



City of Lindsay

Planning Application

OFFICE USE ONLY			
Date Received			
Date Accepted			
Received by			
Project #			
Fee		Receipt #	

Planning, 150 N. Mirage Avenue, Lindsay, CA 93247 PH: (559) 562-7102 ext 4 F:(559) 562-5748 Email: javina@lindsay.ca.us

Please type or print clearly in ink. Incomplete applications will be returned.

Applicant

Applicant #2

(If more than one applicant)

Name: _____
Address: _____
Phone & _____
Email: _____

Name: _____
Address: _____
Phone & _____
Email: _____

Property Owner

(If different from applicant)

Agent

(architect or engineer)

Name: _____
Address: _____
Phone & _____
Email: _____

Name: _____
Address: _____
Phone & _____
Email: _____

Application Type

(Please check what you are applying for)

- | | | | |
|---|--------------|--|----------------|
| ☐ Annexation Processing | \$ 6,192.00* | ☐ Tentative Parcel Map | \$ 5,239.00* |
| ☐ Conditional Use Permit | \$ 2,425.00* | ☐ Tentative Subdivision Map | \$ 8,148.00* |
| ☐ General Plan Amendment | \$ 5,331.00* | ☐ Special Event Permit | see note below |
| ☐ Planned Unit Development | \$ 3,001.00* | ☐ Variance Request | \$ 2,425.00* |
| ☐ Site Plan Review | \$ 2,906.00* | ☐ Zone Change | \$ 5,331.00* |
| ☐ Lot Line Adjustment | \$ 2,835.00* | | |

**Deposit Only*

SEP: Special events are classified into different categories with set costs and regulations; please use the Special Event Permit application.

Project Information

Project Address: _____
Zoning Designation of Site: _____
Assessor Parcel Number(s): _____
Existing Use of Project Site: _____
Description of Proposal: _____
Reason for Request: _____

Proposed Use *(Check the use that applies and provide all requested information) :*

☐ **Residential:** *(check type)* ☐ Single Family ☐ Multi-Family

Number of Units: _____ Number of Floors: _____
Building Height *(feet from grade to highest point)* : _____
Square Footage of Units: _____
Number of Bedrooms per Unit: _____

☐ **Commercial:** *(check type)* ☐ Retail ☐ Office ☐ Other *(specify)* _____

Describe in Detail: _____

Square Footage of Floor Area: _____ Number of Floors: _____
Building Height *(feet from grade to highest point)* : _____
Total Number of Employees: _____ Number of Employees at Largest Shift: _____
Hours of Operation: _____
Describe Size and Type of Loading Facilities: _____

☐ **Industrial:**

Describe in Detail: _____

Square Footage of Floor Area: _____ Number of Floors: _____
Building Height *(feet from grade to highest point)* : _____
Total Number of Employees: _____ Number of Employees at Largest Shift: _____
Hours of Operation: _____
Describe Size and Type of Loading Facilities: _____

☐ **Institutional:**

Describe in Detail: _____

Square Footage of Floor Area: _____ Number of Floors: _____
Building Height *(feet from grade to highest point)* : _____
Total Number of Employees: _____ Number of Employees at Largest Shift: _____
Hours of Operation: _____
Describe Size and Type of Loading Facilities: _____

☐ **Other:**

Describe in Detail: _____

Square Footage of Floor Area: _____ Number of Floors: _____
Building Height *(feet from grade to highest point)* : _____
Total Number of Employees: _____ Number of Employees at Largest Shift: _____
Hours of Operation: _____
Describe Size and Type of Loading Facilities: _____

Environmental Information

(Are the following potential effects of your project? Provide a written response explaining each item.)

Grading: What (if any) type of grading will be done? Include estimates of material to be moved on or off the site. Where will any excess material be disposed of?

Air Pollution: Will the project generate substantial air emissions or cause deterioration of air quality? Will there be any types of equipment (i.e. generators, paint spray booths, etc.) that will generate air emissions? How much vehicle traffic will be generated by the project?

Water & Drainage: Will the project result in changes in soil absorption rates, drainage patterns or the rate and amount of surface runoff? How will runoff be handled?

Water Supply: Will the project result in a substantial reduction in the amount of water otherwise available for public water supplies? Include an estimate of daily water use.

Water, Sewer, & Storm Drainage: Can the proposed project be adequately served by the existing water, sewer, and storm drainage facilities. Do water, sewer, and storm drain lines exist along the project frontage?

Flooding: Is the project being proposed within a flood zone? What measures will be taken to avoid damage in the event of a flood?

Agriculture & Vegetation: Will the proposed project require the removal of any agricultural land or crops? How many acres? Will the project reduce the numbers of any unique, rare, or endangered species of plants?

Animals: Will the proposed project reduce the numbers of any unique, rare or endangered species of animals?

Noise: Will the proposed project result in significant increases in noise levels or expose people to severe noise levels? If so, what measures will be taken to reduce noise levels?

Land Use Plans: Will the proposal result in a substantial alteration of the present or planned land use of the project area? Does the project require a rezoning or General Plan Amendment?

Hazardous Materials: Does any part of the project create a risk of explosion or the release of hazardous substances? Include information on the use of hazardous substances in the operation of the proposed project.

Housing: Will the proposed project result in a significant increased demand for additional housing within Lindsay?

Traffic & Circulation: Will the project generate significant volumes of additional traffic? Will the project require alterations to streets or highways or require the construction of new streets?

Public Services: Will the project impact the city's police, fire or other government services, including the school district?

Solid Waste: Will the project generate significant volumes of solid waste? How will solid waste be disposed of at the site?

Aesthetics: Will the project result in the obstruction of any scenic vista or view open to the public, or will the project result in the creation of an aesthetically offensive site open to public view? How will unsightly views be screened?

Historic & Archaeological Resources: Will the project result in the destruction of any prehistoric or historic archaeological sites? Will the project result in physical changes to historic buildings or other structures or sites? Will the project cause physical changes that would affect unique ethnic cultural values or restrict religious or sacred uses within the project site?

I (we), being duly sworn, declare and say that I am (we are) the owner (lessee or agent) of property involved in this application and the I (we) have completed this application and all other documents and maps required to the best of my (our) ability and that the statements and information above referred to are, in all respects, true and correct except as to the matters stated to be on my (our) information and belief.

Owner/Applicant

Date

Agent

Date



Supplemental Information*(To be attached to this application)*

Site Plan: *(Required for Annexations, Conditional Use Permits, Planned Unit Developments, Site Plan Reviews, Temporary Use Permits, and Variances)*

Five (5) prints of a site plan must accompany this application for the above-requested actions.

A site plan is a drawing showing the layout of your project and must show the following information:

- A. Site Location and Dimensions. The exterior boundaries of the parcel, with the dimensions of each parcel line.
- B. Buildings and Structures.
 - 1: Location, size, elevations, height, and proposed use of existing buildings (dashed or gray lines).
 - 2: Location, size, elevations, height, and proposed use of proposed buildings (dark or heavy lines).
- C. Yards and spaces between buildings.
- D. Walls and Fences. Show location, height, and materials.
- E. Off-Street Parking and Off-Street Loading. Show location, number of spaces, dimensions of parking and loading areas, and the internal circulation pattern.
- F. Signs. Include location, size, height, and type of illumination.
- G. Lighting. Include location and general nature - indicate any hooding devices.
- H. Street Dedications and improvements (if any). Include existing street improvements that are adjacent to the project.
- I. Landscaping. Include location, plant/tree types, and irrigation equipment.

Tentative Map: *(Required for Tentative Parcel Maps and Tentative Subdivision Maps)*

Initial Application Requirements:

Legal Description: *(Required for Annexations, General Plan Amendments, Zone Changes)*

The legal description must be signed and stamped by a licensed land surveyor or registered civil engineer.

- A. File with the City Services Department as many copies as may be requested of the tentative map for each proposed subdivision.
- B. Pay a filing fee to the City as established by resolution of the City Council.
- C. Provide a preliminary title report showing the legal owners at the time of the filing of the tentative map and prepared no more than 90 days prior to the submittal of the application.
- D. All items referenced within the preliminary title report shall be submitted for review (i.e., deeds, easements, and record maps) when submitting the application.

The map must show the following information:

1. Size and Scale. The tentative map shall be submitted on sheets eighteen inches by twenty-six inches (18" x 26") in size. The scale of a tentative map must not be less than 1" = 100', and such map must be clearly and legibly reproduced. A licensed land surveyor or registered civil engineer authorized to practice land surveying shall prepare and sign the map along with his/her seal or stamp and date of signing per the Professional Land Surveyor's Act, Section 8761.
2. Vicinity Sketch. A vicinity sketch at a scale of 1" = 1000' must be drawn on the tentative map. It must show the street and tract lines and names or numbers of all existing subdivisions, and the outline of acreage parcels of land, adjacent to the proposed tract.

The following information must be shown on the tentative map or in an accompanying data statement:

3. Tract Name. A tract name and unit number (if possible) must be provided for any subdivision containing five (5) or more lots. Such tract names must not duplicate or nearly duplicate the name of any other tract in the City.
4. Owner Info. The name and address of the record owner or owners must be included with the map.
5. Sub Divider Info. The name and address of the sub divider; if different from the record owner there must be a statement indicating the record owner's permission to file the map, must be included with the map.
6. Preparer Info. The name and address of the person, firm, or organization preparing the tentative map and a statement indicating the record owner's permission to file the map.
7. Graphics. The date, north arrow, and a written and graphic scale must be included with the map.

8. Boundary Description. A sufficient description to define the location and boundaries of the proposed subdivision and total and net areas must be included with the map.
9. Streets. The locations, names, and existing widths and grades of adjacent streets and document reference must be included with the map.
10. Adjacent Land. The names or numbers of adjacent tracts and the names of owners of adjacent unplatted land and identify adjoining properties with assessor parcel numbers must be included with the map.
11. Contour Lines. The contours at one (1) foot intervals for predominant ground slopes within the tract between level and five (5) percent, and five (5) foot contours for predominant ground slopes within the tract over five (5) percent must be included with the map. Such contours must be based on the City of Lindsay datum. The closest city benchmark must be used and its elevation called out on the map. Benchmark information must be obtained from the City Engineer.
12. Grading Plan. A grading plan, showing by appropriate graphic means, the proposed grading of the subdivision.
13. Tree Location. The approximate location of all isolated trees with a trunk diameter of four (4) inches or greater, within the boundaries of the tract, and the outlines of groves or orchards must be included with the map. The general description of trees should include an indication as to their size (diameter) and type, if known.
14. Overflow Boundaries. The approximate boundaries of areas subject to inundation or storm water overflow, including location, width, and direction of flow of all watercourses, must be included with the map.
15. Uses. The existing use or uses of the property and, to scale, the outline of any existing buildings and their locations in relation to existing or proposed street and lot lines, and notations concerning all structures which are to be removed must be included with the map.
16. Zoning. A statement of the present zoning and proposed use of the property, as well as proposed zoning changes, whether immediate or future, must be included with the map.
17. Public Areas. Any proposed public areas must be included with the map.
18. Community Lands. Any proposed lands to be retained in private ownership for community use must be included with the map. When a subdivision contains such lands, the subdivider must submit with the tentative map the proposed articles of incorporation of an owner's or tenant's organization legally empowered to own, maintain, and pay taxes on such lands.
19. Easements. The approximate widths, locations, and uses of all existing or proposed easements for drainage, sewage, and public utilities, and document reference for all existing easements, shall be shown and must be included with the map.
20. Curves. The approximate radius of each curve must be included with the map.
21. Lots. The lines approximate dimensions of each lot and the number assigned to each lot must be included with the map.
22. Areas. The area of each lot must be included with the map.

23. Water Sources. A statement of the domestic water source or sources, as well as a water will serve letter, must be included with the map.
24. Sewage Disposal. A statement of provisions for sewerage and sewage disposal must be included with the map.
25. Storm Drains. Preliminary indication of needed or proposed storm drain facilities must be included with the map.
26. Street Information and Access Easements. The locations, names, widths, approximate grades and a typical cross-section of curbs, gutters, sidewalks and other improvements of all street and access easements, including proposed location of all underground utilities must be included with the map.
27. Proposed Building Info. Proposed building setback lines, lower floor elevation, and maximum building elevations, coordinated with topographic elevations, if not in accordance with the City Zoning Ordinance, must be included with the map.
28. Outside Construction. The location of any of the foregoing improvements that may be required to be constructed beyond the boundaries of the subdivision must be shown on the map or on the vicinity map, as appropriate.
29. Dedications. Any proposed dedications, easements, and deed restrictions with the nature of each indicated thereon, with the acreage thereof. If land is to be offered for dedication for park, recreation, or landscape perimeter purposes, it shall be so designated and labeled as outlots (e.g., outlot A, outlot B, outlot C) and must be shown on the map.
30. Units. If it is contemplated that the development will proceed by units, the boundaries of such units must be shown on the tentative map.
31. Abandonment Info. All street rights of way and public easements proposed for abandonment with the final map pursuant to Section 66445(j) or 66434(g) of the Subdivision Map Act shall be clearly listed on the map with reference to the recording data creating those public streets or public easements.
32. Filing Multiple Maps Info. If separate final maps are to be filed on portions of the property shown on the tentative map, the subdivider shall provide notice to the City at either: (a) the time the tentative map application is filed, or (b) after the filing of the tentative map. The right of the subdivider to file multiple maps shall not limit the ability of the City to impose reasonable conditions relating to the filing of multiple final maps.
33. Street Names. The following principles must govern street names in a subdivision: Each street that is a continuation of, or approximately the continuation of, any existing dedicated street must be shown on the tentative map and must be given the name of such existing street. When any street forms a portion of a proposed street previously ordered by the City Council to be surveyed, opened, widened, or improved, the street must be given the name established in the said Council order. The words street, avenue, boulevard, place, way, court, or other designation of any street shall be spelled out in full on the map and shall be subject to approval of the Planning Commission.

All tentative maps shall comply with the content requirements for tentative maps under Chapter 17.16-17.16.010 through 17.16.150 per the City of Lindsay Municipal Code. See Chapter 17.44 for additional review requirements that apply to vesting tentative maps. Approval of the tentative map must in no way relieve the subdivider of his responsibility to comply with the required conditions and to provide the improvements and easements necessary to meet all city standards.

Lot Line Adjustments: *(Required for Lot Line Adjustment Legals and Map)***Initial Application Requirements:**

- A. A completed City of Lindsay Land Division Application form and Review fee.
- B. Legal descriptions of the original parcels, with a title as Exhibit A, Lot Line Adjustment No. 20xx-xx, Existing Legal Descriptions. The licensed land surveyor or registered civil engineer authorized to practice land surveying shall sign the exhibit along with his/her seal or stamp and date of signing per the Professional Land Surveyor's Act, Section 8761.
- C. Legal descriptions of each of the proposed parcels, with a title as Exhibit B, Lot Line Adjustment No. 20xx-xx, Adjusted Legal Descriptions. The licensed land surveyor or registered civil engineer authorized to practice land surveying shall sign the exhibit along with his/her seal or stamp and date of signing per the Professional Land Surveyor's Act, Section 8761.
- D. Two (2) copies of a preliminary title report for all properties whose lot lines would be altered by the proposed adjustment. Title reports shall name the current record owners and shall not be more than ninety (90) days old. All items referenced within the title report shall be submitted for review (i.e., deeds, easements, and record maps) when submitting the application.
- E. A lot line adjustment map, prepared by a licensed surveyor or a registered civil engineer authorized to perform land surveying. The licensed land surveyor or registered civil engineer authorized to practice land surveying shall sign the exhibit along with his/her seal or stamp and date of signing per the Professional Land Surveyor's Act, Section 8761. The map shall be legibly drawn in ink and accurately to scale on sheet(s) of paper eight and one-half (8 ½) inches by eleven (11) inches in size, and titled Exhibit C, Lot Line Adjustment No. 20xx-xx.

The following information must be shown on the Lot Line Adjustment map:

- 1. Lot lines, dimensions, bearings, and distances (if not an aliquot division), and areas of the original parcel(s) and adjusted parcels. Gross area shall be shown for those parcels containing two and one-half (2 ½) acres or larger. Net area shall be shown for those parcels containing less than two and one-half (2 ½) acres. If the parcel area is less than one (1) acre, then the area shall be expressed as net square feet. Acreage shall be shown to the nearest one-hundredth (1/100) of an acre, and square footage shall be shown to the nearest square foot. Each parcel created shall be designated on the map by a number or letter. Please provide math closure reports to verify area and courses within the map and legal descriptions.
- 2. Locations and dimensions of each existing structure, including outbuildings, distances between structures, and distances between structures and property lines of both the original parcel(s) and the proposed parcel(s).
- 3. Names, locations, and widths of all existing streets and roads on or bounding the original parcel and all of the new access routes being proposed.
- 4. Locations and dimensions of all existing and proposed easements, utility lines, rights-of-way, and underground utility structures of any kind.

5. Location of existing domestic water supplies and existing septic tanks and disposal fields on all affected lots.
6. Location of all watercourses, drainage channels, existing drainage structures, and springs.
7. Lot line adjustment number, as assigned by the City Services Department.
8. Name and addresses of the applicant and of the person who prepared the map.
9. Scale of map (standard engineering scale), north arrow, and vicinity map.
10. Location of any Earthquake Fault Zone delineated by the State Geologist pursuant to the Alquist-Priolo Earthquake Fault Zone Act.
11. The following statement shall appear on the map: "THIS MAP IS PROVIDED FOR ILLUSTRATION PURPOSES ONLY."
12. Each parcel identified with a number, assessor parcel number, deed document number, and area of each existing parcel (Existing Parcel 1, Existing Parcel 2, etc.).
13. Each parcel identified with a number, assessor parcel number, deed document number, and area of each existing parcel (Existing Parcel 1, Existing Parcel 2, etc.).
14. The owner's name, assessor's parcel number, and deed document number of all adjoining parcels.