

**Community Development Department**

390 Towne Centre Dr. – Lathrop, CA 95330

Phone (209) 941-7290 – Fax (209) 941-7219

[www.ci.lathrop.ca.us](http://www.ci.lathrop.ca.us)

**DEVELOPMENT PLAN APPLICATION (for Crossroads Commerce Center only)**

The development plan permit is used for establishing permitted uses within the Crossroads Commerce Center under the adopted development agreement with Kearny Ventures, Ltd and subsequent amendments. The development plan permit sets forth the conditions in which a building permit can be obtained under review and approval administratively by the Planning Division.

**Requirements for Submittal**

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

1. A complete and signed original application is included on pages 7-10 of this application package. Please note that all property owners must sign the application form or provide a signed agent authorization form included on page 11 of this application package.
2. Payment of an application fee of \$579 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 issuance of a building permit.
3. Fifteen (15) copies of prints made from an original 24" X 36" drawing meeting the requirements listed on the "Form and Scale of Development Plan" requirements in this Application Package on pages 3-6.
4. A copy of the recorded deed(s) for all properties involved in the project.

**Application Processing**

1. Planning Division staff will refer the application to any City department(s) or other responsible agency for comment.
2. After a review and referral period of about four (4) weeks, after the application has been deemed complete, the Planning Division will approve the application if required findings can be made. If the Planning Division can not make the required findings, the application will be denied. The action of the Planning Division can be appealed to the Planning Commission. The Commission's action will be final unless appealed to the City Council. For more information on the appeal process, please ask staff.
3. If the application is approved, you will be given an approval letter and a list of all conditions that must be met before a building permit can be issued. Obtain any other required permits from other agencies or City departments before you start the project.

**Development Plan**

## Required Notice and Disclosure

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

- The City must take action on your application within 30-90 days from the date the application is found to be complete. The time limit may be extended with your consent for a period not to exceed 90 days.
- Section 65962.5 (e) of the Government Code of the State of California requires that you, as the applicant, 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.
- The applicant 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.
- The applicant 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.

## Form and Scale of Development Plan

All development plans submitted shall be clearly and legibly drawn. The size of the sheet shall be 24" X 36" and drawn to an identifiable scale. 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 improvements 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.

**Development Plan**

- 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).

**FLOOR PLAN** (minimum size 24" X 36") must include:

- 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** (minimum size 24" X 36") must include:

- 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).

**Development Plan**

**COLORED ELEVATIONS** (minimum size 24" X 36") must:

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

**CONCEPTUAL LANDSCAPE PLAN** (minimum size 24" X 36") must include:

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

**NOTE:** Any trees or vegetation depicted in a building elevation shall be illustrated at no more than approximately three years' growth and shall illustrate only those identified in the **Conceptual Landscape Plan**.

**REDUCED COPIES:** (11" X17")

- Site plan
- Building elevations
- Conceptual landscape plan
- Floor plan
- Other plans submitted

**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.

**Development Plan**

**MASTER SIGN PROGRAM** must include:

A separate sign permit is required for all signs. Sign submittals are as follows:

- **Site Plan:** Site plan, showing the location and size of all existing or proposed free-standing monument and wall signs.
- **Elevations:** Full view of monument, or freestanding signs, including dimensions.
- **Details:** Detailed drawings of all proposed signs indicating the type of letter, color scheme, cabinet colors and material specifications.
- **Method of Sign Calculation:** Include the length of building frontage(s) onto a public right-of-way.

**MATERIALS SAMPLE BOARD** (8½" X 11" maximum size\*) is an illustrated board with catalog cut pieces 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*  
**DEVELOPMENT PLAN PERMIT APPLICATION FORM**

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

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

Type of Application:
(For example: Conditional Use Permit, Site Plan Review, etc.)

<b>Owner/Applicant Information</b>					
Owner's Name					
Address					
City/State		Phone		Fax	
Applicant's Name					
Address					
City/State		Phone		Fax	
Business Name (DBA)					
Contact Person					
Address					
City/State		Phone		Fax	

<b>Property Information</b>				
Assessor's Parcel Numbers (APNs)				
Existing Land Use of Subject Sites				
Existing Zoning of Subject Sites				
Acreage of Site & Square Feet of Building Area				
Adjacent Land Uses to Subject Sites	North	South	East	West

<b>Project Description</b>
<b>Please describe the project, including number and size of proposed lots (use additional sheets if necessary)</b>

**Development Plan**

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

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

Development Plan



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
<p><b>Please provide any additional information you may feel is helpful to staff in processing your application:</b></p> <div style="height: 150px;"></div>

**Development Plan**

<b>Certifications and Signatures</b>	
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)	
<b>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.</b>	
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).

**Development Plan**

**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

\_\_\_\_\_

\_\_\_\_\_

Type or Print Name

\_\_\_\_\_

\_\_\_\_\_

Type or Print Name

\_\_\_\_\_

\_\_\_\_\_

Type or Print Name

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.

**Development Plan**