Planning & Community Development Department
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Planning Services
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Planning Permit Application

PROJECT NAME:			
PROJECT ADDRESS/CROSS STREETS:			AP NUMBER(S):
APPLICANT/AUTHORIZED AGENT:	PHONE NO:	FAX NO:	E-MAIL ADDRESS:
APPLICANT/AUTHORIZED AGENT ADDRESS:	CITY:		STATE/ZIP:
PROPERTY OWNER IF OTHER THAN APPLICANT/AGENT:	PHONE NO:	FAX NO:	E-MAIL ADDRESS:
PROPERTY OWNER ADDRESS IF OTHER THAN APPLICANT	CITY:		STATE/ZIP:
HAS YOUR PROJECT RECEIVED A PRELIMINARY REVIEW? ☐ YES ☐ NO			

☐ AIRPORT LAND USE COMM. DETERMINATION 100.0800.611.003	$	☐ REZONING 100.0800.611.001	$	☐ USE PERMIT – AMENDMENT 100.0400.449.001	$
☐ ANNEXATION 100.0800.611.001	$	☐ REZONING – PLANNED DISTRICT 100.0800.611.001	$	☐ USE PERMIT – MAJOR 100.0400.449.001	$
☐ APPEAL 100.0400.449.001	$	☐ SITE DEVELOPMENT PERMIT – AMENDMENT 100.0400.449.001	$	☐ USE PERMIT – MINOR 100.0400.449.001	$
☐ BOUNDARY LINE ADJUSTMENT 100.0800.610.001	$	☐ SITE DEVELOPMENT PERMIT – MAJOR 100.0400.449.001	$	☐ VARIANCE – MAJOR 100.0400.449.001	$
☐ GENERAL PLAN AMENDMENT 100.0800.611.001	$	☐ SITE DEVELOPMENT PERMIT – MINOR 100.0400.449.001	$	☐ VARIANCE – MINOR 100.0400.449.001	$
☐ MURAL PERMIT 100.0400.449.001	$	☐ SPECIFIC/MASTER PLAN 100.0800.611.003	$	☐ ZONING AMENDMENT – MAP 100.0800.611.001	$
☐ PRELIMINARY REVIEW (PC) 100.0800.611.003	$	☐ SUBDIVISION EXCEPTION 100.0800.610.001	$	☐ ZONING AMENDMENT– TEXT 100.0800.611.001	$
☐ PRELIMINARY REVIEW (PRC) 100.0800.611.003	$	☐ TENTATIVE PARCEL MAP (4 OR FEWER LOTS) 100.0800.610.001	$	☐ OTHER	$
☐ PRELIMINARY REVIEW (STAFF) 100.0800.611.003	$	☐ TENTATIVE SUBDIVISION MAP (5 OR MORE LOTS) 100.0800.610.001	$	☐ OTHER	$

COUNTY CEQA FILING FEE: CHECK PAYABLE TO MENDOCINO CO.	$	MAJOR PERMIT DEPOSIT:	$	FILING DATE:
COUNTY CEQA (NEG DEC) FEE: CHECK PAYABLE TO MENDOCINO CO.	$	MINOR PERMIT FEE:	$	TOTAL AMOUNT PAID: $
COUNTY CEQA (EIR) FEE: CHECK PAYABLE TO MENDOCINO CO.	$	TOTAL FEE:	$	RECEIPT NUMBER:

APPLICATION NUMBER(S):

Recommendation: Prior to submitting an application, discuss your project with Staff to discover what fees (sewer, water, in-lieu park fees, traffic impact fees, etc.) may be required for your project. Also, ask about street tree requirements, required sidewalk repairs, drainage issues, frontage improvements, etc.

Project Description

The purpose of the project description is to assist Staff in understanding the project. Providing complete information will help expedite the project review process and in determining what additional information, if any, related to the project and required environmental review is required.

Environmental Review and Reports

Please be aware that projects are required to comply with the California Environmental Quality Act (CEQA). Projects will be reviewed by Staff for compliance with CEQA and Staff will determine the appropriate CEQA document to prepare for the project (exemption, negative declaration, etc.). In order to make this determination, specific reports (traffic, arborist, soils, etc.) and or additional information may be required.

Use Information

Please provide the following information related to the use of the site and building:

Description of Building & Site			
Parcel Size:	**Building Size:**		**Number of Floors:**
Use of Building (check all that apply)	**Description**	**Square Footage**	**Number of Units/Suites**
□ **Office (business/professional)**			
□ **Office (medical/dental)**			
□ **Retail**			
□ **Light Industrial**			
□ **Residential**			
□ **Other:**			

Operating Characteristics			
Days and Hours of Operation:			
Number of Shifts:	**Days and Hours of Shifts:**		
Number of Employees/Shift:			
Loading Facilities: □ Yes □ No	**Type/Vehicle Size:**		
Deliveries: □ Yes □ No	**Type:**	**Number** (day/week/month):	**Time(s) of Day:**
Outdoor areas associated with use? (check all that apply) □ Yes □ No	**Sales area:** □ Yes □ No Square Footage:	**Unloading of deliveries:** □ Yes □ No Square Footage:	**Storage:** □ Yes □ No Square Footage:
Noise Generating Use? □ Yes □ No		**Description:**	

To Be Completed by Staff

General Plan Designation:	**Zoning District:**	**Airport Land Use Designation:**
City's Architectural & Historic Inventory: □ YES □ NO	**Age of Building:**	**Demolition Policy:**
Hillside: □ YES □ NO	**Flood Designation FIRM Map:**	**Flood Designation Floodway Map:**

Tree Policies	
General Plan Open Space Conservation □ NO □ YES GOAL/POLICY #:	**Community Forest Management Plan** □ NO □ YES GOAL/POLICY #:
Landscaping and Streetscape Design Guidelines □ NO □ YES GUIDELINE #:	**Commercial Development Design Guidelines** □ NO □ YES GUIDELINE #:
Tree Protection and Enhancement Policy □ NO □ YES NOTES:	**Tree Planting and Maintenance Policy** □ NO □ YES NOTES:
UCC: Street Tree Policy, Purpose and Intent □ NO □ YES NOTES:	**Other:**

Notes

Submittal Requirements

1. Items marked (X) are required for a complete application unless their deletion is approved by staff.
2. Other information may be required at the discretion of staff in order to fully evaluate the project and/or to conduct required environmental review for the project.
3. Please review the application packet prior to submittal to the City. Application packets that do not include the required materials may not be accepted for processing.

Submittal Document	Application Type									
	LLA	GPA	PRELIM	REZ	REZ-PD	SDP	TPM	TSM	UP	VAR
Project Description	X	X	X	X	X	X	X	X	X	X
Building Elevations (1)			X		X	X			X	X
Floor Plan			X		X	X			X	X
Grading Plan					X	X	X	X		
Landscape Plan (2)			X CONCEPT		X	X			X	X
Site Plan (3)	X	X	X	X	X	X			X	X
Details – Architectural						X				
Details – Fence					X	X			X	
Details – Sign					X	X			X	
Site Contours (4)					X	X	X	X	X	
Street Sections							X	X		
Tentative Map (6)							X	X		
Preliminary Title Report	X			X			X	X		
Colors & Materials Board			X CONCEPT		X	X			X	
Number of Plan Sets – Initial Submittal (5)										

(1) **Building Elevations.** Drawing must include all elevations (front, rear, and sides). One set of colored drawings is required.
(2) **Landscape Plan.** Plan must show all proposed trees, shrubs, and ground covers. Location, size and species must be indicated.
(3) **Site Plan**. Must be prepared to scale and include: a north arrow, all property lines, adjoining streets, creeks, ponds, drainage ditches, existing curb, gutter, and sidewalk, existing and proposed buildings (with square footage noted), parking spaces, all existing trees, existing and proposed fences, buildings on adjacent parcels, existing fire hydrants within 600- feet, access and utility easements (with widths), location an d width of all easements (access, drainage, utility, etc.) location of existing and proposed trash enclosures, and the percentage of average slope of the property. Site contours may also be required (see table above).
(4) **Site Contours**. When required, site contours should be indicated on the site plan and grading plan. A separate site contour plan is not required.
(5) Staff will determine the number of plans needed for the initial submittal. Once the application is complete, the number of plans sets required for the public hearing will be determined by staff. Plans are required to be provided prior to the hearing.
(6) See Minor Subdivision Submittal Requirements or Major Subdivision Submittal Requirements handout for Tentative Map requirements.

BLA – Boundary Line Adjustment
GPA- General Plan Amendment
Prelim – Preliminary Review
REZ – Rezoning
REZ-PD- Rezoning to Planned Development
SDP – Site Development Permit
TPM – Tentative Parcel Map/Minor Subdivision
TSM- Tentative Subdivision Map/Major Subdivision
UP – Use Permit
VAR - Variance

I,_____ , owner authorize _____
to act on my behalf for this project and I have read and agree with all of the above. (Application must be signed by owner).

PROPERTY OWNER SIGNATURE **DATE**

I, _____, am the ☐owner / ☐ authorized agent of the property for which the development is proposed. The above information and attached documents are true and accurate to the best of my knowledge.
I have read and agree with all of the above.

I hereby authorize employees of the City of Ukiah, the City's authorized agents, and persons with review or decision making authority for the project to enter upon the subject property, as necessary, to inspect the premises, post notices, and process this application.

I understand that conditions of approval may be placed on my project by the city of Ukiah and it is my responsibility to fully understand the conditions and ask questions about them before action is taken on my planning permit.

☐ **OWNER / ☐AUTHORIZED AGENT** **DATE**

INDEMNIFICATION AGREEMENT

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Ukiah, its agents, officers, council members, employees, boards, commissions or Council from any claim, action or proceeding brought against any of the foregoing n individuals or entities, the purpose of which is to attack, set aside, void, or annul any approval of the application or related decision, or the adoption or certification of any environmental documents or negative declaration which relates to its approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of it or in connection with the approval of the application or related decision, whether or not there is concurrent, passive, or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions of Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The City of Ukiah shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney of the City's outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree to all of the above.

☐ **PROPERTY OWNER / ☐AUTHORIZED AGENT**
(PLEASE PRINT NAME)

☐ **PROPERTY OWNER / ☐AUTHORIZED AGENT** **DATE**
(SIGNATURE)

Revised 12/3/2012