

ADMINISTRATIVE APPLICATION

Introduction

The Administrative Application is the City of Lathrop's application for development permits that only require approval of the Community Development Director. Decisions of the Director can be appealed to the Planning Commission and if necessary, the City Council. Such entitlements include, but are not limited to Home Occupation Permits and Minor Site Plan Review.

It is important that you discuss your application with a staff member before submittal. City staff must find that your application is complete as defined by the City Code before your application can be processed. If you would like to schedule a time to speak with a staff member prior to submittal, please call the number noted above to set a time convenient for you.

After your application is received and all fees are paid, you will be notified within 30 calendar days if your application is not complete and if additional information or materials are needed. The application information you are reading contains checklists that will assist you in completing your application, including a list of fees, required information for maps and an application form that will describe your project. All checks for fees should be made payable to the "City of Lathrop."

Once your application has been deemed complete, a project planner will be assigned to review and process your application. A description of each type of application and the process necessary for its review is included in subsequent sections of this information packet. Please note the City reserves the right to require the submittal of additional information during the 30-day review period that the City deems necessary to complete the application process. Such information may include, but is not limited to, submittal of: reviewed plans, photo simulations, special studies or addressing project issues.

Please also note that other public agencies may comment on and review your application and may require additional permits. Both the fire district and schools are separate districts from the City and may impose additional requirements, fees and permits. Please review the "Contact Names and Agencies List" in this information packet for contact names and numbers.

Requirements for Application Submittal

All of the following items are necessary in order for you to submit a complete application package:

- ✓ A complete and signed original application. Please note that all property owners must sign the application form or provide a signed agent authorization form.
- ✓ Payment of an application fee as provided in the schedule of application fees. The application fee is due and payable at the time the application is filed with the Planning Division office. The application fee is non-refundable. Payment of the application fee does not preclude payment of other fees related to the issuance of a development or building permit.
- ✓ One (1) full size copy (24" x 36") fan folded, three (3) reduced size copies (11" x 17") and digital PDF copies of the plans in CD or email.
- ✓ A copy of title reports or a preliminary title report for all parcels included in your project.

Administrative Application Descriptions

Administrative Application

The purpose of requiring administrative review of certain uses is to determine whether or not a use can be considered a "Permitted use" or as a "Conditional Use" because of the peculiar circumstances and conditions of the proposal. Uses which can be treated as a permitted use under the zoning ordinance and acted upon without environmental review under CEQA may be approved by the Community Development Director, rather than the Planning Commission or City Council. This is the City's basic administrative review

Minor Revision to Approved Site Plan Review

Once a Site Plan Review Application has been approved by the Planning Commission, only minor modifications to the approved site plan can be made. The minor revision to approved Site Plan Review Application is utilized by staff to review such modifications to an approved site plan and ensure that no additional or revised conditions of approval are necessary in approving any changes to the plan. If staff determines that additional or revised conditions of approval are necessary, a new site plan review or minor site plan review or minor site plan review application may be required.

Minor Site Plan Review

The purpose of the Minor Site Plan Review process is to enable the Community Development Director to review development proposals that do not include major improvements or renovation and can be considered exempt under the provisions of the California Environmental Quality Act (CEQA). If a development proposal cannot be considered for an exemption under CEQA, it must be approved through the full Site Plan Review process. It differs from the Minor Revision to Approved Site Plan Review Application (as described above), in that a minor site plan review provides the initial review of a project in which conditions of approval are issued. A revision to an approved site plan has conditions of approval previously issued by the Planning Commission.

Minor Variance

In certain situations where a full variance is not necessary, a Minor Variance may be utilized. The Community Development Director may approve such requests if the request is not subject to the provisions of the California Environmental Quality Act (CEQA) and deals only with small changes in development requirements, such as with minor setback and side yard requirements. Minor variances are only approved when an applicant can show that there are special circumstances that prevent the applicant from enjoying the same land use privilege as surrounding property owners.

Time Extension

This application is to extend the life of a particular development permit. The amount of time that may be extended shall comply with time extension provisions in the Lathrop Municipal Code or Subdivision Map Act.

PLANNING DIVISION APPLICATION FEES

APPLICATION	FEE²
ADMINISTRATIVE ACTION	
Administrative Application: Minor Site Plan Review, Temporary Use Permit, etc.	\$382
Lot Line Adjustment	\$456
Lot Merger	\$424
Certificate of Compliance	\$498
Home Occupation	\$53
Minor Variance	\$376
Tentative Parcel Map³	\$461
Parcel Map Waiver	\$302
Exception (submitted with tentative parcel map)	\$281
Minor Revision to Site Plan Review	\$270
Plan Storage Fee	See Master Fee Schedule

Fees subject to change.

Contact Names and Agencies List

The following names and phone numbers may be used to contact staff members or outside agencies in compiling necessary information for your application. All phone numbers are Area Code 209:

City Departments

Planning Division	941.7290
Public Works Department/Engineering Division:	941.7430
Building Department:	941.7270
Finance Department	941.7320
City Clerk's Office:	941.7230
City Attorney's Office:	941.7235
City Manager's Office:	941.7220
Police Department	647-6400

Fire District

Manteca -Lathrop Fire District:	941-5100
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School Districts

Manteca Unified School District:	858.3200
Banta Unified School District (River Islands)	835.0171

Health Department

San Joaquin County Environmental Health Division:	468.3400
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County Surveyor

San Joaquin County Surveyor's Office:	468.3049
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County Clerk

San Joaquin County Clerk's Office:	468.2362
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Air Pollution Control District:	1.800.766.4463
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Form and Scale of Development Plan

All development plans shall be prepared and submitted by a licensed Architect or Engineer and shall be clearly and legibly drawn to scale (1"= 30 ft, etc.) and dimensioned appropriately. Each map shall include the following information:

- Location and dimensions of existing and proposed structures, with existing and proposed structures clearly labeled. Existing structures proposed for demolition must also be labeled.
- Building setback dimensions, from building(s) to all property lines and between buildings.
- Dimensions of landscape planters; height and materials of fences.
- Type, area (square feet) and use of each structure, both proposed and existing.
- Proposed landscape areas (label); species and size identification of existing trees.
- Proposed parking areas, including location, dimensions, intended uses, and striping specification for parking spaces, aisles, and driveway throats. The specifications for parking space size and striping must be shown on the site plan. Standard, compact, motorcycle and handicap parking spaces must be shown. (Use the specification figures from the Parking Ordinance.)
- Number of parking spaces required and number of spaces provided (by type)
- Location and dimensions of existing and proposed curb cuts on the site, within 50 feet of the project boundaries and across the street from the site.
- Location, identification and dimensions of easements on, adjacent to or otherwise affecting the property.
- Scale and north arrow. Provide "reference north" if "true" north is not perpendicular or parallel to the property lines.
- Location, capacity and design of bicycle rack(s)
- Property boundaries, dimensions and area (in square feet and acres)
- Location and identification of any amenities to be included in any outdoor private or common recreation area. Include outdoor lunch or seating areas, fountains, etc.
- Location, size, materials, copy and design of freestanding, monument and structural signs.
- Phasing lines (if any)
- Structures, land uses, walls and other improvement within 50 feet of the project boundaries.
- Dimension from property line(s) to center of adjacent street(s).
- Identification and dimensions of existing and proposed sidewalks, curbs, streets, points of ingress & egress, pedestrian & circular access.
- Vicinity map location and proposed development within Lathrop.

- Walls and Fences: Location, Height and materials
- Width and configuration of streets (including striping, left-turn pockets and median identification from which the development has access).
- Identification and dimensions of loading areas and trash (refuse) enclosures. Show loading area striping. Indicate material and color of trash enclosure and gates.
- Type of paving materials proposed, including scored concrete and other enhanced pavement.
- On-site directional signs, pavement striping and painted arrows.
- Location of existing and proposed above-ground utility vaults, transformers, building backflow preventers and other facilities. Contact PG&E to determine where new utility vaults should be placed for the project.
- Wheel tracking for delivery trucks, fire apparatus and refuse trucks in parking areas, loading areas and for service to refuse enclosure(s).
- Name and street address of project.
- Name, address, and telephone number of the architect, landscape architect or other design professional that prepared the plans (include on every drawing).

PHOTOMETRIC PLAN

- Site lighting information with detailed specifications on fixtures, site poles and wall packs.

FLOOR PLAN:

- Room identification and square footage of each room. Show seating layout if project is a restaurant.
- Room and building dimensions.
- Location of doors and windows.

BUILDING ELEVATIONS:

- All building sites, with dimensions specified. Height of each building is to be shown from the average grade to the highest point of the structure and from average curb height to average grade. If proposal is an addition, show how addition fits with existing building.
- Product and color specification of exterior building materials and other features.
- Proposed building signs, including materials and dimensions.
- A section showing parapet walls (or roof wells) and roof-mounted equipment.
- Perspective drawings may **not** be submitted instead of elevations.
- Lighting mounted on the building (provide catalog cut or drawing on material board).

COLORED ELEVATIONS:

- Match the exterior building materials as closely as possible.
- Be submitted rolled; not mounted on any board.

CONCEPTUAL LANDSCAPE PLAN:

- General location, container size and species identification of trees, groundcover and shrubs.
- Existing trees that will be relocated or removed
- Location and identification of hardscape and other landscape features, such as walkways, fountains, pools, etc.
- Location and identification of outdoor furniture, and other recreational amenities.
- A note indicating that the landscaping will comply with the applicable City Landscape Standards.
- Other features and requirements specified by the appropriate City Landscape Standards.

Note: Conceptual landscape plans should be prepared by a registered landscape architect, and must comply with the applicable City Landscape Standards.

PRELIMINARY UTILITY PLAN

- Existing and proposed water, sewer, storm drain

PHOTOGRAPHS are to show:

- The project site.
- Immediately surrounding land area and development, particularly surrounding architecture and scale.
- Mount the photographs on an 8½" X 11" illustration board with a key map.

SUBMITTAL REQUIREMENTS:

- One (1) full size copy (24" x 36") fan folded.
- Three (3) reduced size copies (11" x 17").
- Digital PDF copies of the plans in CD or email.

**City of Lathrop Planning Division
Administrative Application Form**

For office Use Only	
Application Number:	Project Planner:
Application Date:	Receipt Number:

THIS FORM TO BE COMPLETED BY THE APPLICANT PRIOR TO FILING

Type of Application:

Owner/Applicant Information					
Owner's Name					
Address/City/State/Zip					
Email		Phone		Fax	
Applicant's Name					
Business Name (DBA)					
Address/City/State/Zip					
Email					
Contact Person					
Email		Phone		Fax	

Property Information	
Site Address	
Assessor's Parcel Numbers (APNs)	
Project Name	
General Plan Designation	
Zoning Designation	
Structure Size (Sq.Ft.)	
Property Size (Ac./Sq.Ft.)	

Project Description

Please describe the project, including number and size of proposed lots (use additional sheets if necessary)

Employee/Customer Information

SHIFT HOURS	DAYS OF THE WEEK	NUMBER OF EMPLOYEES	CUSTOMER PER SHIFT

Materials/Equipment Information

Please describe the equipment proposed to be used during construction of the project:

Please describe the materials, produced, stored or used for the project, including any hazardous materials:

Buildings and Structures

The following information shall be shown on the required site plan. Please indicate all existing and proposed dwellings, buildings, and structures and their sizes:

Bldg. No.	Proposed or Existing Structure (Please Indicate)	Floor Area	No. of Floors	Overall Height

Sewer/Water/Storm Drainage

Sewer Provider		Distance to Public Connection	
Water Provider		Distance to Public Connection	
Storm Drainage Provider		Distance to Public Connection	

If on-site services are to be utilized, please indicate the type, location and whether the service is existing or proposed:

Utilities

Electricity Provider		Distance to Public Connection	
Natural Gas Provider		Distance to Public Connection	
Telephone Provider		Distance to Public Connection	

Existing Roads

Road Name	Right of Way Width	Pavement Width	Frontage Improvements

Parking

No. of Full Sized Spaces	No. of Compact Spaces	No. of Handicap Spaces	No. of RV/Truck Spaces	No. of Total Spaces

Landscaping

Landscaped Area (Total Sq. Ft.)	Percent of Project Landscaped	Type of Street Trees	No. of Street Trees	Type of Irrigation

Other Information

Please provide any additional information you may feel is helpful to staff in processing your application:

Certifications and Signatures

1. Is the project site included on the "Hazardous Waste and Substance Sites List" or other similar list?

2. Is the proposal an application for a development permit as defined by State law?

(If you're not sure how to answer these questions, please ask a staff member for assistance)

I, the undersigned, do hereby certify that I have read and understand the attached cover sheet(s) and that the facts and information contained in this application are true and correct, to the best of my knowledge.

Signature of Applicant/Agent	Signature of Owner(s)*
Please print signed name here	Please print signed name here
Date	Date

- All property owners must sign or provide a signed Agent Authorization Form included in the application packet. (If more space is needed for signatures, please attach additional sheets).

Agent Authorization Form

_____ is the owner
of the subject property for which the following application(s) have been submitted:

Application Name and
Number(s): _____

The subject properties are located at:

APNs:

The Agent for this project is:

Name: _____

Address: _____

Telephone: _____

Fax Number: _____

Signatures of Owners

Type or Print Name: _____

Signature of owner: _____

Type or Print Name: _____

Signature of owner: _____

Note: Owner of record should be as shown on the latest equalized rolls of San Joaquin County – an option to purchase does not constitute ownership. If ownership has recently been transferred, a copy of recorded deed or similar instrument must accompany this form.