



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 _____
 Assessor's 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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USE PERMIT

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.

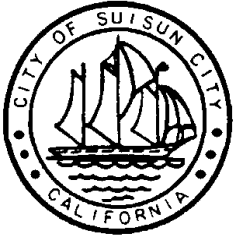
Three (3) copies of written statements describing import characteristics of the proposed use to include:

- Proposed products or services offered.
- Brief description of operation including hours of operation, number of employees in total and at this location at any one time, number of clients/customers at any one time, other pertinent information.
- Outdoor activities including work, storage, display and services.
- Odors, noise, dust or glare produced.
- Hazardous or volatile materials or chemicals involved.
- Type of vehicle traffic involved including means of access, available parking, drop-off/pick-up, truck deliveries, refuse pick-up, etc.
- Description of lease controls or other private provisions affecting the proposed use.
- Brief description of prior use of property.
- Additional written information, as deemed necessary by the Zoning Administrator.

Whenever a Site Plan Review application is required, it will normally be filed concurrently with the Use Permit application and shall be in the form specified by separate information sheet. In all other cases, (including projects that require subsequent Architectural Review approval) fifteen copies of a scaled site plan and floor plan shall be submitted to accurately and clearly show the information below. Plans shall be folded, in sets, to no larger than 9" x 14". The plans shall include the following information:

- Location of property in relationship to surrounding properties and streets (may be a vicinity map).
- All property lines and dimensions.
- Location, size, and setback of existing and proposed structures.
- Existing and proposed driveways, parking, walkways, service areas, and landscape areas.
- Additional graphic information, as deemed necessary by the Zoning Administrator, to facilitate a proper determination on the project's merits.

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.