

# City of Guadalupe Planning Department

## PLANNING APPLICATION FORM – Discretionary Permits

### **GENERAL REQUIREMENTS (Print or Type)**

Please complete this application thoroughly and accurately, and attach the required exhibits as indicated in the attached **Application and Filing Requirements** form. Please note that an incomplete application will **not** be accepted for processing.

Name of Proposed Project \_\_\_\_\_

Location of Project \_\_\_\_\_

Assessors Parcel No. \_\_\_\_\_ Property Size; Square Feet \_\_\_\_\_ Acres \_\_\_\_\_

Building(s) Size: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Height \_\_\_\_\_

Zoning: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ General Plan Designation: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Applicant/Contact Name \_\_\_\_\_ Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_

Property Owner (if different from above) \_\_\_\_\_ Phone No: \_\_\_\_\_

Address \_\_\_\_\_

### **Application Type: Type of Review Requested (Please Check All Applicable Boxes)**

- Pre-application
- General Plan Amendment
- Specific Plan Amendment
- Pre-zoning/Rezoning
- P.D. Overlay
- Zoning Ordinance Amendment
- Conditional Use Permit
- Variance
- Design Review - Minor
- Design Review - Major
- Planner Consultation
- Tentative Parcel Map
- Lot Line Adjustment
- Tentative Tract Map
- Landscape Plan
- Major Modification
- Sign Permit
- Zoning Clearance
- Temporary Structure
- Appeal
- Other \_\_\_\_\_

### **PROJECT DESCRIPTION**

Detailed description of the Proposed Project (Attach additional sheets if necessary)

**OWNER CERTIFICATION**

I declare under penalty of perjury that I am the legal owner of the above described property involved in this application. I certify that the information furnished above and in the attached exhibits is true and correct to the best of my knowledge and belief. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form).

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Signature Title Date

**For Office Use Only**

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Received By Date Fee Amount (Deposit) Fee Amount (Fixed)

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PA# Application No(s) Project No. (billing)

# APPLICATION PROCEDURE AND FILING REQUIREMENTS

## Discretionary Permits

### SECTION 1: Application Procedure & General Filing Requirements

#### A. Pre-application Review

*It is recommended for projects of a more complex nature, that the applicant submit a Pre-application proposal prior to submission of the formal application. This will allow the City of Guadalupe staff to review the request and provide input on potential environmental concerns, zoning and engineering requirements, and specific traffic, site planning, landscaping, and building design criteria. This early review and input by staff should save the applicant possible delay and expensive plan revisions later in the process.*

#### B. Submittal Requirements– Due when initial application is filed with the City

*(Note: Some items listed below may not be required based on type of application, Refer to Section 3, Table 1)*

- 1. Completed Planning Application Form.
- 2. Project description, if not on the Planning Application Form.
- 3. Environmental Information Form.
- 4. Filing Fees and Fee Agreement (for deposit based application costs and environmental reports).
- 5. Project Contact Labels. (four sets) Typed gummed labels for all persons connected with the project to be notified such as legal property owner, applicant, architect, engineer, etc.
- 6. Public Hearing Information, as determined by the Planning Department, to include the following:
  - Property ownership list: Three (3) Sets of typed, gummed labels on 8 1/2 x 11” sheets, listing the name address, and assessor’s parcel number of all property owners within 300 feet of the exterior boundaries of the subject property (see attached “Public Notice Map and List Example”). This list shall be obtained from the latest equalized assessment roll issued by the Tax Assessor. The manager at the site address for any multi-tenant building shall be included. A list of tenants may also be requested depending on the nature of the project.
  - A radius map drawn on the Assessor’s Parcel Maps, indicating the subject property with a 300-foot radius drawn around the property as shown in the attached example.
  - Supplemental notification information may be required as determined by the Planning Department upon completion of the review of the Initial Submittal.
- 7. Proper number of plan sets (normally six) as noted in of the **Project Development Review Information** (see Section 3, Table 1, Part 2) to be reviewed by staff for completeness.
- 8. One materials / color board.
- 9. One set of colored elevations.
- 10. One set of 11” x 17” reductions of all plans and elevations.
- 11. One set of site photographs.
- 12. Other: Depending on the nature of the project, additional descriptive materials may be required such as models, sight line studies, computer overlay graphics, and/or a streetscape perspective.
- 13. Digital copies of AutoCAD files.

## SECTION 2: Plan Preparation Guidelines

- 1. All plans shall be drawn on uniform sheets of 24" x 36" or 30" x 42".
- 2. All site and landscape plans shall be drawn to an engineering scale of 1"=20'; 1"=30'; 1"=40'; or 1"=50' with the scale clearly labeled.
- 3. All elevations shall be drawn to an architectural scale no smaller than ¼"=1'.
- 4. Site plans shall show all property boundaries, full Right of Ways for all fronting streets, *all easements affecting property*, all existing and proposed parking with spaces and drive aisles dimensioned and any adjacent structures within 80 feet of the property.
- 5. All required plans shall be collated and stapled together into development package sets and shall be folded to the following specifications. Each set shall be:
  - a) folded lengthwise in half with the text inside
  - b) fold the two opposite edges back over to meet the spine of the original fold
  - c) then, beginning on one long end fold in two or 3 sections as necessary to result in a rectangular set approximately 8½ x 11" in size (accordion style).

**Colored plans shall be rolled rather than folded.**

It should be noted that additional sets of plans might be required for distribution.

## SECTION 3: Table 1 – Application Submittal Requirements

The following information is required to process planning applications. An "X" in a cell means the information is required for that particular application. Applicants are responsible for providing a complete and accurate submittal package, which will allow the city to evaluate the application. The submittal requirements are due when the application is filed with the City. These plans will be used to prepare final conditions and will be distributed to Planning Commission/City Council.

<b>Discretionary Permits</b>										
<b>SUBMITTAL REQUIREMENTS</b>	Pre-Applic.	General or Specific Plan Amendment	Rezone or Pre-zone	Planned Development Overlay	Tentative Map/ Other Map Applications	Conditional Use Permit	Variance & Minor Modifications	Design Review	Sign Requiring CUP	Appeals or Zoning Ordinance Amendment
<b>Completed Application Form (Signed by the Property Owner)</b>	X	X	X	X	X	X	X	X	X	X
<b>Project Description / Justification</b>		X	X	X	X	X	X	X	X	X
<b>Environmental Information Form</b>	X	X	X	X	X	X	X	X		
<b>Signed Fee Agreement</b>		X	X	X	X	X	X			If app
<b>Application Fee</b>	X	X	X	X	X	X	X	X	X	X
<b>Project Contact Labels</b>		3 sets	3 sets	3 sets	3 sets	3 sets	3 sets	3 sets	3 sets	3 sets
<b>Public Notification Labels</b>		3 sets	3 sets	3 sets	3 sets	3 sets	3 sets	3 sets	3 sets	
<b>300 Foot Radius Map *</b>		X	X	X	X	X	X	If app	If app	If app
<b>Title Report</b>	If app	X	X	X	X	X	X			
<b>Legal Description</b>		X	X	X	X	X	X			
<b>Contextual Map</b>	X	X	X	X	X	X*	X*	X	X	

Discretionary Permits										
SUBMITTAL REQUIREMENTS - PLANS	Pre-Applic.	General or Specific Plan Amendment	Rezone or Pre-zone	Planned Development Overlay	Tentative Map/ Other Map Applications	Conditional Use Permit	Variance & Minor Modifications	Design Review	Sign Requiring CUP	Appeals Zoning Ordinance Amendment
Site Plan (6 sets)	X	X	X	X	X	X	X	X	X	
Floor Plans										
Roof Plans										
Building Elevations (6 sets)				X		X	X			
Materials/Color Board (1 set)				X		X				
Conceptual Landscape Plan (6 sets)				X	X	X	If app			
Conceptual Grading Plan				X	X	If app	If app			
Tentative Map (6 sets)				X	X					
11" x 17" Reduction of all Plans (1 set)	X	X	X	X	X	X	X	X	X	
Colored Landscape Plans (1 set)				X						
Colored Elevations (1 set)				X				X	X	
Site Photos			X	X	X	X	X	X	X	

\* If applicable, as determined by the city planner.

#### SECTION 4: Explanation of Matrix Information

- ❑ **Application Form, Fees, and Environmental Information Form.** Only one form is required for all applications; do not submit separate applications for the different requested actions. Fees due are according to the City's current application fee schedule.
- ❑ **Applicant Narrative/Justification.** This is a written narrative provided by the project proponent explaining the application request, project description and goals, and justification statement if any deviation from approved or standard code is requested. Include existing and proposed uses, size of all existing structures and proposed new development, existing and proposed parking, etc. In the case of a request for a General Plan amendment, the applicant should provide written justification as to why and how a change in the approved General Plan would provide benefit to the community.
- ❑ **Project Contact Labels.** Typed gummed labels for all persons connected with the project, (e.g.. Applicant, Engineer, Architect, and Owner).
- ❑ **300-Foot Radius Map and Public Notification labels.** See instructions on following pages.
- ❑ **Title Report.** This is required unless specifically waived by the Public Works Staff.
- ❑ **Legal Description.** This can be obtained from the Title Report. Lot Line Adjustment/Mergers require descriptions of both the existing and proposed properties. Check with Staff for other requirements.
- ❑ **List of Interested Parties with addresses.** Lot Line Adjustment/Mergers require written consent (and if necessary release of interest), in recordable form, of all affected easement and lien holders.
- ❑ **Contextual Map.** This is a map that shows the location of the site and the relationship of the proposed project to existing surrounding properties, buildings, and site features. This map shall indicate the proposed

project site plan, all parcel lines and streets, location and use of structures, and adjacent access and circulation, and existing zoning and land use within an approximately 300-foot radius. An aerial photograph may be used as a base map, if features are properly labeled.

- **Site Plans.** The following information is required to be included on all plans in order for the plan to be considered complete. Information may be provided on more than one page for legibility, if necessary.
  - Name, address, and daytime phone number of the applicant and the author of the plan.
  - Date of preparation of plan (revision number if applicable), scale, and north arrow. North must be at the top of the site plan. A small vicinity map shall be located in the upper right hand corner of the plan, or attached as a separate map, with the project site located in relation to major streets and landmarks.
  - Property lines and lot dimensions, square footage, Assessor's Parcel Number, address and APNs of the adjacent properties.
  - Existing and proposed easements. State the purpose of the easement (i.e., access, PUE, etc.) If requesting abandonment of an easement, include a statement on the plan which contains the legal description of the easement, plus the County Recorder's book and Page numbers, date easement was granted, who granted the easement, for what purpose the easement was granted and whether the easement has been used.
  - Drainage structures and direction of surface flow (if not included on a conceptual grading plan).
  - Locations of all buildings and other structures, including existing fencing, both on the property and within 80 feet of the site or within 200 feet of site for sites one acre or larger.
  - Building coverage statistics (existing and proposed).
  - **Dimensioned locations of:**
    - Street dedications and improvements (existing and proposed), including overhead utilities
    - Access, for vehicular, bicycles, and pedestrian, showing service area and points of ingress and egress.
    - Off street parking and loading or outdoor storage areas showing location, number and typical dimension of spaces and wheel stop locations.
  - All street improvements, driveways and parking on adjacent and across-the-street properties within 80 feet of the site or within 200 feet of site for sites one acre or larger.
    - Any existing or planned median islands within 200 feet of the site.
    - All structures/ buildings existing and proposed on site; clearly indicating size of structure(s), setbacks from property lines, yard areas, and distances between buildings/structures, and whether structure is existing or proposed.
    - Landscape areas (existing and proposed) including designated open space, landscape planters, islands, tree wells, etc.
  - Building accessory structure and mechanical equipment locations, including pavement/sidewalks, trellises, light standards, trash enclosures, transformers, and monument signs, including dimensioned setbacks (front, rear, sides)
  - Location, height and materials of all walls and fences.
  - All property proposed for public use. Note size of all property to be dedicated, conveyed and /or reserved for streets, open space and affordable housing program dedicated land.
  - Open space use must be described (i.e., yard, greenbelt, park, drainage, etc.) and a statement disclosing the means whereby such open space provided for public use shall be established and maintained. For residential projects, a separate exhibit showing usable open space locations and calculations shall be included.

- Parking areas shall be clearly shown and labeled. Include a summary table of the number of spaces, handicapped spaces and ramps, dimensions of spaces and aisles, and a comparison of required and provided spaces.
  
- Plans must also show location of bike racks. A separate bicycle-parking exhibit is suggested for commercial/apartment projects.
  
- **Building Elevations**
  - Illustrative elevations of all sides of buildings and structures. “Illustrative” building elevations means drawn with shadows to give depth with people, cars or trees for scale. Do not cover the elevation with trees, cars, or people— place them behind or on the side.
  - Illustrative elevations of any proposed walls and/or fences.
  - Illustrative cross sections and enlargements or architectural elements or details as needed.
  - All exterior building materials shall be clearly labeled on each sheet of elevations. These shall include notes on all design details such as building materials, roofing materials, trim and building colors, etc. Design details such as lighting fixtures, bicycle racks, paving materials, directory structures, trellis and awnings, fencing, etc. shall be clearly described and drawn.
  
- **Floor Plans.** All floors, including labeled use of each room (bedroom, kitchen, office, warehouse, etc.) Dimensions of all exterior walls, doors, windows and room sizes.
  
- **Roof plans.**
  
- **Materials Board.** A foam core board containing actual samples of roof, building, paint, awning, and window materials.
  
- **Conceptual Landscape Plans**
  - All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded. Show roof outlines, including eave overhang.
  - Conceptual location of all plants and a planting legend, which identifies such things as:
    - Trees, shrubs, and ground cover areas or other softscape elements. Indicate the intended function of plants (i.e. street tree, accent tree, canopy shade tree, parking lot tree, screening hedge, etc.)
    - Plant legend (schedule) shall identify type of plant with genus and common names, size of plants initially and at maximum growth, and corresponding symbol identification for the plan.
  - Include description of open space areas, (i.e. common area, tot lot, barbeque areas, pool/spas, recreation buildings, sports courts, etc...) calculation of landscape area or useable open space.
  - Existing trees on site or other plants proposed for removal and/or retention. Plants to be removed shall be marked with an ‘X’ across the trunk or plant base.
  - Plazas, sidewalks or other hardscape elements, such as special paving materials or rockscape.
  - Private and public sidewalks, paths or greenbelts.
  - Primary and secondary project entry points and their treatment (textured paving, accent planting, entry walls, and/or monument signs).
  
- **Parking Lot Shading Plan.** This plan is to be separate from the landscape plan.
  - The plan should clearly show all surfaced areas included in the calculation. Parking areas included should be shaded. A surface area square footage amount shall be indicated.

- Tree canopies drawn to scale representing the appropriate canopy size at 15 years and the percentage of shade for each tree clearly indicated using shading or other graphic representation.
  
- Provide a shade calculation table identifying the quantity and type of trees used and the corresponding percentage of shade credited to each tree.
  
- **Grading Plan.**
  - Proposed items shall be identified with solid lines and existing features with short dashes or screened
  - Proposed grading, structures, curbs, walls (ht), sidewalk gutters, drainage structures, swales, etc. The plan shall include spot elevations, gradients, contours, details, cross sections, flow arrows, etc.
  - Existing features within 200 feet beyond site boundaries; natural ground (contours), trees, structures (pad and floor elevations), drainage courses, streets, etc.
  - Structures, footprints, pad and floor elevations, retaining walls, etc.
  - Easements, property lines and rights of way
  - Earthwork quantities (borrow and disposal areas)
  - Existing and proposed sewers
  - Drainage and flood control facilities (size, type, etc.)
  - Cross sections at all site boundaries to scale, showing existing and proposed grading, cut and fall, wall heights, and elevation differences. Sections should extend through building pads and streets.
  - Shade pavement and slopes 3:1 or steeper
  
- **Tentative Map.** Contents of this map can be obtained from the City's subdivision regulations.
  
- **Reduced Plans.** A set of site plans reduced to 11" x 17" paper and legible for photocopying. For Rezoning, Tentative Maps, and Planned Developments the reductions must be PMT reductions.
  
- **Colored Landscape Plans.** Plans should be colored to clearly illustrate locations and percentage of pavement, building areas as well as amount and type of landscape.
  
- **Colored Elevations.** Elevations should be colored to represent as closely as possible the colors and materials proposed.



## PUBLIC NOTICE AND MAP AND LIST EXAMPLE

### GENERAL REQUIREMENTS

State law and City Council policy require that property owners near the project site must be notified by mail of public hearings and pending action on the subject site. To accomplish this, all applicants must submit both a map and a list of current property owners, based on the most recent information from the Santa Barbara County Assessor's Office. The following guide has been prepared to assist you in preparing the map and the list. Most Title companies do provide this service for a nominal fee. Preparation, verification, and submission of the property owner's list are the responsibility of the applicant. Note, in some cases, additional labels for affected property tenants may also be required.

**A. Property Ownership Map (see sample below). This map must be to scale.**

1. Obtain copies of the *most recent* County Assessor's parcel map(s) covering the subject property and surrounding properties within 300' (or broader, if required). These are available at the Santa Barbara County Assessor's office at 511 E. Lakeside Parkway in Santa Maria, (805) 346-8310, or at the City of Guadalupe Community Development Department at 918 Obispo Street in Guadalupe, (805) 343-1340.
2. Show the outside boundary of the subject parcel(s) of the application request.
3. Draw a line that is a distance of 300' (or wider if required) in all directions from the outside boundary drawn above (2). This may require the use of additional assessor parcel pages.

**B. Property Ownership List. This information must be typed.**

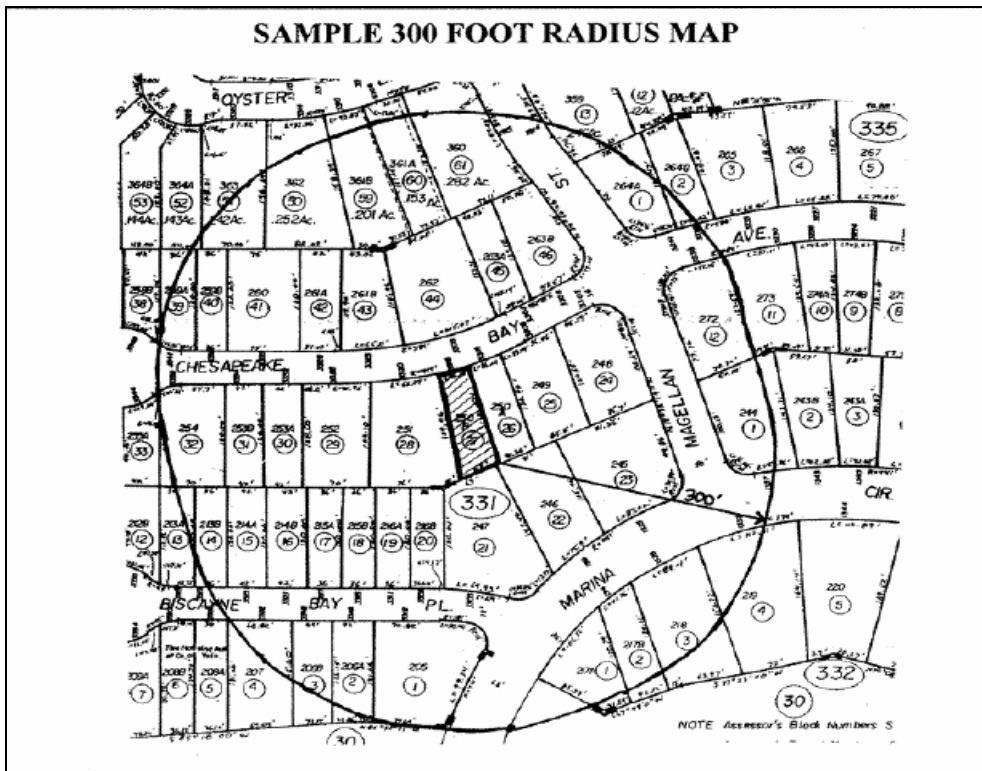
4. Compile a master list of assessors parcel numbers (the book, page, block and parcel number) of all parcels within the 300' (or wider if required) radius map.

**C. Mailing Labels (see example below). This information must be typed. Handwritten labels will not be accepted.**

5. Type the above assessors parcel numbers (APN) along with the corresponding property owner's name and address on a label sheet. The owner's name and addresses must be obtained from the latest assessment roll, including updates, available from the Assessor's Office only.
6. There is no need to type separate labels for the names that appear on more than one parcel.
7. Add to the label sheets the name and address of the applicant, as well as all other parties you believe should receive notice of the proposed project. This should include homeowners associations, citizen groups, applicant's engineer, property owner, etc.
8. The first square in the upper left hand corner of the label sheet must have the property owners' name and the page number of the mailing list (i.e. Page 1 of 1, 2 of 3, etc.) Each square must contain the APN as the first line of information, followed by the property owner's name and address.

## SAMPLE MAILING LABELS

<p>70-345-23</p> <p>ELAINE HOLLAND 1209 FLOWER ST GUADALUPE, CA 93434</p>	<p>36-567-98</p> <p>ALICE ANDERSON 6712 SURFBIRD LN GUADALUPE, CA 93434</p>	<p>70-567-12</p> <p>CATHY BROWN 9870 SURFBIRD LN GUADALUPE, CA93434</p>
<p>36-780-45</p> <p>CHRISTINE JONES 3487 SURFBIRD LN GUADALUPE, CA 93434</p>	<p>36-780-55</p> <p>DANIEL HARRIS 6509 FLOWER ST GUADALUPE, CA 93434</p>	<p>36-780-47</p> <p>ERICH WILLIAMS 4785 FLOWER ST GUADALUPE, CA 93434</p>
<p>36-560-23</p> <p>RICHARD KING 3426 FLOWER ST GUADALUPE, CA 93434</p>	<p>34-230-45</p> <p>RACHAEL PALMER 7845 HERNANDEZ ST GUADALUPE, CA 93434</p>	<p>34-230-12</p> <p>SCOTT BUTLER 7834 HERNANDEZ ST GUADALUPE, CA 93434</p>



## City of Guadalupe Planning Department

### COST BASED FEE SYSTEM AGREEMENT

#### Agreement for Payment of Full Cost Recovery Fees for Application Processing

(Required for all deposit based application fees.)

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(Print names of Property Owners (or Authorized Agent) and Applicant (if different from Owner))

agree(s) to pay the City of Guadalupe all incurred costs, both direct and indirect, including State-mandated costs, associated with the review and processing of the accompanying application for land use approval(s) with respect to the subject property located at:

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(Address and/or Assessor's Parcel Number(s))

even if the application is withdrawn or not approved. Reimbursement costs include all items within the scope of the City's adopted Fee Schedule, as well as the cost of retaining professional consultants to prepare environmental documentation: provide planning, engineering, building inspection, and legal services; and perform other functions related to review and processing of the application. Owner and Applicant understand that one or more deposits will be required to cover the costs noted above at such time(s) as requested by the Community Development Director. Deposits against hourly rate charges are charged when the total costs to process the application exceed \$1,000.00 and when the amount of time spent by the City to review the application cannot be easily estimated at the time of application. Actual costs are charged based on a tiered hourly rate structure, City agrees to review and process the application in accordance with the Agreement and all applicable laws, regulations, ordinances, standards and policies. Payment in full is required whenever payment of fees is requested or owed, even if the Applicant intends to protest the fee. If the Applicant prevails in the protest, that portion of the fee deemed invalid by the protest shall be refunded to the Applicant.

Owner and Applicant understand and agree that nonpayment of processing fees pursuant to the City's Fee Schedule may, at the sole and exclusive discretion of the City Administrator, result in temporary or permanent cessation of processing of the application. All amounts due and payable prior to scheduling of the public hearing for the Applicant(s) shall be paid prior to the City scheduling the application for public hearing. Following completion of processing, the City will require that any and all outstanding amounts due be paid and may withhold issuance of zoning clearance, further plan checks, entitlements, permits, certificates of occupancy, etc. until all required processing fees have been paid in full.

In any legal action arising, directly or indirectly, out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses including costs and attorneys' fees.

To the extent allowable by law, Owner agrees to hold City harmless from costs and expenses, including attorneys' fees, incurred by City or held to be the liability of City in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the project. Owner understands and acknowledges that City is under no obligation to defend any legal actions challenging the City's actions with respect to the project.

The undersigned Owner/Authorized Agent hereby represents that he/she either personally owns the subject property or is a duly authorized agent of the Owner with full authority to execute this Agreement on behalf of Owner. Applicant agrees to be jointly and severally liable with Owner for payment of all fees due under the City's Fee Resolutions.

Project Description Summary (include main permit(s) types sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Invoices are due and payable within thirty (30) days. Interests will be charged on all delinquent amounts at the rate of ten percent (10%) per annum. Owner agrees that delinquent amount shall constitute a lien on the subject property and expressly consent to recordation of a notice of lien and/or copy of this Agreement against the subject property with respect to any amounts, which are delinquent for thirty (30) days or more.

Name of Property Owner: \_\_\_\_\_ (please print)

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

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

\_\_\_\_\_  
Signature of Property Owner Date: \_\_\_\_\_

Or

\_\_\_\_\_  
Signature of Applicant (if different from Owner) Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Planning Director (or designee) Date: \_\_\_\_\_

**FOR CITY USE ONLY:**

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address of Project: \_\_\_\_\_ File No. \_\_\_\_\_

Type of Application: \_\_\_\_\_ By: \_\_\_\_\_

Fees Received/Deposits: \$ \_\_\_\_\_ Receipt No. and Date: \_\_\_\_\_

## ENVIRONMENTAL INFORMATION FORM

The purpose of this form is to inform the City of the basic components of the proposed project so that the City may review the project pursuant to City policies, ordinances and guidelines; the California Environmental Quality Act; and the City's Environmental Review Regulations. It is important that the information requested in this application be provided in full.

### **GENERAL INFORMATION (Print or Type)**

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Please note that it is the responsibility of the applicant to ensure that the application is complete at the time of submittal; city staff will not be available to perform work required to provide missing information.

\_\_\_\_\_  
Name of Proposed Project PA#

\_\_\_\_\_  
Location of Project

\_\_\_\_\_  
Applicant/Contact Name Phone No: FAX No:

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name and Address of person preparing this form (if different from above) Phone No:

\_\_\_\_\_  
Assessors Parcel No.

### **GENERAL PROJECT INFORMATION**

Detailed description of the Proposed Project. This should provide an adequate description of the site in terms of the ultimate use, which will result from the proposed project. Indicate if there are proposed phases for development, the extent of development to occur with each phase, and the anticipated completion of each increment. (Attach additional sheets if necessary).

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Describe any proposed General Plan amendment, planned development, zone change, or specific plan amendment, which would affect the project site. \_\_\_\_\_

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Related Projects: If this project is part or a portion of a larger project, describe the previous project by name, preliminary planned development number, or other project identification. \_\_\_\_\_

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Previous Environmental Documents: If this project is part of a larger project for which a Negative Declaration or an Environmental Impact Report has been prepared and certified, reference the document below. Include the date and SCH # if possible. \_\_\_\_\_

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**SITE CHARACTERISTICS**

Property size:

Gross (sq. ft./acre) \_\_\_\_\_

Net (sq.ft. /acre) (total site minus areas of public streets and proposed dedications) \_\_\_\_\_

Age of all structures \_\_\_\_\_

Zoning:

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_  
\_\_\_\_\_

General Plan Designation: \_\_\_\_\_

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_  
\_\_\_\_\_

Describe the physical setting of the site, as it exists before the project, including information on topography, soils, plants (shrubs, trees) and animals, trails, roads, drainage courses and scenic aspects. Describe any existing structures on site (including age and condition) and the use of the structures. Attach photographs of significant features described. In addition, site all sources of information (i.e. soils and hydrologic studies, biotic and archeological surveys, traffic studies).

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In the known history of the site, has there been any use, storage, or discharge of hazardous and/or toxic materials? Examples of hazardous and/or toxic materials include, but are not limited to PCB's; radioactive substances; pesticides and herbicides; fuels, oils, solvents, and other flammable liquids and gasses. Also note, underground storage of any of the above. Please list the materials and describe their use, storage, and/or discharge on the property, as well as the dates of use if known. \_\_\_\_\_

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Will the proposed project involve the temporary or long-term use, storage or discharge of hazardous and/or toxic materials, including, but not limited to those examples listed above? If yes, provide an inventory of all such materials to be used and proposed method of disposal. The location of such uses, along with the storage and shipment areas, shall be shown and labeled on the application plans. \_\_\_\_\_

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Describe surrounding properties and their land use and zoning. Also include information on plants, animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, retail, etc.) and scale of development (height, frontage, setback, rear yard, etc.).

Properties:

North:

East:

West:

South:

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Will the proposed project change the pattern, scale or character of the surrounding general area of the project?

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Describe the known cultural and/or historical aspects of the site. Site all sources of information (books, published reports and oral history).

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Describe any noise sources and their levels that now affect the site (freeway, roadway noise, etc.) and how they will affect the proposed uses.

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Describe any short-term or long-term noise to be generated, including source and amount. How will these noise levels affect adjacent properties and on-site uses? What methods of soundproofing are proposed?

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Is the project proposed on land, which contains fill or a slope of 10% or more?

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Are there any existing erosion problems?

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Are there any streams or permanent watercourses on the site?

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Will the proposed project change drainage patterns or the quality of groundwater? If so, explain:

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Will the project affect any drainage channel, creek, pond or any other water body? Describe below: \_\_\_\_\_

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Will the proposal result in the loss of agricultural land? If so, state acreage to be converted: \_\_\_\_\_

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Are there any mature or scenic trees or shrubs on the project site? Indicate the number and species to be removed or replaced and the location of the transplant site. \_\_\_\_\_

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Will the project harm any riparian habitat or modify the habitat of any species identified as a candidate, sensitive or special status species in local or regional plans, policies or regulations, or by the California Dept. of Fish and Game or U.S. Fish and Wildlife? \_\_\_\_\_

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Will the project result in any new noise source, or will it place new residents in an area of high traffic noise or noise from any other source? \_\_\_\_\_

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Describe any air pollutants, other than vehicle exhaust, which would be generated by this project, both during and after construction. Dust particulates are considered pollutants. \_\_\_\_\_

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Will the project produce new sources of dust, ash, smoke, fumes or odor? If yes, describe the source of the emission, methods to control emissions and means of mitigating those effects on adjacent properties: \_\_\_\_\_

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Will the project create any new light source or significant glare, other than street lighting? Describe below:

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**PROPOSED BUILDING CHARACTERISTICS (BOTH RESIDENTIAL AND NONRESIDENTIAL)**

Size of new structure or addition in gross square feet: \_\_\_\_\_  
 Building height measured from ground to highest point of the main structure in feet: \_\_\_\_\_  
 Number of floors / stories: \_\_\_\_\_  
 Height of other appurtenances (antennas, steeples, etc.) measured from ground: \_\_\_\_\_

Project site coverage:                      Building \_\_\_\_\_ sq. ft. \_\_\_\_\_ %  
    Landscaping \_\_\_\_\_ sq. ft. \_\_\_\_\_ %  
    Paving \_\_\_\_\_ sq. ft. \_\_\_\_\_ %

Exterior building materials: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Wall and / or fencing material: \_\_\_\_\_  
 Total number of off-street parking spaces required: \_\_\_\_\_  
 Provided: \_\_\_\_\_  
 Are in-lieu parking fees proposed? \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 Total number of bicycle parking spaces: \_\_\_\_\_

**RESIDENTIAL PROJECT**

Total Lots \_\_\_\_\_ Net density / acre \_\_\_\_\_  
 Total Acreage \_\_\_\_\_ Gross density / acre \_\_\_\_\_  
 Total dwelling units: \_\_\_\_\_

	Single Family	Two Family	Multi-family (More than 2)	Co-op / Condominium (Ownership)
Number of units:	_____	_____	_____	_____
Size of lot / unit:	_____	_____	_____	_____
	Single Family	Two Family	Multi-family	Co-op / Condominium
Size of unit:	_____	_____	_____	_____
Studio:	_____	_____	_____	_____
1 Bedroom	_____	_____	_____	_____
2 Bedroom	_____	_____	_____	_____
3 Bedroom	_____	_____	_____	_____
4+ Bedroom	_____	_____	_____	_____

**RETAIL, COMMERCIAL, INDUSTRIAL, INSTITUTIONAL OR OTHER PROJECT**

Type of use(s): \_\_\_\_\_

Oriented to: \_\_\_\_\_ Regional \_\_\_\_\_ City \_\_\_\_\_ Neighborhood \_\_\_\_\_

Hours of operation: \_\_\_\_\_

Total occupancy / building capacity: \_\_\_\_\_

Number of fixed seats: \_\_\_\_\_ Gross floor area: \_\_\_\_\_

Number of employees (total): \_\_\_\_\_ Employees per shift: \_\_\_\_\_

Number of visitors / customers on site at busiest time (best estimate): \_\_\_\_\_

Other occupants (specify): \_\_\_\_\_

Approximately how many tons of solid waste will the project produce each year? \_\_\_\_\_

Is the project site within 2,000 feet of an identified hazardous / toxic site? \_\_\_\_\_

Is the project site within 2,000 feet of a school or hospital? \_\_\_\_\_

Has a Border Zone determination been made for the project site? \_\_\_\_\_

How many new residents is the project estimated to generate? \_\_\_\_\_

Will the project require additional housing? \_\_\_\_\_

What is the current and estimated number of motor vehicles to arrive at the site as a result of the project? \_\_\_\_\_

Could the project increase traffic hazards to motor vehicles, bicyclists or pedestrians? \_\_\_\_\_

How close is the project to the nearest public park or recreation area? \_\_\_\_\_

What schools will be affected by this project? \_\_\_\_\_

Describe the energy-efficient features included in the project: \_\_\_\_\_

Describe how the following services or utilities will be provided:

Power and Natural Gas \_\_\_\_\_

Telephone \_\_\_\_\_

Water \_\_\_\_\_

Sewer \_\_\_\_\_

Storm Drainage \_\_\_\_\_

Solid Waste \_\_\_\_\_

Will the project block any vista or view currently enjoyed by the public? \_\_\_\_\_

**Note: This environmental information form may need to be augmented by specialized studies such as a biological assessment and/ or wetland delineation, environmental sire assessment, archaeological survey, historic structure assessment, drainage report, or traffic study.**

**OWNER CERTIFICATION**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for adequate evaluation of this project to the best of my ability that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I further understand that additional information may be required to be submitted before an adequate evaluation can be made by the City of Guadalupe.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_