

## **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, second unit dwelling permits and minor site plan review permits.

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 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.

## Required Notice and Disclosure

As required by the state law, the City must make the following disclosures to you about your application:

- Section 65962.5 (e) of the Government Code of the State of California requires that you, as the applicant, should consult the Lists of Hazardous Waste Sites and submit a signed statement as to whether the project is located on a site which is included on any of the lists. The City has a copy of the lists at the counter for your use.
- You may request in writing that we notify you of any proposal to adopt or amend any of the following plans or ordinances during the time your application is pending: a General Plan; a Specific Plan; a Zoning ordinance; an ordinance affecting building permits or grading permits.
- You must specify in the written request, the types of proposed Action for which notice is requested. The City shall give such notice if it is determined that the proposed amendment or adoption is reasonably related to the applicant's application. If you make such a request for notification, you must pay an additional \$50 fee to cover the cost of notification.
- You may request in writing, that we notify you of any proposal to adopt or amend a rule or regulation affecting the issuance of a development permit and such notice shall be given. If you make such a request for notification, you must pay an additional \$50 fee to cover the cost of notification.

## 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.
- ✓ Five full size copies (24" x 36") fan folded, three 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. You may substitute copies of all recorded deeds in lieu of the title report.

## ***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 application will 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 is a one time extension of one year from the expiration date.

**PLANNING DIVISION****APPLICATION FEES**

<b>APPLICATION</b>	<b>FEE<sup>2</sup></b>
<b>ADMINISTRATIVE ACTION</b>	
Administrative Application: Minor Site Plan Review, Temporary Use Permit, etc.	<b>\$382</b>
Lot Line Adjustment	<b>\$456</b>
Lot Merger	<b>\$424</b>
Certificate of Compliance	<b>\$498</b>
Home Occupation	<b>\$53</b>
Minor Variance	<b>\$376</b>
Tentative Parcel Map <sup>3</sup>	<b>\$461</b>
Parcel Map Waiver	<b>\$302</b>
Exception (submitted with tentative parcel map)	<b>\$281</b>
Minor Revision to Site Plan Review	<b>\$270</b>
Plan Storage Fee	<b>See Master Fee Schedule</b>
<b>PLANNING COMMISSION ACTION</b>	
Appeal of Staff Code Interpretation	<b>\$753</b>
<b>CITY COUNCIL ACTION</b>	
Appeal of Planning Commission Decision	<b>\$588</b>

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 Division:	941.7270
Finance Department	941.7320
City Clerk's Office:	941.7230
City Attorney's Office:	941.7235
City Manager's Office:	941.7220

### *Fire District*

Manteca -Lathrop Fire District:	941-5100
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### *School Districts*

Manteca Unified School District:	858.3200
Tracy Unified Schools (Stewart Tract area):	830.3200
Banta Elementary School (Stewart Tract area):	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 Map (Tentative Maps or Tentative Parcel Maps)

Every tentative map for a subdivision filed with the Planning Commission shall be clearly and legibly drawn. The size of the sheet shall be twenty-four (24) inches by thirty-six (36) inches unless otherwise authorized by the City Engineer. The scale of the map shall be one (1) inch equals 100 feet, except those subdivisions with lots of two and one-half (2-1/2) acres or greater may use a scale of one (1) inch equals 200 feet.

A Tentative Map shall contain the following information and data:

- ☐ A tract number assigned by the San Joaquin County Recorder, as such numbers are assigned in consecutive order throughout San Joaquin County, and a tract name (if any). If the tentative map is a vesting tentative map, the words 'vesting tentative map" shall be printed conspicuously on the face of the map. Ask staff for more information regarding a vesting map.
- ☐ Name, address and telephone number of the record owner of the property to be subdivided and name, address and telephone number of the subdivider if the owner is not the subdivider.
- ☐ Name, address and telephone number of registered civil engineer, licensed surveyor, licensed landscape architect or other person who prepared the map, date of preparation, north point, and scale.
- ☐ A legal description sufficient to define the boundaries of the subdivision, and the approximate acreage.
- ☐ Boundary lines.
- ☐ The location, names, present width, and approximate grades of adjacent roads, streets, highways, or ways.
- ☐ Traverse calculations for parcel maps, lot line adjustments, and lot mergers.
- ☐ The location, names, width, and curve radii of all roads, streets, highways and ways in the proposed new subdivision. The location, name and caliper of all trees.
- ☐ Approximately accurate contour lines drawn to intervals of one (1) foot, and spot elevations shown on a maximum grid of 100 feet in each direction, the width and approximate locations of all existing or proposed easements or rights-of-ways, whether public or private, for roads, drainage, sewers, public utilities or flood control purposes.
- ☐ Lot lines and approximate dimensions, and lot numbers, including lot lines and property lines of adjacent parcels.
- ☐ Locations and approximate dimensions of proposed public areas.
- ☐ Limitation on rights of access to and from streets, lots and other parcels of land, and locations and widths of reserve strips.
- ☐ Location and widths of watercourses and areas subject to inundation, storm water overflow.

### Form and Scale of Map (Tentative Maps or Tentative Parcel Maps)

- ☐ Any submerged areas, as shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM).
- ☐ Locations of city boundary lines and boundary lines of any other public district which lay within 500 feet of the exterior boundary lines of the proposed subdivision.
- ☐ The approximate location and outline to scale of each building or structure, irrigation ditches, pipelines, railroads and other physical features on the property proposed for a subdivision. Buildings or structures on adjacent property shall also be shown. Each building shown shall be identified by house number or other identifying feature, including a notation on each building or structure to be retained or removed.
- ☐ A tentative drainage plan including provisions for the disposal of storm water and approximate finished grades along each rear or side lot abutting existing development and the exterior boundary of the tentative map.
- ☐ The proposed use of each lot within the subdivision.
- ☐ A key map showing the proposed subdivision and surrounding subdivisions and streets located within one-quarter (1/4) mile radius of the boundaries of the proposed subdivision.
- ☐ An outline of the areas of the tentative map proposed for the partial recording of a final map thereon.

### *Statements to Accompany Tentative Map*

The tentative map shall be accompanied by reports or written statements as follows:

- ☐ Legal description of the property,
- ☐ Source of water supply.
- ☐ Proposed method of sewage disposal,
- ☐ Proposed means of surface water drainage.
- ☐ Type of street improvements
- ☐ Protective covenants to be recorded.
- ☐ The relative proportions of the total area of the subdivision proposed to be devoted to each use classification, in acres.
- ☐ Other improvements proposed to be made or installed and the time when these improvements are proposed to be made or installed.
- ☐ Description and location of community facilities, which would serve the proposed subdivision.
- ☐ Number of lots. Minimum, maximum and average lot size.
- ☐ A preliminary title report describing all rights-of-way and easements to which the property is to be subdivided.
- ☐ Justification and reasons for any exceptions to the provisions of this ordinance.
- ☐ A preliminary soil report for the City Engineer.

## Form and Scale of Development Plan

**(Required only** for Minor Site Plan Review)

All development plans submitted shall be clearly and legibly drawn. 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 and streets.



- Vicinity map location and proposed development within Lathrop.
- 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 aboveground 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). A minimum of 48-foot radius must be provided.
- 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).
- Site lighting information with detailed specifications on fixtures, site poles and wall packs as well as a manufacture's catalogue containing photometric data.

#### **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 the average curb height to the 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.

#### **PHOTOGRAPHS** are to show:

- The project site.
- Immediately surrounding land area and development, particularly surrounding architecture and scale.
- Mount the photographs on an 11" X 17" illustration board with a key map.

#### **SUBMITTAL REQUIREMENTS:**

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

**MASTER SIGN PROGRAM** must include:

- Location, dimensions, area, color, type, copy (or “placeholder” wording) and materials for all signs located on the project site. Include building signs, drawn to scale (with typical dimensions), on elevation drawings.
- Elevation view of monument, or freestanding signs, including dimensions.
- Method of sign area calculation.

For most commercial projects, the sign program information may be located on the site plan and building elevation drawings.

For shopping centers and multi-tenant industrial projects, sign program specifications are to be submitted as a separate document (11” X 17”). In addition to the information listed above, the sign program must include the method of calculating sign area for each tenant space, area of each tenant sign (including height of letters and length of the sign), placement of signs on the proposed building, letter style and color restrictions.

**MATERIALS SAMPLE BOARD** (8½” X 11” maximum size\*) is an illustrated board with catalog cut of each exterior material mounted upon it. It must include:

- Exterior materials samples (in correct colors) for:
 

Roofing	Windows, glass block and other glazing
Siding and Trim	Metallic, Masonry and Plastic Exterior Materials
Window Framing	Decorative building lighting

1. NOTE: If a sample does not effectively represent the appearance of the material in use, a photo of an application i.e., from a brochure –should be included on the materials board.

2. Color and product specifications (example: Manufacturer and color name and/or number of wood stain; manufacturer; color and type of roof tile).

3. Description of each material’s location on the proposed building or buildings.

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

<b>For office Use Only</b>	
Application Number:	Project Planner:
Application Date:	Receipt Number:

**THIS FORM TO BE COMPLETED BY THE APPLICANT PRIOR TO FILING**

Type of Application:
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<b>Owner/Applicant Information</b>					
<b>Owner's Name</b>					
Address/City/State/Zip					
Email		Phone		Fax	
<b>Applicant's Name</b>					
<b>Business Name (DBA)</b>					
Address/City/State/Zip					
Email					
Contact Person					
Email		Phone		Fax	

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

***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).

### (For City Use Only)

Application Fee		Design Review	
General Plan Designation		Initial Study	
Zoning District		State Clearinghouse Review	
Notification Fee		Development Committee	
Total Fees Paid		Concurrent Applications	
Referral Date		Application Numbers	
Comments Due Date		Public Hearing Date	

**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.