



# PROJECT APPLICATION

**NOTE: An incomplete application cannot be scheduled for hearing. Payment of fees is due upon submittal of application.**

## APPLICATION REQUESTED

Check One:

- |   |                                    |                                     |
|---|------------------------------------|-------------------------------------|
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezone    | <input type="checkbox"/> Variance   |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Tract Map | <input type="checkbox"/> Parcel Map |
| <input type="checkbox"/> Other _____            |                                    |                                     |

## APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Landowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Engineer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**JUSTIFICATION FOR EACH REQUEST**

Explain in detail your request and why you believe your request is justified: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPERTY INFORMATION**

Assessor Parcel Number(s): \_\_\_\_\_

Site Location or address: \_\_\_\_\_

Total site area: \_\_\_\_\_ Existing number of parcels \_\_\_\_\_

Present land use: \_\_\_\_\_

Existing structure(s) on property: \_\_\_\_\_

Is any portion of the project in a flood prone area: \_\_\_\_\_

Existing zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Existing General Plan Designation: \_\_\_\_\_

Proposed General Plan Designation: \_\_\_\_\_

Surrounding Land Uses and Zoning: \_\_\_\_\_

\_\_\_\_\_

**PROJECT INFORMATION**

Proposed land use: \_\_\_\_\_

Number of proposed lots/ parcels: \_\_\_\_\_

Lot sizes: \_\_\_\_\_ Average lot size: \_\_\_\_\_

Number of phases: \_\_\_\_\_

Proposed scheduling of project: \_\_\_\_\_

**AUTHORITY TO FILE APPLICATION**

Check One:

Ownership

Contract to Purchase\*

Power of Attorney\*

Other (specify) \_\_\_\_\_

\* Attach evidence of authority

I hereby certify that the above information and accompanying document are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees and expenses for the preparation of necessary environmental documentation and planning studies.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**FOR DEPARTMENT USE ONLY**

Case No. \_\_\_\_\_

Date Accepted: \_\_\_\_\_

Date Filed \_\_\_\_\_

Public Notice Published/ Mailed \_\_\_\_\_

Receipt No. \_\_\_\_\_

Planning Commission Meeting/ Action: \_\_\_\_\_

Check No. \_\_\_\_\_

City Council Meeting

# APPLICATION CHECKLIST

## General Project Requirements

1. The proposed project shall be in compliance with the General Plan elements including compatibility and consistency with surrounding properties and developments.
  - A. The design of a new project shall be compatible with the zoning and the quality of life features in the general plan.
  - B. The landscaping shall be compatible and consistent with the surrounding area and be in compliance with the general plan as to size, species and spacing.
  - C. Any new residential projects shall be meet the density and lot coverage provisions of the general plan concepts and the zoning ordinance.
  - D. Commercial and Industrial projects shall comply with all landscaping, circulation and quality design aspects of the general plan update.
2. Any project submitted for review shall show the surrounding sites within 100 feet for residential and 300' for commercial to determine circulation issues, street lighting, and fire hydrant requirements.
3. New projects shall comply with Fire Department requirements related to fire sprinklers, alarm systems and fire hydrants per the public works standards.
4. All new designs shall as much as possible be consistent with the safety elements in the general to protect residents from burglary, car theft or related crimes.
5. In multi-family residential all open space, recreational, and landscaping provisions in the general plan and the current zoning ordinance shall be complied with.

## Specific Project Requirements

1. One completed copy of the application form.
2. Legal description for the property on site plan drawing and a Preliminary Title Report, not more than 30 days old.
3. Notarized letter if the applicant is not the owner.
4. One copy of the County Assessor's Parcel Map showing the property involved outlined in red with the Assessor's Parcel Number.
5. Fifteen (15) copies of a site plan, floor plan, and exterior elevations.

Two (2) landscape and irrigation plans.

Three (3) drainage plans for the proposed site.

All plans or exhibits submitted shall be drawn and dimensioned to a reasonable scale in a legible fashion on a standard sheet of 18" x 24" or 24" x 36", and folded to a maximum size of 8" x 13".

6. In all cases, the following information shall be included in the appropriate drawings when submitting for a Conditional Use Permit, Site Plan Review, or Major Land Use.
7. Lot dimensions.
8. All buildings and structures and their location, elevations, size, height and proposed use; yards and space between buildings.
9. Walls and fences and their location, height and materials.
10. Access, pedestrian, vehicular, and service, points of ingress and egress and internal circulation.
11. Size and height of signs.
12. Loading areas, locations, dimensions, number of spaces and internal circulation.
13. Site lighting, general nature and hooding devices.
14. Street dedications and improvements.
15. Location of trash pickup facilities and screening.
16. Location, species and maturity of landscaping.
17. Indicate all existing utilities to and adjacent the site, and public facilities.
18. Show public right-of-way including of adjacent properties for 100 feet in residential projects and 300 feet for commercial or industrial.
19. Indicate paving materials of all paved areas.
20. Any phasing of a project shall be included as a part of the application.
21. Show roof mounted equipment and screening, existing and proposed.

22. Location of address and mail delivery system.
23. Location of irrigation system for landscaping
24. Indicate sidewalk, curb and/or gutter; if existing or proposed.
25. Indicate size, location and number of water services desired;
26. Indicate all existing and proposed sewer services and property line clean out.
27. Indicate all existing and proposed easements.
28. Verify flood hazard requirements.
29. Review location and spacing of hydrants for consistency with deployment plans for the Fire Department.
30. Review site to address security guidelines and anti-crime measures of identified by the Police Department.
31. Indicate the location of all signs and other traffic control.
32. Show how street improvements will transition to adjoining facilities.

**ENVIRONMENTAL ASSESSMENT  
QUESTIONNAIRE**

**CITY OF DINUBA  
405 E. EL MONTE WAY  
DINUBA CA 93618  
559-591-5900**

**CASE NO.** \_\_\_\_\_  
**DATE FILED** \_\_\_\_\_  
**FEE** \_\_\_\_\_  
**RECEIPT NO.** \_\_\_\_\_

The Community Development Department, by mandate of the California Environmental Quality Act (CEQA), must determine the environmental significance your project before proceeding with normal processing. The information included in this questionnaire will facilitate environmental assessment by identifying potentially adverse environmental impacts, and will be used to determine whether further review of the environmental impacts of a project will be necessary and, if so, whether a Negative Declaration or Environmental Impact Report will be most appropriate.

It is important that your information is accurate and that you answer all applicable questions. If a question does not pertain to your project, indicate that the question is not applicable by the letters NA. Definitive and factual information will assist the Community Development Staff in appropriately evaluating the project's impacts and will help avoid potential delays in the processing of your application.

**INSTRUCTIONS:** Please complete the following statements by filling in the designated blank spaces. Responses should be printed or typed so as to be legible. Additional information may be attached. Do not hesitate to ask for assistance on any of the statements you do not understand.

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**I. GENERAL INFORMATION:**

1. Name of Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_
  
2. Proposed project location \_\_\_\_\_  
\_\_\_\_\_
  
3. Assessor's parcel number(S) \_\_\_\_\_  
\_\_\_\_\_

**II. EXISTING CONDITIONS:**

1. Project land area (square feet or acres) \_\_\_\_\_
2. Project Parcel:  
Present General Plan \_\_\_\_\_  
Proposed General Plan \_\_\_\_\_  
Present Zoning \_\_\_\_\_  
Proposed Zoning \_\_\_\_\_
3. Project site land use: Undeveloped \_\_\_\_\_ Developed \_\_\_\_\_
4. If developed, describe existing buildings on site:  
Use \_\_\_\_\_ Area \_\_\_\_\_  
Use \_\_\_\_\_ Area \_\_\_\_\_  
Use \_\_\_\_\_ Area \_\_\_\_\_  
Use \_\_\_\_\_ Area \_\_\_\_\_  
Total building area \_\_\_\_\_
5. Surrounding land uses and zoning:  
land use zoning  
North \_\_\_\_\_, \_\_\_\_\_  
South \_\_\_\_\_, \_\_\_\_\_  
East \_\_\_\_\_, \_\_\_\_\_  
West \_\_\_\_\_, \_\_\_\_\_
6. Nearby services (stores, recreation, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Describe any power lines, water mains, pipelines or other transmission lines which are located on or adjacent to the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. PROPOSED CONDITIONS:**

1. Proposed use of site: \_\_\_\_\_  
\_\_\_\_\_
2. Proposed buildings on site:  
Use \_\_\_\_\_, Area \_\_\_\_\_  
Use \_\_\_\_\_, Area \_\_\_\_\_  
Use \_\_\_\_\_, Area \_\_\_\_\_  
Use \_\_\_\_\_, Area \_\_\_\_\_  
Total building area \_\_\_\_\_
3. Number and type of structures to be moved as a result of the project: \_\_\_\_\_
4. Are any structures occupied? \_\_\_\_\_ If yes, how many? \_\_\_\_\_



5. If residential units are being removed, indicate number of dwelling units included: \_\_\_\_\_

6. Show all existing and proposed structures on site plan by type, and whether occupied. Also, indicate those to be removed.

7. Proposed Streets:

Street Name	Proposed width	Area
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Other proposed paved or impervious areas: Area \_\_\_\_\_  
Describe: \_\_\_\_\_

9. Proposed grading and removal of vegetation: \_\_\_\_\_

10. Describe changes in site contours resulting from site grading plans: \_\_\_\_\_

11. Type and amount of soil to be removed: \_\_\_\_\_

12. Location moved to or from: \_\_\_\_\_

13. Proposed landscaped areas: Area \_\_\_\_\_  
Describe (amount, size and type or plants used) \_\_\_\_\_

14. Landscape maintenance system \_\_\_\_\_

15. Total project site plan (include both existing & proposed):

Building Coverage	_____	%
Landscaped Area	_____	%
Surfaced Area	_____	%
Total	100%	

16. Other equipment to be installed \_\_\_\_\_

17. Anticipated hours of operation: \_\_\_\_\_

18. Do you own adjacent properties? (If yes, give Assessor's Parcel Numbers): \_\_\_\_\_

19. If development is to be phased, indicate or depict the phasing: \_\_\_\_\_

20. If the project involves a variance, conditional use permit or rezoning application, state this and indicate clearly why the application is required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. SITE CHARACTERISTICS:**

**Hydrology**

1. Are there any natural or man-made drainage channels through or adjacent to the property? \_\_\_\_\_ If yes, show on site plan and explain \_\_\_\_\_  
\_\_\_\_\_
2. Is any portion of the project in a flood prone area: \_\_\_\_\_
3. Any existing wells? \_\_\_\_\_
4. Soil characteristics: \_\_\_\_\_
5. Description of major vegetation cover (map acceptable) \_\_\_\_\_  
\_\_\_\_\_
6. Primary vehicle access to property \_\_\_\_\_
7. Public or private access: \_\_\_\_\_
8. Describe any public or private easements: \_\_\_\_\_  
\_\_\_\_\_

**V. ENVIRONMENTAL IMPACTS OF PROPOSED PROJECT:**

1. Soils (including prime agricultural soils to be removed from production) \_\_\_\_\_  
\_\_\_\_\_
2. Vegetation (including number, location, and type to be removed if any) \_\_\_\_\_
3. Hydrology (changes in drainage patterns and amount of runoff) \_\_\_\_\_  
\_\_\_\_\_
4. Visual impact (how will the site look different) \_\_\_\_\_  
\_\_\_\_\_
5. Traffic (how much traffic will be generated by project) \_\_\_\_\_  
\_\_\_\_\_

6. Will any part of the project cause increases in noise levels \_\_\_\_\_  
\_\_\_\_\_
7. Visual impacts (distance of visibility of project in all directions) \_\_\_\_\_  
\_\_\_\_\_
8. Air quality (will there be any discharge into the atmosphere as a result of the project) \_\_\_\_\_
9. Water quality \_\_\_\_\_  
\_\_\_\_\_
10. Growth inducing impacts (will project encourage further development in the area or set a precedent for higher densities) \_\_\_\_\_  
\_\_\_\_\_

**Effects on City Services**

1. Will the project require the extension of new municipal services?

Water _____	Sewer _____	Drainage _____	Parks _____
Police _____	Fire _____	School _____	Waste _____

**VI. RESIDENTIAL PROJECTS:**

1. Yes \_\_\_ No \_\_\_ Mixed \_\_\_ (If "no" disregard questions in this section.)
2. Total Dwelling Units \_\_\_\_\_ Total lots \_\_\_\_\_
3. Number of Structures \_\_\_\_\_
4. Number of dwelling units with:  
one bedroom \_\_\_\_\_, two bedrooms \_\_\_\_\_,  
three bedrooms \_\_\_\_\_, four or more bedrooms \_\_\_\_\_
5. Type of housing  
single family \_\_\_, Multiple Family \_\_\_, Condominiums \_\_\_\_\_
6. Number of units for Sale \_\_\_\_\_, Rent \_\_\_\_\_
7. Approximate price range of units \$ \_\_\_\_\_ to \$ \_\_\_\_\_

**VII. COMMERCIAL, INDUSTRIAL, AGRICULTURAL, INSTITUTIONAL OR NON-RESIDENTIAL PROJECT?**

1. Yes\_\_\_ No\_\_\_ Mixed (if "no" disregard questions in this section)
2. Type of use(s) \_\_\_\_\_
3. Total number of square feet of floor area \_\_\_\_\_
4. If fixed seats involved, how many? \_\_\_\_\_
5. If assembly area without fixed seats, state designed capacity \_\_\_\_\_
6. Hours of operation \_\_\_\_\_ Months of operation \_\_\_\_\_
7. Expected maximum number of people/customer using facilities \_\_\_\_\_
8. Expected maximum number of employees, per shift \_\_\_\_\_  
all shifts \_\_\_\_\_
9. Number of parking spaces proposed \_\_\_\_\_
10. Nature of noise generation, if any \_\_\_\_\_
11. Nature of odors emitted, if any \_\_\_\_\_
12. Any hazardous materials or dangerous chemicals on site \_\_\_\_\_
13. Amounts and types of waste materials to be generated \_\_\_\_\_
14. Type of loading/unloading facilities \_\_\_\_\_
15. Number of stories \_\_\_\_\_, Maximum height \_\_\_\_\_
16. Type of exterior lighting proposed \_\_\_\_\_
17. Lot coverage:  
building coverage \_\_\_\_\_% paved area \_\_\_\_\_%  
landscaped/open \_\_\_\_\_%
18. Estimated use of utilities: Electric \_\_\_\_\_ KW  
gas \_\_\_\_\_ therms water \_\_\_\_\_ gal

**VIII. MITIGATION MEASURES:**

Detail the specific mitigation measures which are needed including energy conservation measures in order to lessen the unfavorable effects (if any) of your project on the environment

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To the best of my knowledge, the foregoing information is true. I understand that any changer, as a result of either inaccuracies or project notifications may necessitate additional environmental assessment.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date