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 __________________________
TEMPORARY USE PERMIT

1. Location description (Attach a map showing exact location)
   _____________________________________________________________
   _____________________________________________________________

2. Purpose of the permit _________________________________________

3. Zone District _______________________________________________

4. Date of event ___________________________ Time of event __________ to __________

5. Applicants Name ___________________________________________
   Address _______________________________________________________
   Day Phone (___) ______________________________
   Position or title in above organization ___________________________

6. Property Owner Name _________________________________________
   Address _______________________________________________________
   Day Phone (___) ______________________________

7. Person in Charge at the event _________________________________
   Day Phone (___) ______________________________

8. Anticipated size or number at the event, please explain in detail ___________________________________________________________

9. Special needs of your event (music, P.A. System, animals, rides entertainment, etc.) __________________________

10. Will food/beverage/alcohol be served? _________________________
    If Yes, explain ______________________________________________

CITY OF SUISUN CITY
COMMUNITY DEVELOPMENT DEPARTMENT
701 Civic Center Boulevard
Suisun City, CA 94585
Phone 707-421-7335
FAX 707-429-3758
11. Security provided for the event

12. Clean up plans

13. Comprehensive general liability insurance coverage provided by (Suisun City named as additional insured):

14. Limits of liability

15. Other comments

Signature of Applicant ____________________________ Date ____________________________

A separate applicant must be filed with the Recreation and Community Services for any gathering, event, activity or parade on any Suisun City Street, and/or any publicly owned property, a minimum of 21 days prior to the event.
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.