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
- General Plan Amendment
- Tentative Subdivision Map
- Use Permit
- Planned Unit Development
- Tentative Parcel Map
- Temporary Use Permit
- Development Agreement
- Lot Line Adjustment
- Site Plan/Architectural Review
- Rezone
- Lot Merger
- Appeal
- Variance
- Sign
- 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 ____________________________
The following information is required for a complete application regarding lot line adjustments:

- One completed application form.

- Application filing fee.

- Two sets of property owner mailing lists specified by separate information sheet.

- Five copies of a Lot Line Adjustment map showing the existing parcels and the lot line to be adjusted.

- Two copies of the following items:
  - Preliminary title report prepared within three months prior to the lot line adjustment filing.
  - Legal description of the parcels after the lot line adjustment.
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.

(Planning\app_form\prop_own.doc 11/98)