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 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 repaired 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 subdivide 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 on 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.
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.