, the subdivider shall submit thirty (30) copies of information required by Subdivision Ordinance Section 17.32.020.

- ✓ 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.