



**Planning Department
Use Permit Application**

Use Permit No: _____

Part I: Project Information (print/ink)			
Applicant's Name:		Property Owner:	
Address:		Address:	
Zip Code:		Zip Code:	
Phone: ()		Phone: ()	
Address or precise location of subject property:			
	<i>Number</i>	<i>Street Name</i>	<i>Cross Street</i>
Assessor Parcel No(s):			
Project Description:			

Part II: Affidavit

I/we, the undersigned, solemnly understand and hereby certify and declare under penalty of perjury that all information presented in this application and on required plans are accurate, true and correct to the best of my/our information and belief.

I/we understand that intentional misrepresentation of factual information may invalidate development entitlement approvals granted by the City of Ukiah in reliance upon such information. I/we also understand that failure of the property owner, applicant, or a duly authorized representative to appear at a hearing at which this application appears on the agenda may result in delayed processing of the application.

I affirm that I am the owner of the real property which is the subject of the application, or that I am duly authorized to represent said property owner or agent in this matter before the City of Ukiah.

Executed this ____ day of the month of _____, and year _____.

Signature of Property Owner
(Property Owner is required to sign before permit can be processed.)

Signature of Applicant

Agent for Applicant

FEES

Permit Processing Fee: \$ _____
County Processing Fee: \$25.00

(A separate check must be made out to Mendocino County Clerk for costs associated with posting legal notices.)

APPLICATION REQUIREMENTS

The applicant must submit the following materials:

Plans / Elevations -

- 15 sets of site plans/floor plans/building elevations.
- Plans must be folded to a 8 1/2" x 11" size.

Plot Plan -

Scaled plot plan showing:

- North arrow and Assessor's Parcel Number
- Area of the project site
- All property lines, fully dimensioned
- Adjoining streets, their names, right-of-way width, and location of curb, gutter, and sidewalk
- Natural and man-made features (creeks, hills, roads, rock out croppings, and channels)
- Existing/proposed building dimensioned to the property lines
- Propose improvements and their distances to property lines and other structures
- Parking spaces, aisles, and bumper stops drawn and dimensioned with the flow of traffic and proposed paving
- All mature trees
- Location and width of ingress and egress, existing and proposed
- Nearest wall and or structures on adjacent properties
- Proposed walls, fences, include height and materials
- Approximate percentage of land slope and direction of surface drainage
- Square footage of proposed building
- Location and dimensions for each efficiency unit
- Location of accessory buildings
- Width and location of existing and proposed public easements
- Existing and proposed utility lines
- Location of trash enclosures/recycling area
- Existing fire hydrants within 600' radius of subject property

Building Elevations – Plans must include front, rear and side views of building facades. One plan must be colored.

Landscape Plans – Plans must show existing/and proposed landscaping, trees, ground cover, lawn/sod area, pedestrian circulation, specific automated irrigation design and the treatment of all unpaved areas not occupied by structures.

Contact Persons -

David Lohse, Associate Planner (707) 463-6207
Melody Harris, Administrative Secretary (707) 463-6203

NOTE: Applicants are encouraged to submit a preliminary copy of all plans to the Planning Department for review prior to the submittal of the application.