

## DISCRETIONARY PERMIT APPLICATION

### Introduction

The Discretionary Permit Application is the City of Lathrop's application for development permits that require Planning Commission and/or City Council approval. Such entitlements include conditional use permits, site plan review permits and variances.

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. In some cases, depending on the type of application, a public hearing will be scheduled before the Planning Commission and/or the City Council for approval. Some applications are approved by the Community Development Director and do not require a public hearing. A description of each type of application and the process necessary for its review is included subsequent sections of this information packet.

If your application is scheduled for a public hearing, you will be mailed a copy of a staff report that will be presented to the Planning Commission and/or City Council approximately one week prior to the date of the hearing. Some applications will require both a hearing before the Commission and then before the Council. In these cases you will be provided a copy of a staff report for each hearing. You or your representative will be allowed to make a presentation at the public hearing to provide the Commission/Council with any pertinent information you feel will help in the review of your project. Keep in mind that other interested parties and individuals may also speak or provide information about your application – this will often include adjacent property owners or others that live near the project site. The Planning Commission may approve, deny or with some applications, recommend an Action to the City Council based on all information presented to them, both verbally and in writing, which includes this application. Any action made by the City Council is deemed final.

Please also note that other public agencies may comment 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:

- The City must take Action on your application within 60 days from the date a Negative Declaration is adopted for your project or from the date the City determines that your project is exempt from CEQA. If an Environmental Impact Report (EIR) is required, the City must take Action on your project within 180 days from the date the EIR was certified, or if an extension is granted in completing the EIR, Action must take place within 90 days. Time limits for project approval may be extended with your mutual consent.
- 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.
- State law requires that a notice of a proposed Rezone application be published in one newspaper of general circulation within the City at least 10 days before the public hearing. In addition, the City will notify all property owners within 300 feet of the subject property, by mail, at least 10 days prior to the public hearing before the Planning Commission. The City also provides property owner notification for other development applications as well, e.g. Conditional Use Permits, Site Plan Review, Variances, etc.
- 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 or fees related to Environmental review.
- ✓ Ten full size copies (24" x 36") fan folded, five 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 properties involved in the project.
- ✓ For projects subject to Environmental review (please see the Environmental review section of this package to determine if your project is subject to review), a completed Environmental assessment form.

## Environmental Review

The City is required by state law to review your application for environmental impacts in accordance with the California Environmental Quality Act of 1970 (also known as "CEQA"), which governs the environmental review process.

The purpose of the Environmental review process is to evaluate your projects physical effects upon the environment, including both man-made and natural conditions. Some applications, such as an administrative approval, are considered ministerial, and by law, exempt from the provisions of CEQA. However, most development permits are considered a project subject to review and will require you to fill out an Environmental assessment form and pay the corresponding fee for proceeding with the review. The Environmental assessment form is included in this package with additional information on how to fill it out. The Environmental assessment form is used by staff to prepare an "initial study". An initial study is a checklist that describes the potential impacts that may be associated with your project. In some cases additional information may be necessary to determine what impacts are involved, such as a traffic study. If the identified impacts are significant, they must be mitigated to a level of insignificance prior to your project being implemented. Mitigations can be incorporated into the project's design or be in the form of conditions of approval for the project.

After review of all project information and studies, staff will make or recommend an Environmental determination for your project. The types of determinations are:

Categorical Exemption: this identifies that your project is exempt from the provisions of CEQA and that no further Action by you or the City is necessary.

Negative Declaration: if the initial study prepared by staff reveals that your project will not have a significant effect on the environment, a negative declaration will be processed, adopted by the City and posted with the County Clerk, and in some cases, with the State Office of Planning and Research. A minimum 20 day public review period (30 days for projects subject to state review) is required before a Negative Declaration can be adopted by the Planning Commission or City Council at a public hearing.

Mitigated Negative Declaration: if the initial study reveals that your project will not have a significant effect on the environment if there are certain conditions or mitigations that can be imposed upon the project to avoid or minimize potential impacts, a Mitigated Negative Declaration can be adopted. A Mitigation Monitoring Program is also adopted that includes the required mitigations for the project, when they are to be performed, by whom and who is responsible for the EIR implementation. The review period for a Mitigated Negative Declaration is the same as for the Negative Declaration described above.

Environmental Impact Report: An Environmental Impact Report (EIR) will be required if substantial evidence shows that your project will have significant adverse effects on the environment and as a result further analysis is necessary to determine appropriate mitigations. An EIR is prepared by an independent consultant hired by the City and paid for by the applicant. The EIR process includes a minimum 45 day public review period of the Draft EIR and the City Council is required to certify a final EIR prior to the approval of your project.

## Environmental Review

The EIR process can take at least 6 months; however, more complex projects may require a significantly longer process. A Mitigation Monitoring Program is also necessary for an EIR and the City Council may adopt a Statement of Overriding Considerations if there are impacts that cannot be mitigated to a level of insignificance, but are considered acceptable because of the merits of the project.

For fish and wildlife resources, the planning commission or city council may also adopt a De Minimis Finding for projects that do not impact these resources. Projects that do affect fish and wildlife will be required to have additional review by the State Department of Fish and Game and an additional review fee will be required; please see the attached fee schedule or ask staff for more information.

Additional environmental review at the federal level under the National Environmental Protection Act or NEPA may be required for projects that affect resources under a federal agency's jurisdiction. Please ask staff for more information regarding this review process.

## **Application Descriptions**

The following descriptions summarize the types of applications that can be reviewed and approved by the City. Please ask a staff member if you need more information on what application you need to file.

### **Permits Requiring Planning Commission**

#### **Site Plan Review**

The purpose of the Site Plan Review process is to enable the Planning Commission to make a finding that a proposed development is in conformity with the intent and provisions of the City Code (primarily the zoning ordinance) and to guide the Building Official in the issuance of building permits for that development.

#### **Variance**

In certain situations where, strictly interpreted, the zoning code prevents a physical land use entitlement applicable to real property, a variance may be requested. Under the zoning code, variance are allowed when special circumstances applicable to size, shape, topography, or location and surroundings, for a particular property deprives such property privileges enjoyed by other property owners in the vicinity.

#### **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.

#### **Appeal of Staff Code Interpretation**

In the event that an applicant or interested party does not agree with an interpretation of City code of decision made by staff on a development permit, an appeal may be filed with the Planning Commission for reconsideration. Any decision made by the Commission may also be appealed to the City Council. Appeals requests are heard by the Council at the next available City Council meeting.

#### **Addition of Permitted Use to Code**

This application is utilized to add a permitted use to a particular zoning district under circumstances where a certain use is compatible with other permitted uses within the same district and is allowed by general plan policy, but not specifically included in the text of the zoning code. The Planning Commission can approve the application by adopting a resolution adding the use to the list of permitted uses as codified in the adopted city zoning code.

## ***Permits Requiring City Council Approval***

### **Appeal of Planning Commission Decision**

Any interested party may file an appeal with the city council after a decision has been made by the planning commission. An appellant has ten (10) days to file an appeal with the planning division office. The appeal would then be heard by the council at their next available council meeting.

## ***Permits Requiring Planning Commission and City Council Approval***

### **Conditional Use Permit**

In certain zoning districts, some uses are permitted subject to the granting of a conditional use permit because of their unusual characteristics, conditional uses require special consideration so that they may be located properly with respect to the objectives of the zoning ordinance and their effects on surrounding properties. In order to achieve these purposes, the planning commission is empowered to grant or to deny applications for conditional use permits and to impose reasonable conditions of approval upon the granting of same. The city council then affirms, modifies, or reverses the decision on the conditional use permit.

### **General Plan Amendment**

A general plan amendment involves a change to the city's adopted general plan map and/or related policies. Since the general plan is the primary land use document for the city, all other land use regulations must be consistent with the general plan (such as the zoning or subdivision codes). Other amendment applications may be necessary for your proposal. General plan amendments typically involve a change in a property's land use designation. Such a proposal would also need a rezone approval to change the commensurate zoning district for that parcel.

### **General Plan Text Amendment**

The general plan text amendment application is utilized to propose text changes to the general plan that are internally consistent with other sections of the general plan.

The changes may be proposed due to a variety of reasons, including changing environmental circumstances, new federal, state or local laws, changes in market conditions for the supply and demand for land, changes in technology, etc.

## **Application Descriptions**

### **Neighborhood Design Review**

This approval is applicable only to proposed subdivisions located within the Mossdale Village section of the West Lathrop Specific Plan area (which encompasses both the Stewart Tract and Mossdale Village). Neighborhood design review is utilized to provide a uniform and consistent design standard program (including public facilities) for a planned unit of residential development.

### **Planned Unit Development Permit**

The planned unit development permit utilizes the conditional use permit procedure to institute a planned unit development for properties five acres in size or greater. Planned unit developments involving the careful application of design, are encouraged to achieve a more functional, aesthetically pleasing and harmonious living and working environment, which may otherwise not be possible by strict adherence to the regulations of the zoning code.

### **Rezoning to planned unit development**

A request for a rezone to planned unit development (also called a "PUD") changes a properties zoning district to a planned district that allows for a flexible use of development standards and in some cases, a mix of different land uses. As with the planned unit development permit, creative design principles of design are utilized to achieve a more functional, aesthetically pleasing and harmonious living and working environment, which may, otherwise not be possible by strict adherence to the regulations of the zoning code. A rezone to PUD differs from a PUD permit in that the rezoning of property is more permanent than approving a permit that can be revoked by the city council for cause.

### **Rezoning (Not To Planned Unit Development)**

A request for rezone involves the reclassification of certain properties under a particular land use designation. Often, a rezone must be accompanied by a general plan amendment application when the requested zoning does not match the appropriate general plan land use designation.

### **Urban Design Concept**

Similar to the neighborhood design review utilized for residential developments, the urban design concept is a discretionary approval used in the West Lathrop Specific Plan area to master plan commercial, office and mixed use developments. All facets of design review are considered, including streetscapes, landscaping, signage, and building treatments.

### **Williamson Act Contract Cancellation**

The purpose of the Williamson Act Contract Cancellation application is to terminate a current Williamson Act Contract on property that has been annexed to the city. The city council can approve the cancellation only if certain findings required by state law are met, including payment of deferred property taxes; please ask staff for more information about this application.

### **Zoning/Subdivision Code Amendment**

The zoning/subdivision code amendment application is utilized to propose text changes to the zoning or subdivision codes that are internally consistent with other sections of the respective code and the city's general plan. The changes may be proposed due to a variety of reasons, including changing environmental circumstances, new federal, state or local laws, changes in market conditions for the supply and demand for land, changes in technology, etc.



## **PLANNING DIVISION**

### **Application Fees**

Application	Fee
Planning Commission	
Site Plan Review	\$1,330
Variance	\$ 938
Time Extension	\$ 429
Appeal of Staff Code Interpretation	\$ 753
Addition of permitted Use to Code	\$ 954
Appeal of PC Decision	\$ 588
Plan Storage Fee	See Master Fee Schedule
Planning Commission and City Council	
General Plan Amendment	\$3,561
Rezoning to PUD	\$3,413
Rezoning	\$2,327
General Plan Text Amendment	\$2,178
Zoning Ordinance Amendment	\$2,109
Subdivision Ordinance Amendment	\$2,109
Ag Contract Cancellation	\$1,516
Conditional Use Permit	\$2,167
PUD Permit	\$2,867

Fees subject to change.

**Discretionary Application**

**Application Fees Continued:**

Application	Fee <sup>1</sup>
<i>Other Staff Work</i>	
Annexations	Cost of staff time, any consultants, and all other agency fees. Cost shall also include cost of providing all requested materials and payment of all fees to other governmental agencies. Plus 15% administrative fee.
Development Agreement	Cost of staff time, any consultants to write and/or review agreement. Plus 15% administrative fee.
Neighborhood Design Review (West Lathrop Specific Plan)	Cost of staff time, and/or any consultants to review and process the application. Plus 15% administrative fee.
Urban Design Concept (West Lathrop Specific Plan)	Cost of staff time, and/or any consultants to review & review application. Plus 15% administrative fee.
Environmental Impact Report	Cost of City-hired consultant and cost of City staff time, plus \$875 Fish and Game Filing Fee and 15% administrative fee.
Final Map	Developer shall pay the cost of all work done prior to approval of a Tentative Map, and in addition, the fees due upon submittal of a Final Map, improvement plans, and recording of the Final Map. Plus 15% administrative fee.
Any Required Studies (i.e., transportation, biological, drainage, etc.)	Cost of hiring a consultant to prepare any studies, plus the cost of staff time to review and coordinate the studies. Plus 15% administrative fee.
Specific Plan	Cost to review the applicant provided specific plan or, if so requested, of hiring a consultant to prepare the specific plan, in addition to staff costs. Plus 15% administrative fee.

1. A minimum retainer of \$10,000 shall be required for any project that, in the discretion of the Community Development Director requires extensive review.

Planning Application Fees - Crossroads Subdivision

Applications and corresponding application fees for this project are different than those listed in the preceding pages. Please contact staff for information on proper application procedures and fees.

**Discretionary Application**

## 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 Staff*

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:	825.3200
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
Air Pollution Control District:	1.800.766.4463

## Form and Scale of Development Plan

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 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.

### 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:

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

## MASTER SIGN PROGRAM:

- 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 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.

## Form and Scale of Map

Every map submitted for a development permit shall be clearly and legibly drawn. The size of the sheet shall be 18 inches by 26 (or larger) and drawn to an identifiable scale. Each map shall include the following information:

- ☐ 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).
- ☐ Name, address and telephone number of the record owner of the subject property and name, address and telephone number of the agent of the record owner.
- ☐ Name, address and telephone number of registered civil engineer, licensed surveyor, licensed landscape architect or other person who may have prepared the map.
- ☐ Date of preparation, north point, and scale.
- ☐ A legal description sufficient to define the boundaries of the property and the approximate acreage or square footage.
- ☐ The location, names, present width, and approximate grades of adjacent roads, streets, highways, or ways.
- ☐ The location, name and caliper of all trees.
- ☐ 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.
- ☐ Limitation on rights of access to and from streets, lots and other parcels of land, and locations and widths of reserve strips.
- ☐ Locations of existing structures, including size, height and proposed use.
- ☐ Yards and space between buildings.
- ☐ Walls and fences: location, height and materials.
- ☐ Off-street parking and off-street loading: location, number of spaces and dimensions of parking and loading areas, internal circulation pattern.
- ☐ Signs: location, size height and type of illumination, including hooding devices.
- ☐ Landscaping: location and type.
- ☐ Lighting: location and general nature; hooding devices.
- ☐ Access: pedestrian, vehicular, service; points of ingress and egress; internal circulation.



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

### Owner/Applicant Information

## Property Information

## Project Description

## Discretionary Application

## 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:

[illegible]

### 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

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### 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.

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## (For City Use Only)

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

## Environmental Assessment Form

**This Form is to be Filled Out by the Applicant Prior to Filing***General Information*

1. Name and address of developer/project sponsor:

2. Address and assessor's parcel number (APN) of project site:

3. Name, address and telephone number of contact person for this project:

4. Project Application or Permit Number as assigned by City:

5. Please list and describe any other related permits or approvals required for this project, including those required by City, regional, State or Federal agencies:

6. Existing land use designation (general plan) and zoning district:

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7. Proposed use of site (project for which this form is being filed):

*Project Description*

8. Site size:

9. Number and size of proposed and existing structures:

10. Number of floors of construction:

**Environmental Assessment Form**

11. Amount of off-street parking provided:

12. Amount and type of landscaping provided:

13. Proposed Construction Schedule:

14. Associated Projects:

15. Anticipated Incremental Development (phasing of project):

16. If your project is residential, list the number of units, schedule of unit sizes, range of sales prices or rents and the type of household size expected:

17. If your project is commercial, indicate the type of use, whether the project is neighborhood, community or regionally oriented, the square footage of sales area and type of loading facilities:

18. If your project is industrial, please indicate type of use, estimated employees per shift, and type of loading facilities:

19. If your project is institutional, indicate the major function of the use, estimated employees per shift and type of loading facilities:

### Environmental Assessment Form

20. If the project involves a variance, conditional use permit or rezoning, please state which application is being applied for and indicate clearly why the application is required:

21. Are the following items applicable to the project or its potential effects? Please indicate below or on a separate sheet for all items that are circled "yes."

Yes	No	21. Change in existing features or any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
Yes	No	22. Change in scenic views or vistas from existing residential areas or public lands or roads.
Yes	No	23. Change in pattern, scale or character of general area of project.
Yes	No	24. Significant amounts of solid waste or litter.
Yes	No	25. Change in dust, ash, smoke, fumes or odors in the vicinity.
Yes	No	26. Change in ocean, bay, lake, stream, creek or ground water quality or quantity or alteration of drainage patterns.
Yes	No	27. Substantial change in existing noise or vibration levels in the vicinity.
Yes	No	28. Site on filled land or on slope of 10 percent or more.
Yes	No	29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.

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Yes	No	30. Substantial change in demand for municipal services (police, fire, water, sewer, etc.)
Yes	No	31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)
Yes	No	32. Relationship to a larger project or series of projects.

### Environmental Assessment Form

33. Please describe your project in detail, including any known potential environmental effects:

**Discretionary Application**



## Environmental Assessment Form

### *Environmental Setting*

34. Describe the project site as it exists before the project, including information on topography, soils stability, plants and animals, any cultural, historical or scenic aspects. Photographs of the subject site are helpful – please attach if applicable.

35. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, industrial, etc.), intensity of land use (one-family, apartments, shops, etc.) and scale of development (height, frontage, setbacks for each yard, etc.). Photographs of the surrounding area are helpful – please attach if applicable.

### Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

\_\_\_\_\_ Date

\_\_\_\_\_  
Signature and Printed Name

For \_\_\_\_\_  
Attach Agent Authorization Form (if applicable)

**Discretionary Application**

**Agent Authorization Form**

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

Application Name and Number(s):

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The subject properties are located at:

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APNs: \_\_\_\_\_

The Agent for this project is:

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

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

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

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

Signatures of Owners:

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Type or Print Name

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Type or Print Name

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Type or Print Name

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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.

**Discretionary Application**

## CERTIFIED PROPERTY OWNER'S LIST PREPARATION INSTRUCTIONS

How to prepare a property owner's map:

1. A map must be drawn, to scale, showing the subject parcel, all surrounding parcels, Street and alleys of sufficient size to show 300 feet radius from outer limits of parcel.
2. Measure 300 feet from the outer-most limits of subject parcel, and then draw a 300-foot radius line.
3. Using the most recent information available from the San Joaquin County Assessor's Office, type the following information on the labels: assign the correct (1) Assessor's Parcel Number for each parcel identified, and (2) the property owner's name and (3) the owner's address as follows:

Examples:

243-010-00

243-010-00

Joel Resident  
1010 Any Road  
Lathrop, CA 95330

CH Development Company  
2444 Any Road  
Lathrop, CA, 95330

\*Due to postal requirements, the parcel number must be located at the top to the label. Submit two sets of the labels for each parcel.

All information must be obtained from the latest annualized Assessor's property tax rolls. The property tax rolls list may be obtained from the San Joaquin County Assessor's office. The list of owners, map letter of certification and typed labels may be obtained from a title company for a fee.

**Discretionary Application**

