



# City of Dinuba

## Planning & Development Application

Planning & Development Services Department  
 1088 E Kamm Ave. Dinuba, CA 93618  
 Office: (559) 591-5921/Fax: (559) 591-5923

### Applicant Information

#### Applicant

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

#### Applicant #2 (if applicable)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

<b>Property Owner</b> <i>(if different than applicant)</i>	<b>Agent</b> <i>(i.e., architect or engineer)</i>
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Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

### Project Information

Project Address: \_\_\_\_\_ Zoning Designation: \_\_\_\_\_  
 APN(s): \_\_\_\_\_ Existing Use: \_\_\_\_\_  
 General Location: \_\_\_\_\_  
 Describe the Proposed Project: \_\_\_\_\_  
 \_\_\_\_\_

### Type of Application

*(Please check all that apply; complete list of fees is at the rear of packet)*

- |   |             |  |                       |
|---|-------------|--|-----------------------|
| <input type="checkbox"/> Site Plan Review             | \$582       | <input type="checkbox"/> Tentative Parcel Map (1-4 Lots) | \$2,509(+costs)       |
| <input type="checkbox"/> Site Plan Review (Major)     | \$1,104     | <input type="checkbox"/> Tentative Tract Map (5+ Lots)   | \$1,517(+\$33/lot)    |
| <input type="checkbox"/> Conditional Use Permit (CUP) | \$1,150     | <input type="checkbox"/> Annexation (City Fee)           | \$4,591(and/or costs) |
| <input type="checkbox"/> CUP Amendment (Minor/Major)  | \$582/\$856 | <input type="checkbox"/> General Plan Amendment          | \$2,398               |
| <input type="checkbox"/> Minor Deviation              | \$100       | <input type="checkbox"/> Rezone/Prezone Map              | \$ 1,358              |

TOTAL FEES:

### For Office Use Only

Date Application Received: _____	Received by: _____
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Complete: _____
Notarized Letter of Agency: <input type="checkbox"/> Yes <input type="checkbox"/> No	Funds Received: _____

**Proposed Use** (Check the use that applies and provide all requested information)

- |  |                                     |  |  |                                |
|--|-------------------------------------|--|--|--------------------------------|
| <input type="checkbox"/> Residential   | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial    | <input type="checkbox"/> Institutional | <input type="checkbox"/> Other |
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Retail     | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> School        |                                |
| <input type="checkbox"/> Multi-Family  | <input type="checkbox"/> Office     | <input type="checkbox"/> Warehouse     | <input type="checkbox"/> Church        |                                |
| <input type="checkbox"/> Mixed-Use     | <input type="checkbox"/> Other      | <input type="checkbox"/> Other         | <input type="checkbox"/> Other         |                                |

**Residential**

**Single Family Subdivision**

Number of Lots: \_\_\_\_\_

Range of Lot Size: \_\_\_\_\_

Average Lot Size: \_\_\_\_\_

Open Space/Parks:  No  Yes/Size \_\_\_\_

Is the project proposed to be gated?:  No  Yes

**Multi Family**

Number of Stories: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Community Room:  No  Yes

Swimming Pool:  No  Yes

Playground:  No  Yes

**Commercial/Industrial/Institutional/Other**

Describe project: \_\_\_\_\_  
\_\_\_\_\_

Square Footage: \_\_\_\_\_ Number of Floors: \_\_\_\_\_ Building Height: \_\_\_\_\_

No. of Employees: \_\_\_\_\_ No. of Shifts: \_\_\_\_\_ Largest Shift: \_\_\_\_\_

Parking Spaces: \_\_\_\_\_ Compact Spaces: \_\_\_\_\_ Handicap: \_\_\_\_\_

Hours of Business: \_\_\_\_\_ Water Usage (gpd): \_\_\_\_\_ Air Permit Req.? \_\_\_\_\_

Permanent Seating: \_\_\_\_\_ Parcel Size (acres): \_\_\_\_\_ Trucks per day? \_\_\_\_\_

Hazardous Material? \_\_\_\_\_ Describe: \_\_\_\_\_

Describe size and type of loading facilities:  
\_\_\_\_\_  
\_\_\_\_\_

Other Comments about the project:  
\_\_\_\_\_  
\_\_\_\_\_

**Supplemental Information**  
(To be attached to this application)

**SITE PLAN:** (A Site Plan showing the layout of the project is required for Site Plan Reviews and Conditional Use Permits).

Items required for new construction and building additions:

- Fully completed City of Dinuba Planning Application;
- Filing fee as listed in the Planning Fee Schedule;
- A Notarized “Letter of Agency” signed by the current property owner, if not the same as the applicant. This indicates that the property owner consents to the project and application;
- Two (2) large copies/sets of the site plan, elevations and floor plans on standard sheet size of 24” x 36”. All maps must be folded to a size no greater than 8½” x 11”. Additional copies will be required prior to the public hearing.
- Digital copy of the site plan, floor plans, and exterior elevations, and landscape plans in **PDF format**. These can be emailed directly to the City Planner.
- Two (2) large landscape plans for all proposed and/or modified landscape areas on standard size 24” x 36”.

All plans or exhibits shall be drawn and dimensioned to a reasonable scale in a legible fashion on a recommended standard sheet size of 18” x 24” or 24” x 36”, and folded to an approximate size of 8” x 14”.  
**(DRAWINGS MUST BE FOLDED)**

1. The site plan is a drawing showing the layout of your project and must show the following information (also see the brochure “How to Draw a Site Plan”):
  - a. The scale of a tentative map must not be less than 1" = 100', and such map must be clearly and legibly reproduced.
  - b. Site Location and Dimensions. Lot dimension of each parcel, lot numbers (if applicable), “north arrow”, assessor’s parcel number, and street address (if assigned).
  - c. Buildings and Structures. Show the location and dimensions, elevations, size, height and identify proposed use(s), such as dwelling unit, carports, or garages. Include elevations of the proposed buildings and structures on all sides, including notes on exterior finish materials.
  - d. Equipment Screening. Show on the exterior elevations the locations and size of all proposed roof-mounted equipment and materials, providing specifications proposed to screen the equipment.
  - e. Yards, walkways, spaces between buildings, paved and landscaped areas.
  - f. Addressing. Show location of address identification number on the building(s);
  - g. Walls and Fences. Show location, height and materials.

- h. Off-Street Parking. Show location, dimension, number of spaces (indicate regular, compact & ADA spaces).
  - i. Access and Circulation. Show vehicular and pedestrian access, and service points of ingress and egress, and internal circulation.
  - j. Loading and refuse area(s). Show location and dimension of on-site loading and solid waste/recycling area(s), include type of screening proposed for loading, waste and recycling areas.
  - k. Signs. Show location, size, face area, height, and type of illumination of existing and proposed signs. Show dimension to the top of the sign.
  - l. Lighting. Show location of all proposed free-standing and building mounted lighting fixtures, methods proposed to screen lighting from illuminating adjoining property, and a manufacturer's specifications sheet detailing the type of light fixture proposed.
  - m. Streets and Street Dedications. Show all street dedications and improvements; include proposed finished surfaces of all paved areas.
  - n. Easements. Show all existing and proposed easements.
  - o. Utilities. Show location of existing and proposed utilities and connections (i.e., sewer, water, storm drain, electrical, etc.).
  - p. Storm drainage. Show proposed location and dimension of any on-site storm water drainage.
  - q. Landscaping. Include location, plant types, and irrigation equipment.
  - r. Phasing. Show phase lines if the project is to be phased or not completed simultaneously.
2. A statement of proposed uses of the building(s), sufficiently defined to assist the Building Division and Fire Department to provide analysis of building safety related to the type of proposed use.
  3. Prior to filing a site plan application, it is suggested that the applicant/owner verify the following information:
    - a. Flood hazard requirements;
    - b. City and state building and fire safety codes;
    - c. Setback and building heights standards of the zone district;
    - d. Proposed use is in compliance with the zone district.

*If you have any questions, please contact the Planning Division at (559) 591-5921.*

## FOR LAND DIVISIONS

**TENTATIVE MAP:** *(Required for Tentative Parcel Maps and Tentative Tract Maps)*

Items required for submission of a tentative tract map:

- Fully completed City of Dinuba Planning Application;
- Filing fee as listed in the Planning Fee Schedule;
- Two (2) **FOLDED** copies of the tentative tract map. All maps must be folded to a size no greater than 8½" x 14" or application may not be accepted. Additional copies will be required prior to the City Council meeting;
- One (1) 8½"x11" reduction of the Tentative Tract Map exhibit;
- Digital copy of the Tentative Tract Map exhibit in PDF format;
- Legal Description and Preliminary Title Report no more than 30 days old that covers the entire property being considered for a tentative tract map;
- A Notarized "Letter of Agency" signed by the current property owner if not the same as the applicant;
- A copy of any proposed conditions, covenants, and restrictions.

The following information must be shown on the tentative map or in an accompanying data statement:

1. Scale. The scale of a tentative map must not be less than 1" = 100', and such map must be clearly and legibly reproduced.
2. Vicinity Sketch. A vicinity sketch at a scale of 1" = 1000' must be drawn on the tentative map. It must show the street and tract lines and names or numbers of all existing subdivisions, and the outline of acreage parcels of land, adjacent to the proposed tract.
3. Tract Name and Tract Number. A tract name and unit number (if possible) must be provided for any subdivision containing five (5) or more lots. Such tract names must not duplicate or nearly duplicate the name of any other tract in the City.
4. Owner Information. The name and address of the record owner or owners must be included with the map.
5. Subdivider Information. The name and address of the subdivider; if different from the record owner there must be a statement indicating the record owner's permission to file the map, must be included with the map.
6. Preparers Information. The name and address of registered civil engineer, licensed surveyor, landscape architect or land planner who prepared the map.

7. Graphics. The date, north point arrow, and a written and graphic scale must be included with the map.
8. Boundary Description. A sufficient description to define the location and boundaries of the proposed subdivision must be included with the map.
9. Streets. The locations, names, widths and grades of all existing and proposed streets (including alleys) within the boundaries of the tract and adjacent to the tract must be included with the map. Each street shall be identified by actual street names or an identifying letter for proposed streets.
10. Adjacent Land. The names or tract numbers of adjacent tracts including land use(s) and the names of owners of adjacent unplatted land must be included with the map.
11. Contour Lines. Approximately contours to be included with the map.
12. Grading Plan. A grading plan, showing by appropriate graphic means, the proposed grading of the subdivision.
13. Tree Locations. The approximate location of all existing trees with a trunk diameter of four (4) inches or greater, within the boundaries of the tract, and the outlines of groves or orchards must be included with the map.
14. Overflow Boundaries. The approximate boundaries of areas subject to inundation or storm water overflow, including location width and direction of flow of all watercourses must be included with the map.
15. Uses. The existing use or uses of the property and, to scale, the outline and location of any existing railroads, buildings, structures, irrigation ditches and other permanent physical structures in relation to existing or proposed street and lot lines must be included with the map.
16. Zoning. A statement of the present zoning and proposed use of the property, as well as proposed zoning changes, whether immediate or future, must be included with the map.
17. Public Areas. Any proposed public areas must be included with the map.
18. Community Lands. Any proposed lands to be retained in private ownership for community use must be included with the map. When a subdivision contains such lands, the subdivider must submit with the tentative map the proposed articles of incorporation of an owner's or tenant's organization legally empowered to own, maintain, and pay taxes on such lands.
19. Easements. The approximate widths, locations, and uses of all existing or proposed easements for drainage, sewerage, and public utilities must be included with the map.
20. Curves. The approximate radius of each curve must be included with the map.
21. Lots. The approximate layout and dimensions of each lot must be included with the map.

22. Areas. The area (size) of each proposed lot must be included with the map.
23. Water Sources. A statement of the domestic water source or sources must be included with the map.
24. Sewage Disposal. A statement of provisions for sewerage and sewage disposal must be included with the map.
25. Storm Drains. Preliminary indication of needed or proposed storm drain facilities must be included with the map.
26. Access Easements. The locations, names, widths, approximate grades and a typical cross-section of curbs, gutters, sidewalks and other improvements of all street and access easements, including proposed location of all underground utilities must be included with the map.
27. Landscaping. A preliminary landscaping plan, including measures for irrigation and maintenance must be included with the map.
28. Outside Construction. The location of any of the foregoing improvements which may be required to be constructed beyond the boundaries of the subdivision must be shown on the map or on the vicinity map as appropriate.
29. Units. If it is contemplated that the development will proceed by units, the boundaries of such units must be shown on the tentative map.
30. Street Names. The following principles must govern street names in a subdivision: Each street which is a continuation of or approximately the continuation of any existing dedicated street must be shown on the tentative map and must be given the name of such existing street. When any street forms a portion of a proposed street previously ordered by the City Council to be surveyed, opened, widened or improved, the street must be given the name established in the said Council order.