

Permit Application Basic Form

Owner	Agent
Address	Address
State/Zip	State/Zip
Phone	Phone

Property and Project Information

Property Address
Assessor's Parcel Number(s)
Existing Use
Proposed Use
Property Size

Signatures. I certify under penalty of perjury that and that the foregoing is true and correct. I am the legal owner, empowered to sign for all other record owners, corporate officer empowered to sign for the corporation, or record owner's authorized agent.

Signature	Date
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Hold Harmless Statement

I _____, the applicant, do hereby agree that should the city take any administrative, ministerial, adjudicative or legislative action approving the application or any related administrative, ministerial, adjudicative or legislative action necessary to allow the

project to proceed, the applicant will defend, indemnify and hold harmless the city, its agents, officers and employees from any claim, action or proceeding to attach, set aside, void or annul the approval granted by the city, including the reasonable attorneys' fees and costs incurred by the city to defend such claim, action or proceeding so long as the city promptly notifies the applicant of any such claim, action or proceeding and the city cooperates fully in the defense.

Date: _____ Owner's signature: _____

Sample

Authorization Letter

Date

City

State, Zip Code

RE: Authorizing an agent to act in my (our) behalf

City of _____:

I (we) authorize the below named individual to represent me (us) as the applicant for a City of _____ administrative, ministerial, adjudicative or legislative action or actions in regard to processing and approving an application, or for any related action necessary to allow the application to proceed:

Sincerely,

Record Owner of the Property: Street. City, State, Zip Code

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Applicant's Statement in Support of the Proposal

Write a defense of your proposal for presentation to the decision making body. Describe as fully as possible the scope of your proposal, proposed land uses, benefits to the community, and other aspects. Use as many pages as you wish.

Supporting Documentation

- ☐ **Filing fee.** Payment for each permit requested. (See attached list of permits.)
- ☐ **Authorization letter.** If the applicant is an agent, or one of multiple owners, a letter signed by all property owners authorizing representation by the single individual.
- ☐ **Environmental questionnaire.** One (1) completed information form.
- ☐ **Public notice list.** A list of property owners who own property within 300 feet of the subject property. Detailed requirements are attached following the application form.
- ☐ **Legal description.** Legal description of the site in a metes and bounds format.
- ☐ **Recorded deed.** One (1) copy of the recorded deed of the site.
- ☐ **Preliminary title report.** A preliminary title report prepared by a qualified Title Insurance company, that shows all easements affecting the site.

30 Day Letter

Within 30 days from the date you submit your application, the planning department will determine if your application is legally complete. If it is not, you will be notified by Certified Mail and given an opportunity to make the required corrections to your application. Your application cannot be presented for public hearing until it is complete.

Permit Runs with Land

A planning permit runs with the land and continues to be valid upon a change of ownership. However, if the specified development is not implemented as agreed, the property reverts to its original condition.

Application Timeline

<u>Min</u>	<u>Max</u>	Average Days Required for Processing
1	30	Completeness review by planning staff

15	21	Public review of application
3	14	Staff report preparation
19	65	Sub Total — Planning commission public hearing
<u>10</u>	<u>10</u>	Appeal period
29	75	Total

If a city council hearing follows the planning commission hearing. The total time will be increased by **21 days, or more**. Statutory review and posting periods mandated by state law cannot be shortened by the city.

Always submit your application well ahead of time.

Planning Commission Regular Meeting Schedule

Regular Meeting date ² Second Tuesday of the month	Last day to submit complete application ¹ for public hearing ³
July 9, 200_	June 10, 200_
August 13, 200_	July 15, 200_
September 10, 200_	August 12, 200_
October 15, 200_	September 16, 200_
November 12, 200_	October 14, 200_
December 10, 200_	November 11, 200_
January 14, 200_	December 16, 200_
February 11, 200_	January 13, 200_
March 11, 200_	February 10, 2003_
April 15, 200_	March 17, 200_
May 13, 200_	April 14, 200_
June 10, 200_	May 12, 200_

NOTES:

1. Subject to available space on agenda and required time limits. Ordinarily no more than four public hearings, or a total of six items of business will be scheduled per meeting.
2. The regular meeting date is the second Tuesday of the month. Meetings may be cancelled due to lack of business or a known lack of quorum. A supplemental meeting may be

scheduled for the fourth Tuesday of the month if needed.

3. Application deadline allows time for two week posting of public notice for applications that require a public hearing: Additional notification time is required for CEQA notification and application review by public schools.