



CITY OF VISALIA
PLANNING DIVISION PERMIT
APPLICATION

DATE STAMP

PERMIT APPLICATION(S):

Check all permits being applied for with this application.

- | | |
|--|--|
| <input checked="" type="checkbox"/> CONDITIONAL USE PERMIT | <input type="checkbox"/> LOT LINE ADJUSTMENT |
| <input type="checkbox"/> AMENDMENT TO EXISTING CUP | <input type="checkbox"/> TENTATIVE PARCEL MAP |
| <input type="checkbox"/> ZONING VARIANCE | <input type="checkbox"/> TENTATIVE SUBDIVISION MAP |
| <input type="checkbox"/> NOISE VARIANCE | <input type="checkbox"/> GENERAL PLAN AMENDMENT |
| <input type="checkbox"/> CHANGE OF ZONE | <input type="checkbox"/> SPECIFIC PLAN AMENDMENT |
| <input type="checkbox"/> ANNEXATION | |

****Staff Use Only****
 Project Number(s) _____

 Planning Commission
 Date: _____

Name of Applicant:

Short title or name of proposed project:

Summary description of the proposed project: _____

SITE:

Site Plan Review number(s) _____

Date of SPR Committee revise & precede authorization _____

Address or nearest major street intersection _____

APN(s) _____

Existing Zone _____ Existing General Plan Land Use Designation _____

Proposed Zoning Designation _____

Proposed Land Use Designation _____

Site area (acres, or square feet if less than one acre) _____

Existing streets directly adjacent to the site _____

Existing use(s) _____

Existing improvements/structures _____

PROPERTY OWNER(S):

If more than two owners, please provide information and signature(s) on a separate sheet.

Name (print) _____ Name (print) _____

Mailing Address _____ Mailing Address _____

Phone _____ Phone _____

Statement: I/We declare under penalty of perjury that I am/we are the legal owner(s) of the property involved in this application. I/We authorize the person named in this application as the Project Main Contact to act as my/our representative with City Staff regarding the processing of this application.

_____ Date

_____ Property Owner Signature

_____ Date

_____ Property Owner Signature

PROJECT MAIN CONTACT/REPRESENTATIVE:

(This is the person who will be the main contact with City Staff, and will receive all correspondence.)

Name (print) _____

Firm/Company _____

Mailing Address _____

Phone _____ Fax _____ E-Mail _____

Statement: I will be the main contact and representative of the proposed project with City Staff during the processing of this application. I declare under penalty of perjury that all statements and documents submitted with this application are true and correct to the best of my knowledge.

_____ Date

_____ Project Main Contact/Representative Signature

OTHER INVOLVED PARTIES:

Fill in all that apply.

Is the property currently in escrow? If so, to whom? _____

(Write "none" if property is not in escrow.)

Developer/Builder _____

Mailing Address _____

Phone _____ Fax _____

Contractor _____

Engineer _____

Architect _____

NAMES OF PRINCIPALS, PARTNERS, AND/OR TRUSTEES:

List the names of any and all principals, partners, and/or trustees where any property owner or developer/builder is a corporation, partnership, or trust. For corporations provide names of officers and directors. For trusts provide names of trustees and beneficiaries.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



CITY OF VISALIA CONDITIONAL USE PERMIT (CUP) SITE PLAN FORM AND CONTENTS REQUIREMENTS

ALL CUP SITE PLANS SHALL BE PREPARED ON ONE OR MORE 18-INCH BY 24-INCH SHEETS AT A SCALE NOT LESS THAN ONE INCH EQUALS 40 FEET (A MASTER OR REFERENCE SITE PLAN SHEET AT A SCALE NOT LESS THAN ONE INCH EQUALS 100 FEET MAY ALSO BE INCLUDED)

- ___ A clear depiction of the project boundaries by the use of heavy solid line
- ___ Legal description of the exterior boundaries of the project site, or legal description of the property comprising the project site
- ___ North arrow and scale
- ___ Date of site plan and (if applicable) date of last revision
- ___ The name and address of the owner of the property
- ___ The name and address of the applicant
- ___ The name, company, and telephone number of the person responsible for preparing the site plan exhibit
- ___ The names of all utility providers
- ___ Vicinity Map that includes the nearest collector or arterial roads by name on each side bounding the project site
- ___ Assessor's Parcel Number(s)
- ___ Gross Acreage
- ___ Net Acreage
- ___ Depictions of all existing and approved General Plan Land Use, Zoning, and Design District designations, existing and intended uses, existing and proposed parcel boundaries, streets, structures, mature oak trees, utilities, water courses, existing wells, irrigation pipes and septic tanks, railroads, drainage facilities, and trails within the project site and within 100 feet of the project site
- ___ Dimensions and direction(s) of travel of all entries and driveways
- ___ Parking spaces and loading spaces shall be dimensioned, and a margin note shall include the number of parking spaces required and provided by use, number and percentage of compact spaces, handicap spaces, and loading spaces required and provided
- ___ Percentage of Site devoted to landscaping and percentage of parking area only devoted to landscaping
- ___ Footprints of all proposed buildings, including number of stories, use, and square footages
- ___ Details of all proposed walls, common area amenities, and trash enclosures
- ___ Adjacent Waterways and Ditches
- ___ Flood Zone Designation
(If Project Site is within a Flood Zone, the site plan shall include height of finished grades relative to nearest existing finished grades of all adjacent properties and streets)
- ___ The location, width, and setbacks of all streets within and adjacent to the project site
- ___ Cross sections of all existing and proposed streets and driveways, alleys, and watercourses or areas subject to inundation from floods
- ___ Depiction of all mature oak trees on the site and within 40 feet of the project boundaries
- ___ The width and location of all existing and proposed easements
- ___ Approximate existing and finished grade contours drawn to one-foot intervals where changes of existing elevation greater than three feet are proposed
- ___ The approximate radius of curves
- ___ Proposed project phasing lines

VERSION 1-9-06, SUPERCEDES ALL PREVIOUS VERSIONS



CITY OF VISALIA PLANNING DEPARTMENT CONDITIONAL USE PERMIT (CUP) SUPPLEMENTAL APPLICATION

PROJECT DESCRIPTION

Describe Project And Listing Of All Components of the CUP (i.e. drive-through, private roads, modified residential standards PUD or PRD, etc.): _____

PROJECT DETAILS (You may be required to provide a separate Operational Statement including the information below)

Gross Acreage _____ Net Acreage _____
Building Area _____ No. of Parking Stalls _____
Days of Operation _____ Hours of Operation _____
No. of Employees _____ Max Employees per Shift _____
List All Outdoor Activities _____

No. of Outdoor Vendors _____ Per Week _____ Per Day _____
No. of Vehicles Used _____
No. of Vehicles Kept Onsite Overnight _____

If Residential: Number of Single-Family Units _____ Number of Multi-Family Units _____
Other Components _____
Gross Density _____ Net Density _____
Open Space _____ Acreage _____
Recreation Facilities: Yes / No Specify _____

Modified Setbacks or Standards Requested: Yes / No Specify _____

PROVIDE THE FOLLOWING FOR ALL CUP PROJECTS

(Person Preparing Application Shall Place Initials On The Space Provided. Required Application Materials Not Included Will Result In Application Being Deemed INCOMPLETE.)

- _____ 10 Copies of Site Plan (See Supplemental Information required For Site Plans) Each set must be folded
- _____ 1 Copy of Reduced Size Site Plan (8 1/2in. X 11in.)
- _____ 10 Copies of Conceptual Building Elevations (See Supplemental Information Required For Building Elevations)
- _____ 1 Copy of Reduced Size Conceptual Building Elevations (8 1/2in. X 11in.)
- _____ 10 Copies of Floor Plans
- _____ 1 Copy of Reduced Size Floor Plans (8 1/2in. X 11in.)
- _____ 10 Copies of Preliminary Landscape Plans (Including Fencing and Wall Details)
- _____ 1 Copy of Reduced Size Preliminary Landscape Plans (8 1/2in. X 11in.)
- _____ 2 Copies of Site Plan Review Committee Revise & Proceed Comments
- _____ 1 Copy of Signage and/or Sign Program
- _____ 2 Copies of Noise Study (If required by Site Plan Review Committee)
- _____ 2 Copies of Traffic Impact Study (If required by Site Plan Review Committee)
- _____ 1 Copy Of Trash Enclosure Details
- _____ Electronic Files of all Exhibits (Adobe Acrobat, or similar format) Provided on CD Disk



CITY OF VISALIA ELEVATION AND FLOOR PLAN FORM AND CONTENT REQUIREMENTS

ALL ELEVATIONS PLANS SHALL BE PREPARED ON ONE OR MORE 18-INCH BY 24-INCH SHEETS AT A SCALE NOT LESS THAN ONE INCH EQUALS 20 FEET OR ONE-QUARTER INCH EQUALS ONE FOOT (A MASTER OR REFERENCE SITE PLAN SHEET AT A SCALE NOT LESS THAN ONE INCH EQUALS 60 FEET MAY ALSO BE INCLUDED)

ELEVATION PLANS

- ___ Plan scale
 - ___ Date of plan and (if applicable) date of last revision
 - ___ The name, company and telephone number of the person responsible for preparing the plan exhibit
 - ___ Dimensioned plan view depicting all building footprints of all proposed buildings, number of stories, and square footages
 - ___ Dimensioned elevation views depicting all buildings sides of all on-site buildings
 - Elevations shall include subsequent floor locations, callouts for all doors and hardware, roof pitch and material, colors (by manufacturers color code) and composition of all exterior finish materials.
 - Each elevation view shall be labeled as its directional orientation (i.e. north, south, east, and west) relative to the plan view
 - ___ Location of any roof-mounted equipment (shown as a dashed outline when located behind a wall or roof element)
 - ___ Location of any wall-mounted utility equipment or closets
 - ___ Wall mounted light and accessory elements, including design and locations
- * Embellishments such as landscaping, vehicles and people are discouraged. However, if they are included, they shall be dimensioned at the same scale as the building. Any plant material shown shall be depicted at the time of planting.

FLOOR PLANS

- ___ Plan scale and North arrow (where applicable)
- ___ Date of plan and (if applicable) date of last revision
- ___ The name, company and telephone number of the person responsible for preparing the plan exhibit
- ___ Locations of all doorways and window openings
- ___ Identification of room use (i.e. bedroom no. 1, stairwell, kitchen, garage, office, sales floor, etc.)
- ___ Fixed and semi-fixed equipment or features associated with the room space



CITY OF VISALIA
PLANNING DEPARTMENT
ENVIRONMENTAL CONDITIONS
REQUIRED FOR ALL PROJECTS

SITE CHARACTERISTICS:

Flood Zone Designation: _____ Height Of Required Minimum Building Elevation: _____

Is The Project Site Within A:

Historic District: Yes / No

Specific Plan Or Master Plan Area: Yes / No (If Yes, Name) _____

Special Study Area: Yes / No (If Yes, Name) _____

Agricultural Preserve: Yes / No

Williamson Act Contract: Yes / No: If Yes, Preserve # _____ Contract # _____

Has A Notice Of Non-Renewal Been Filed? Yes / No Date Filed: _____

Please Check All Items Applicable To The Project:

_____ Mature Oak Trees On Site Or Within Forty Feet Of The Site

_____ Within Protected Species Or Habitat Area

_____ Evidence of Hazardous Waste Or Previous Hazardous Uses Or Processes Occurring On Site

_____ Waterways Adjacent To The Project Site, And/Or Any Planned Changes In Streams, Waterways, Rivers, Ditches

_____ Known Cultural Resources On Site

_____ Within ¼ Mile Of Any School

_____ Increase In Light Or Glare To Immediate Vicinity After Project Is Completed

_____ Increase In Noise To Immediate Vicinity After Project Is Completed

_____ Within Two Miles Of An Airport



CITY OF VISALIA LANDSCAPING PLANS FORM AND CONTENTS REQUIREMENTS

ALL LANDSCAPE PLANS SHALL BE PREPARED ON ONE OR MORE 18-INCH BY 24-INCH SHEETS AT A SCALE NOT LESS THAN ONE INCH EQUALS 40 FEET (A MASTER OR REFERENCE MAP SHEET AT A SCALE NOT LESS THAN ONE INCH EQUALS 100 FEET MAY ALSO BE INCLUDED)

- ___ The name of the Proposed Subdivision/Project
- ___ A clear depiction of the project boundaries by the use of heavy solid line
- ___ Depictions of all existing mature oak trees, utilities, water courses and trails within the project boundaries and within 100 feet of the project boundaries
- ___ North arrow and scale
- ___ Date of map and (if applicable) date of last revision
- ___ The name, company, and contact information of the preparer
- ___ Net Acreage and percentage of net project site area provided for common open space
- ___ Identification of the entity responsible for installing and maintaining landscaping (i.e. LLA, HOA, private maintenance, etc.)
- ___ Elevation and Plan details of all proposed walls, entry gates, entry features, and common area facilities
- ___ Depiction of all mature oak trees on the site and within 40 feet of the project boundaries
- ___ Depiction of all proposed plant and tree species by their botanical and common names,
- ___ Proposed planting sizes of all plant and tree species and minimum spacing of all plantings
- ___ Locations of proposed irrigation valves and preliminary irrigation line locations and diameter sizes, and identification of responsible entity for irrigation
- ___ Labeling of water

AGENCY AUTHORIZATION

OWNER:

I, _____, declare as follows:
(Owners Name)

I am the owner of certain real property bearing assessor's parcel number (APN):

AGENT:

I designate _____, to act as my duly authorized
(Agent's Name) (Please type or print)

agent for all purposes necessary to file an application for, and obtain a permit to

(Action Sought)

relative to the property mentioned herein.

I declare under penalty of perjury the foregoing is true and correct.

Executed this _____ day of _____, 20_____.

<u>OWNER</u>	<u>AGENT</u>
_____ (Signature of Owner)	_____ (Signature of Agent)
_____ (Owner Mailing Address)	_____ (Agent Mailing Address)
_____ (Owner Telephone)	_____ (Agent Telephone)

APPROVED:
CITY OF VISALIA

By: _____
(Signature)

Date: _____

*NOTE: OWNER'S SIGNATURE MUST BE NOTARIZED. Attach acknowledgment of signature(s) by Notary Public.