



CITY OF FILLMORE
 CENTRAL PARK PLAZA
 250 Central Avenue
 Fillmore, California 93015-1907
 (805) 524-3701 • FAX (805) 524-7058

Application Numbers: _____

Planning Permit Application

TRUST ACCOUNT NUMBER: _____

To be completed by staff:

- | | | |
|---|--|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Modification | <input type="checkbox"/> Tract Map |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Minor (Admin) | <input type="checkbox"/> Tentative |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Planning Comm'n | <input type="checkbox"/> Final |
| <input type="checkbox"/> Minor (Admin) | <input type="checkbox"/> Parcel Map | <input type="checkbox"/> Vesting |
| <input type="checkbox"/> Planning Comm'n | <input type="checkbox"/> Tentative | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> Final | <input type="checkbox"/> Minor (Admin) |
| <input type="checkbox"/> Director (Admin) | <input type="checkbox"/> Screening | <input type="checkbox"/> Planning Comm. |
| <input type="checkbox"/> Planning Comm'n | <input type="checkbox"/> Specific Plan | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Time Extension | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Interpretation | | |

Fee Worksheet	\$ _____	Community Development Subtotal	\$ _____
	\$ _____	Engineering Review Fee	\$ _____
	\$ _____	Environmental Review Fee	\$ _____
	\$ _____	TOTAL:	\$ _____

(Development Impact Fees and Building Permit Fees not included)

Accepted by: _____ Date: _____

To be completed by Applicant:

Project Description:

Project Site:

Address/Location: _____
 Assessor Parcel No: _____
 Present Land Use: _____
 Zoning/General Plan: _____

Applicant:

Name: _____
 Address: _____
 City: _____
 Phone: _____

Property Owner:

Name: _____
 Address: _____
 City: _____
 Phone: _____

Architect:

Name: _____
 Address: _____
 City: _____
 Phone: _____

Engineer:

Name: _____
 Address: _____
 City: _____
 Phone: _____

Applicant's Certification:

All applicants for any land use related permit or entitlement must sign this form.

The undersigned is hereby informed, and acknowledges having been so informed, regarding the following:

1. All City-issued permits and entitlements are issued pursuant to the authority and subject to the restrictions contained in federal, state, county, special district, and City codes, and in accordance with written policies and procedures adopted by the City Council, and subject to specific written conditions and exactions applicable to the requested permit or entitlement.
2. Statements or representations by City employees concerning the foregoing permits/entitlements, codes, policies, standards, and procedures are intended to be accurate. However, such accuracy is not guaranteed, and permit/entitlement applicants are warned not to rely on such statements, but are urged to refer directly to the codes, written policies, and procedures applicable to the request. These are available in the office of the City Clerk, in the department in which the department is titled, or in the case of federal, state, or county requirements, in the public library or county law library. **You are expressly cautioned not to rely on any oral statements of any City employee concerning the content or requirements of any code or City policy or procedure.** You are also expressly cautioned that all applications are subject to the ordinances, policies, and procedures which are in effect at the time the application is deemed complete, unless a development agreement expressly provides otherwise. Thus, a lengthy application preparation/submission timeframe could result in the City's periodic development of code revisions or other policy/procedure revisions applying difference development standards to your application than those in effect at the early application stage. This is especially true with regard to 'Screening' applications.
3. City employees are authorized to explain to you, based upon their knowledge of City requirements and their experience with permit/entitlement processing, what your proposal should contain in order to receive a staff recommendation for approval and what the ultimate decision-making body may be expected to require for approval. However, the Applicant is **expressly cautioned** that such explanations by City employees are merely opinions, and do not constitute assurances or promises that the proposal will be approved under any circumstances. It is expressly understood that staff recommendations are merely that...recommendations...and that the decision-making bodies are not bound by any such recommendations, but that they may exercise their sole and full discretion concerning the permit/entitlement request and they may approve, conditionally approve, continue, or deny the request.
4. Discussions between City employees and applicants during which applicants agree to revise or include in their application any application any amenities or development standards/features or any other things of value or otherwise, do not constitute 'negotiations', but merely constitute an effort by City staff to better inform applicants of approval requirements and standards. Agreement on the part of an applicant to revise or augment the application in response to a City staff member's suggestion or comments shall not constitute 'consideration', nor shall such discussions/revisions be claimed or deemed to have created any contract or agreement between the Applicant and the City, except as expressly provided in the Development Agreement Statute (Government Code Section 65864 et. seq.) or as otherwise expressly provided by law and reduced to writing accordingly, executed by the parties, and formally approved by the City Council.
5. The City's issuance of a permit does not authorize any activity otherwise prohibited by law.

6. No permit or entitlement approved or issued by the City shall create or constitute a contractual obligation on the part of the City, unless a formal written agreement pursuant to Government Code Section 65864 et. seq. is entered into and approved by the City Council as authorized and required by law. A development permit or other permit which is approved or issued by the City is not a contract between the permittee and the City. Accordingly, it is expressly understood that conditions imposed upon development approvals do not constitute contractual consideration, but are imposed by the City for the sole purpose of ensuring compliance with all applicable standards, and for the protection and promotion of the public health, safety, and welfare.
7. *I understand the foregoing is its entirety, and I have been afforded a full opportunity to review it with counsel of my own choosing and in my sole discretion.*

APPLICANT:

Signature: _____ Date: _____
Name: _____
Address: _____
City: _____

APPLICANT:

Signature: _____ Date: _____
Name: _____
Address: _____
City: _____

Property Owner's Certification

An application may only be filed by the owner(s) of the property, or be a person with the power of attorney from the owner authorizing the application, or by the attorney-at-law representing the owner.

Please indicate your authority:

- Sole owner(s) of the property
- Power of attorney from the property owner(s) authorizing the application. (Please attach)
- Attorney-at-law representing the owner. (Please attach)

I/We, _____, declare under penalty of perjury, that I/we am/are the owner(s) of part, or all, of the property involved in this application, and that this application has been prepared in compliance with the requirements of the Fillmore Municipal Code, and that the statements and information above are in all respects true and correct to the best of my/our knowledge and belief. I/We further state that we are submitting this package of materials as a formal application for the indicated entitlements on the cover of this packet.

APPLICANT:

Signature: _____ Date: _____
Name: _____
Address: _____
City: _____

APPLICANT:

Signature: _____ Date: _____
Name: _____
Address: _____
City: _____

Application Submittal Requirements

Please submit the following materials with your application, as requested below:

- One copy of signed application
- One copy of Assessor's Parcel Map(s), with subject property outlined, and showing all properties within 300 feet of subject property
- Three sets of property owners' self-sticking mailing labels within 300 feet of subject property
- One copy of recent title report, generated within the last six months
- ____ site plans, individually folded to 8½" X 11", as per plan requirements
- ____ floor plans, individually folded to 8½" X 11", as per plan requirements
- ____ elevation drawings, individually folded to 8½" X 11", as per plan requirements
- ____ copies of proposed tentative map, individually folded to 8½" X 11", as per plan requirements
- ____ copies of conceptual landscape plan, individually folded to 8½" X 11", as per plan requirements
- ____ copies of proposed sign program, individually folded to 8½" X 11", as per plan requirements
- Submit copies of all plans in PDF format. Electronic files shall be copied to a compact disc and submitted to the City with application.
- Photos of project/site, and of immediately neighboring properties
- Reduced site plan to 8½" X 11"
- Reduced floor plan to 8½" X 11"
- Reduced elevations to 8½" X 11"
- One color & material board
- All fees & deposits
- One completed Resource Recovery, Recycling and Solid Waste Plan
- Other: _____

Plan Requirements

All required plans shall be drawn to scale and shall include the following:

A. SITE PLAN

1. **LEGEND:** Scale of 1"=40', unless otherwise advised; north arrow; name & phone number of applicant; address of project; name, address, and phone number of person preparing plan
2. **VICINITY OR AREA MAP:** Scale of 1"=500', showing the existing major street pattern, major watercourses, and flood control channels within one-half mile of exterior boundaries of the project.
3. **SITE:** Existing and proposed lot lines and lot areas.
4. **GRADES:** Existing & proposed grades including building pad elevations and adjacent grades within 100 feet of the project boundary. Show by contours at adequate intervals.
5. **STRUCTURES:** Location, dimensions, and use of existing and proposed structures. Show open stairways and other projections from exterior building walls, including entrances, exits, and handicap ramps.
6. **FENCES & WALLS:** Location, height, and material of all on/off site existing and/or proposed walls & fences.
7. **YARDS:** Distance between exterior walls of structures and other such walls and property lines.
8. **TRAFFIC/CIRCULATION:** Completely dimensioned layout of internal driveways, aisles, parking stalls, loading spaces, pedestrian ways, vehicle ingress & egress to buildings. Identify number of required and proposed parking spaces, including handicapped spaces.
9. **STREETS:** Cross sections of existing & proposed rights-of-way, enriched parkways, improvements to sidewalks, curbs, gutters, driveways and landscaping, completely dimensioned both on- and off-site.
10. **DRAINAGE FACILITIES:** Location, type, & size, both on- and off-site. Show how project is to handle storm water and cross-drainage to or from adjacent properties.
11. **LIGHTING:** Location & size of all exterior lighting standards & devices on the project site, as well as location of lighting sources within 300 feet of the project boundaries.
12. **GARBAGE:** Location of refuse disposal areas and proposed method of screening.
13. **STORAGE:** Location of outside storage areas and proposed method of screening.
14. **UTILITIES:** Locations, sizes, and dimensions of underground and aboveground utilities & equipment, both on- and off-site. List name, address, and phone number of all effected utilities.
15. **SIGN LOCATION:** Location of all existing and proposed freestanding signs.
16. **TREES:** Locations, existing grade, circumference, area of dripline and species of all existing trees on site. May require a separate tree report.
17. **ADJACENT USES:** All existing uses, structures, walls, fences, and grades within 100 feet of project boundary.
18. **ANALYSIS:** Density, building coverage, lot area, percent of building coverage, & percentage of landscaped area.

Plan Requirements, cont.

B. FLOOR PLAN

1. Amount of gross floor area for each proposed use.
2. Typical floor plan for each type of use, for residential units.
3. Provisions for accessibility for elder/physically disabled persons which are required by law for buildings and facilities available to the public.

C. BUILDING ELEVATIONS

1. All principal exterior walls, fences, roof projections and other structures, with height dimensioned.
2. Type of roof and finished surface wall materials to be used.
3. Accurate color of materials, with one copy of typical elevation or perspective rendered in accurate color.
4. Wall mounted sign locations showing their relationship to the building's architecture.
5. Location of roof equipment, exterior lights, and other exterior mechanical utility equipment.

D. CONCEPTUAL LANDSCAPING PLAN

1. Proposed treatment, i.e.: dense planting, large trees, tall shrubs, etc.
2. Planting and materials schedule, including common landscaping names.
3. Identification of private and/or public maintenance areas.

E. SIGN PROGRAM

1. Locations of proposed signage on the site plan and building elevations
2. Proposed signs, including overall dimension and square feet.
3. Colors, materials, and method of illumination, if any.

F. **TRACT MAP** (*State Subdivision Map Act, Government Code Sections 66410 to 6649958*)

1. Tentative number assigned by the County Surveyor
2. Name, address, and telephone number of Applicant.
3. Name and address of property owner.
4. North arrow and scale of map. 1" = 40' is preferred, but 1" = 100' is acceptable.
5. Name, address, and telephone number of person preparing the tentative map.
6. Date that the map was prepared.
7. Total number of lots proposed.
8. Names and addresses of proposed serving utilities.
9. A vicinity map at a scale of 1" = 500' showing the existing major street pattern and major watercourses and flood control channels within one-half mile of exterior boundaries of the subdivision.
10. All boundary lines of the subdivision with approximate bearings and distances described with identifying tree rows, dikes, or channels.
11. Topography, including contour lines at the following intervals:
 - a. One foot, where slope is less than five percent
 - b. Two feet, where slope is between five and ten percent.
 - c. Five feet, where slope is between ten and twenty-five percent.
 - d. Ten feet, where slope is greater than twenty-five percent.

Contour lines shall extend 100 feet beyond the tentative tract boundary. Topographic mapping shall include any significant features which can materially effect the design of the subdivision.
12. Existing on-site buildings or structures identified by use, including those within 100 feet of the tentative tract boundary.
13. Watercourses, storm drainage easements, facilities, irrigation lines, wells, and tile drains.
14. Street locations, widths, and existing or proposed names.
15. Existing and future adjacent/connecting streets with widths of rights-of-way noted.
16. Proposed street grade.
17. Proposed street cross-sections where modified from standard.
18. Centerline radii of street curves.
19. Adjoining property lines and land uses, including adjacent tract numbers, if any.
20. Preliminary plan of off-site drainage channel.
21. Proposed lot lines and dimensions.
22. Easements, existing & proposed.
23. Grading pattern, including adjacent land.
24. Existing and proposed trees.
25. Sewer connection point and elevation.
26. Approximate net acreage of each lot, including an area of one acre or more.
27. Proposed use of all lots.
28. Registered Civil Engineer or Licensed Land Surveyor signature and seal.

Supplemental information to be included on **vesting tentative tract map**.

1. A map showing division of the land for the sale of individual property, if any.
2. Proposed automobile and bicycle access and pedestrian way locations and dimensions. Proposed off-street parking, including the location, number of stalls, dimensions, and circulation system.
3. Areas proposed to be dedicated or reserved for parks, parkways, playgrounds, school sites, public or quasi-public buildings and other similar uses.
4. Areas proposed for other uses to be established within the project.
5. Proposed location and elevations of buildings on land, including dimensions, the size of structures, height, setback, materials, and yard areas.
6. Proposed landscaping, wall fencing, screening, trash collection areas, and usable open space areas.
7. Location and size of existing and all proposed utility lines and drainage facilities.
8. A schedule for the development to be constructed in phasing; tabulation of total number of acres in the proposed project and percent thereof designated for various uses; and the number of dwelling units proposed by type of dwelling for each unit of development.
9. A grading plan with information as required by the City Engineer.