



PLANNING APPLICATION

TYPE OR PRINT CLEARLY

Applicant	Street Address	City	Zip Code	Day Phone ()
Representative (if any)	Street Address	City	Zip Code	Day Phone ()
Property Owner	Street Address	City	Zip Code	Day Phone ()
Correspondence to be sent to: <input type="checkbox"/> Applicant <input type="checkbox"/> Representative <input type="checkbox"/> Owner				

Project Address			Assessor's Parcel No.
Existing Land Use	Site Acreage	Zoning	General Plan
Description of proposed project (attach sheets if necessary)			

Applicant/Representative: I have reviewed this application and the attached material. The provided information is accurate. Signed _____ Date _____	Property Owner/Authorized Agent: I have read this application and consent to its filing. Signed _____ Date _____
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TYPE OF APPLICATION	<input type="checkbox"/> Abandonment <input type="checkbox"/> Administrative Permit <input type="checkbox"/> Architectural & Site Plan Review <input type="checkbox"/> Amendment/Appeal <input type="checkbox"/> Design Review <input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Home Occupation Permit <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Other _____ <input type="checkbox"/> Parcel Map <input type="checkbox"/> Planned Development District <input type="checkbox"/> Rezoning	<input type="checkbox"/> Specific Plan <input type="checkbox"/> Subdivision <input type="checkbox"/> Use Permit <input type="checkbox"/> Time Extension: Expiration Date _____ <input type="checkbox"/> Zone Variance
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REQUIRED SUPPLEMENTAL INFORMATION	<input type="checkbox"/> Reproducible Site Plan; Use Permit, Administrative Permit, Site Plan Review, Variance <input type="checkbox"/> Building Elevations: Use Permit, Site Plan Review, Planned Development <input type="checkbox"/> Floor Plans: Planned Development, Use Permit <input type="checkbox"/> Reproducible Tentative Subdivision Map (copies) <input type="checkbox"/> Preliminary Title Report: Subdivision, Lot Split, Abandonment <input type="checkbox"/> Subdivision Data Sheet: Subdivision, Planned Development	<input type="checkbox"/> Letters from Utility Companies: Abandonment <input type="checkbox"/> Letter of Justification: Variance <input type="checkbox"/> Home Occupation Permit Affidavit <input type="checkbox"/> Legal Description: Lot Line Adjustment; Abandonment <input type="checkbox"/> C C & R's <input type="checkbox"/> Other _____
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FOR OFFICE USE ONLY	Application Number(s)	Received By	Date Application Received	
	Date Application Certified Complete	Staff Assigned	Redevelopment Area <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Fees Received/Receipt No.		NOTES TO FILE	
	Environmental Determination <input type="checkbox"/> Categorically Exempt <input type="checkbox"/> Negative Declaration <input type="checkbox"/> EIR Required			

MAKE CHECKS PAYABLE TO CITY OF SUSANVILLE

SUBMITTAL REQUIREMENTS

The following information represents the basic application requirements for a particular project. Additional information may be requested by the Planning Department on a case-by-case basis. Where multiple applications may be involved, the submittal requirements need not be repeated for each application.

ALL APPLICATIONS

1. Complete copy of Environmental Questionnaire unless Planning Department does not require.
2. Sixteen copies of **Site Development** and accompanying plans. All Site Development plans shall be drawn to scale and include property lines and dimensions, existing and proposed structures, setbacks, building footprints, building envelopes (when different from footprint), project phasing, all trees with a trunk diameter of 4" or more, and location and species of all street trees, location of proposed amenities (public or private), parking layout and dimensions, exterior lighting, and indication of whether the buildings or units are one or two stories, location of structures on adjacent lots and any waterway or drainage course. These shall be accompanied by **project elevation drawings**, to scale, and of sufficient detail to show how the project will appear from adjoining properties or public streets, and **floor plans** of proposed project. (If the site plan is drawn on a sheet 11" X 17" or smaller then only one copy is needed.)
3. One reduced copy of required plans on 11" x 17" paper.

ADDITIONAL INFORMATION

Use Permits

1. A detailed narrative describing the proposed use(s) of the property including, when appropriate, such information as hours of operation, number of employees, shipping or delivery needs, drive-through service, outdoor storage needs, number and square footage of residential units, etc.
2. Site development plans.

Tentative Maps (Subdivision of 5 or more lots)

1. Sixteen (16) copies of the Tentative Map containing all information required by the Municipal Code and State Law. (A checklist is available upon request)
2. Sixteen (16) copies of site development plans, to the same scale as the tentative map showing, where applicable, all information outlined above.
3. Copy of proposed Conditions, Covenants and Restrictions, if applicable (e.g. condominiums).
4. Preliminary Title Report.

Parcel Maps (Subdivision of 4 or less lots)

1. Sixteen (16) copies of parcel map containing all information required by Municipal Code and State Law. (A checklist is available upon request).
2. Sixteen (16) copies of site development plan, where applicable and including all applicable information.
3. Preliminary Title Report.

Variance

1. A detailed narrative describing the Variance requested; what exceptional or extraordinary circumstances of the land or building make the Variance necessary; why the Variance is necessary for the preservation and enjoyment of your property rights; and why the granting of the Variance will **not** adversely affect the surrounding area.
2. Sixteen (16) copies of a site plan, drawn to scale, showing all property lines and dimensions, existing and proposed structures, location of existing structures on adjacent lots, and any natural features pertinent to the application. PROJECT EVALUATION DRAWINGS may be required if the application relates to the construction of a new structure.

Rezoning/Prezoning/General-Plan Amendment

1. A detailed narrative describing the proposal and justification for the rezoning, prezoning and/or General Plan amendment.
2. Sixteen (16) copies of a site plan, drawn to scale, showing all property lines and dimensions, existing and proposed structures, location of existing structures on adjacent lots, and any natural features pertinent to the application. PROJECT EVALUATION DRAWINGS may be required if the application relates to the construction of a new structure.
3. One (1) reduced copy of the site plan and elevations, no larger than 11" by 17".

Lot Line Adjustment

1. Legal descriptions of existing and proposed parcels.
 2. Copy of plan, drawn to scale, showing existing and proposed property lines and dimensions, existing and proposed structures, location of existing structures on adjacent lots and any natural features pertinent to the application.
 3. Preliminary Title Report for each affected property.
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