



City of Willows
 201 N. Lassen Street
 Willows, Ca. 95988
 530.934.7041 (tel)
 530.934.7402 (fax)

City Use Only – do not write in this area

Date Received _____
 File Number(s) _____
 Land Use Designation _____
 Zoning _____

Planning Permit Application - please print or type

Project title _____ Project address _____
 APN(s) _____ - _____ - _____

Application Type

<u>Appeal</u> <input type="checkbox"/> Appeal \$222	<u>General Plan Amendment</u> <input type="checkbox"/> Major \$1,146 + PTA deposit
<u>Design Review</u> <input type="checkbox"/> Minor/Major \$283 + \$128 per PC meeting + PTA Deposit	<u>Sign Permit</u> <input type="checkbox"/> Administrative Program \$64
<u>Environmental Assessment CEQA Review</u> <input type="checkbox"/> Categorical Exemption w/no initial study \$64 <input type="checkbox"/> Notice of Determination \$32+ County Posting Fee <input type="checkbox"/> Initial Study w/Minor Neg. Dec. Consultant Fee + 5% <input type="checkbox"/> Initial Study w/Mitigated Neg. Dec. Consultant Fee + 5% <input type="checkbox"/> Initial Study w/EIR Consultant Fee + 5% <input type="checkbox"/> Impact Report (EIR) Consultant Fee +5%	<u>Minor/Major Subdivision</u> <input type="checkbox"/> Minor \$285 + \$32/lot + PTA deposit <input type="checkbox"/> Major \$565 + \$32/ lot + PTA deposit <input type="checkbox"/> Vesting Tentative Map \$680 + \$32/lot + PTA deposit <input type="checkbox"/> Final Map \$562 + \$32/lot + PTA deposit <input type="checkbox"/> Certificate of Compliance \$228 <input type="checkbox"/> Voluntary Lot Merger \$228 <input type="checkbox"/> Lot Line Adjustment \$350 <input type="checkbox"/> Revisions & Extensions \$191
<u>Use Permits</u> <input type="checkbox"/> Minor \$114 + PTA deposit <input type="checkbox"/> Major \$570 + PTA deposit <input type="checkbox"/> Temporary Use \$228 <input type="checkbox"/> Home Occupation Permit \$86	<u>Zoning Amendment</u> <input type="checkbox"/> Rezoning-Prezoning \$1,000 deposit + Consultant Fee + 5% <input type="checkbox"/> Variance (Minor) \$114 + PTA deposit <input type="checkbox"/> Variance (Major) \$570 + PTA deposit
<u>Pass Through Agreement (PTA)</u> *Projects deemed Categorical Exempt \$500 minimum deposit *Projects requiring Environmental Review minimum... \$1,000 deposit, actual cost using staff fully allocated rate	<u>Zoning Clearance Letter</u> <input type="checkbox"/> Administrative \$128

* For applications with a PTA deposit, the actual costs to process will be charged. The applicant will receive an accounting of costs. If costs to process are less than the deposit, the excess will be refunded. If costs are more than the deposit, an additional deposit will be required.

Project Description _____

ATTACH A SEPARATE SHEET FOR EXPLANATION IF NECESSARY

Project Address: _____

Existing Use(s) of Property _____

Applicant	_____	Property Owner	_____
Mailing Address	_____	Mailing Address	_____
City, State, ZIP	_____	City, State, ZIP	_____
Telephone	_____	Telephone	_____
Fax	_____	Fax	_____
E-mail	_____	E-mail	_____

Applicant/Owner Certifications, Agreements and Acknowledgements:

- a) In the event the Property Owner is different from the Applicant, the Property Owner must sign to indicate their consent to the filing and agreement to be liable with the applicant for payment of the processing fees.
- b) Additional property owners and/or applicants (name, address, telephone number, and signature) shall be included on the application. In the case of a partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.
- c) If you desire project correspondence and notice of meetings to be sent to parties other than the Applicant and Property Owner, please list their names, address and telephone numbers below.
- d) As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Willows its agents, officers, employees, boards, commissions and Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.
- e) The City of Willows shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or the City's outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree with all of the above.

Property Owner Signature(s)	_____	Date	_____
	_____	Date	_____
Applicant Signature(s)	_____	Date	_____
	_____	Date	_____

Additional space provided to list the following as applicable:

Partnerships: All general and limited partners shall be identified.

Corporations: All shareholders owning 10% or more of the stock and all officers and directors shall be identified.

Name	Address	Telephone No.	Signature
_____	_____	_____	_____
_____	_____	_____	_____

Project correspondence to be provided to (in addition to the Applicant and Property Owner):

Name	Address	Telephone No.
_____	_____	_____
_____	_____	_____

Project Address: _____

City of Willows

Minimum Information for Filing a Complete PLANNING PERMIT APPLICATION

Each **Planning Permit Application** must contain the following information, as noted. Some specialized applications may require additional information. Consult with the Planning Department to determine whether additional materials are required. Incomplete applications will not be scheduled for Planning Commission and/or City Council action.

- [] **Completed application form**, with all Applicant and Property Owner signatures, including all parties holding a title interest
- [] **A signed and dated written statement** if a new business activity is proposed, describing its purpose, proposed hours of operation, number of full-time employees, number of part-time employees, type of business (i.e., type of office space, type of products, type of manufacturing or processing, etc.)
- [] Fifteen (15) copies of each of the following on sheets with a dimension of 24" x 36", stapled in sets, and folded to a maximum size of 8-1/2" x 14":
 - [] **Dimensioned plot plan** (site plan), drawn to scale depicting:
 - the boundaries of the site
 - the location and names of adjacent and abutting streets
 - all existing on-site improvements (buildings, paving, driveways, walkways, etc.) and all existing trees
 - all proposed new improvements including but not limited to buildings, roads, paving, driveways, walkways
 - all required and proposed setbacks from all property lines
 - [] **Fully-dimensioned building elevations** for all four sides of each building, including:
 - the finish material and color of all exterior surfaces and roofs
 - all exterior mechanical, ductwork, and utility boxes
 - roof pitch
 - details of all windows and doors
 - [] A minimum of 2 **fully-dimensioned cross sections**, with at least one across each building axis
 - [] **Fully-dimensioned roof plan** showing direction of slope and location of mechanical equipment, ducts and vents
 - [] **Fully-dimensioned floor plans** depicting all rooms, doors, windows, etc.
 - [] **Sign plans** depicting the design(s) of all proposed signs, including locations, dimensions, height, materials, colors, and illumination
 - [] **Landscape and irrigation plan** that includes location of sprinkler heads and utility lines
 - [] **Grading plan** depicting all proposed site work including grading (depicting existing and finish contours at 1-foot intervals, limits of all earthwork, and cut and fill amounts)
 - [] **Drainage plan** depicting all existing and proposed drainage-ways

Project Address: _____

- Fully-dimensioned fence/wall plan**, including the finish material and color of all fences and walls
 - Lighting plans**, including proposed locations and manufacturer's specifications for all exterior lighting fixtures
 - One 8½" x 11" or 8½" x 17" **reduction** of each of the above required exhibits.
 - Materials and colors board** depicting all exterior finish materials and colors.
 - One set of 8½" x 11" or 11" x 17" exhibits for filing that show all of the information on the color board (e.g. catalog cuts, color chips, material sheets, etc.)
 - Colored rendering** of project
 - Site photographs** depicting representative views of and from the site.
 - 2 copies of the **Preliminary Title Report** not more than 3 months old.
 - Findings for Variance request**
 - Findings for Conditional Use request**
 - Processing fees** of \$_____
 - Other
-
-
- For Subdivisions See Engineering submittal requirements Checklist

ITEMS REQUIRED FOR ENVIRONMENTAL REVIEW:

- 2 copies of a Preliminary Soils Report
- Archaeology Report (Preliminary data search)
- Arborist Report (ID of all trees on the site over 6" DBH)
- Traffic Report
- Biologist/Wetlands Report
- Phase I Environmental Assessment
- If a stream exists, contact a City Planner at 934.7041 to discuss possible additional requirements.
- Note:** Department of Fish and Game (DFG) Filing Fee Exemption Form must be approved by DFG, or fees are due when Notice of Determination is filed at the County Clerk's Office (see staff for explanation)