

City of Dixon
Community Development Department
600 East A Street
https://www.ci.dixon.ca.us
Dixon, CA 95620



Planning Division (707) 678-7000
FAX (707) 678-0960
Website:

ESTABLISHED 1878

PLANNING APPLICATION

FOR PLANNING OFFICE USE ONLY

Filing Date: _____

Project #: _____

Filing Fee: _____

Receipt #: _____

- | | |
|---|--|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Secondary Living Unit |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Tentative Map - Vesting |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Zone Change (Rezoning) |
| <input type="checkbox"/> Determination of Permitted Use | <input type="checkbox"/> Zoning Ordinance Text Amendment |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Time Extension |
| <input type="checkbox"/> Parcel Map/Land Division | <input type="checkbox"/> Amendment |
| <input type="checkbox"/> Planned Development | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Staff |

If your application requires a public hearing, you should be present at the meeting to briefly explain your request and answer questions. Failure to attend may delay the review process and require that your application be continued. If you desire notice of the meeting to be sent to parties other than the application and property owner, please include their name(s) and address(es) on the mailing list.

Project Name: _____

Site Address: _____

Assessor's Parcel Number(s): _____

Building Floor Area: _____ sq. ft. Project Site Area: _____
acres

Zoning: _____ General Plan: _____

Applicant (please print): _____

Applicant's Mailing Address:

City: _____ State: _____ Zip Code: _____ Phone: _____

Fax: _____ E-mail: _____ Cell: _____

Applicant's Signature: _____ Date: _____

Property Owner (please print):

Mailing Address:

City: _____ State: _____ Zip Code: _____ Phone: _____

Fax: _____ E-mail: _____ Cell: _____

Prop. Owner's Signature: _____ Date: _____

Type of Sign Proposed: _____ Number of Signs: _____ Illuminated __ Non-illuminated __

Square Feet of each Sign: _____ Building

Frontage: _____

Property Frontage: _____ Size of Existing Signage on

Site _____

Briefly describe your proposal, including any requested use, modification, and/or variance (attach additional sheets if necessary):

Note Concerning Graphics: ALL MAPS, PLANS AND EXHIBITS SHALL BE FOLDED TO 9"X12" TO FACILITATE MAILING AND DISTRIBUTION.

Notice to All Applicants:

1. Applications submitted for review will be processed in accordance with Section 65941 of the California Government Code.
2. All forms must be completely filled out and signed, all fees must be paid, and supplemental information provided before the application will be deemed complete and processed. Supplemental information that must be submitted with this application form is listed in the attached submittal requirements by type of application.
3. Filing fees are non-refundable.
4. Submitting an application is not a guarantee of approval. Approval of projects is contingent on meeting required findings or other requirements of the Zoning Ordinance or Specific Plan.
5. Pursuant to Section 65945 of the California Government Code, you may request to be notified of any proposed changes to the General Plan, Zoning Ordinance, a specific plan, or any ordinance affecting building or grading permits. If you wish to be notified of these changes, be sure to submit a completed Request for Notification form (available at the Planning Division Counter).
6. The State of California requires the payment of a fee to the State Department of Fish and Wildlife, as a condition for filing Notices of Determination required by the California Environmental Quality Act (Stats. 1990, ch 1706). The fee is **\$2,210.25** for a project receiving a Negative Declaration, and **\$3,070** for a project with an Environmental Impact Report (EIR). A **\$50** administrative charge will also be collected with the fee. Checks shall be addressed to Solano County.
 No fee is required for projects found to be exempt from the California Environmental Quality Act, or projects with Negative Declarations if a finding is made by the Director of the Department of Planning and Land Use that the project will have a "de minimis impact" on fish and wildlife resources.

INDEMNIFICATION

To the fullest extent permitted by law, Applicant agrees to defend, indemnify, and hold harmless the City and its officers, agents, contractors, consultants, and employees (collectively, "City") from any and all liability, loss, suits, claims, damages, costs, judgments and expenses (including attorney's fees and costs of litigation), including any appeals thereto (collectively, "proceeding") brought against the City with regard to any approvals issued in connection with the application(s) by the City, including any action taken pursuant to the California Environmental Quality Act. Applicant shall execute an indemnification agreement memorializing this indemnification requirement.

Applicant's initials _____

CERTIFICATION: I hereby certify that I am the applicant agent named herein and that I am familiar with the rules and regulations with respect to preparing and filing this petition for discretionary action, and that the statements and answers contained herein and the information attached are in all respects true and accurate to the best of my knowledge and belief.

Applicant's Signature: _____ **Date:** _____

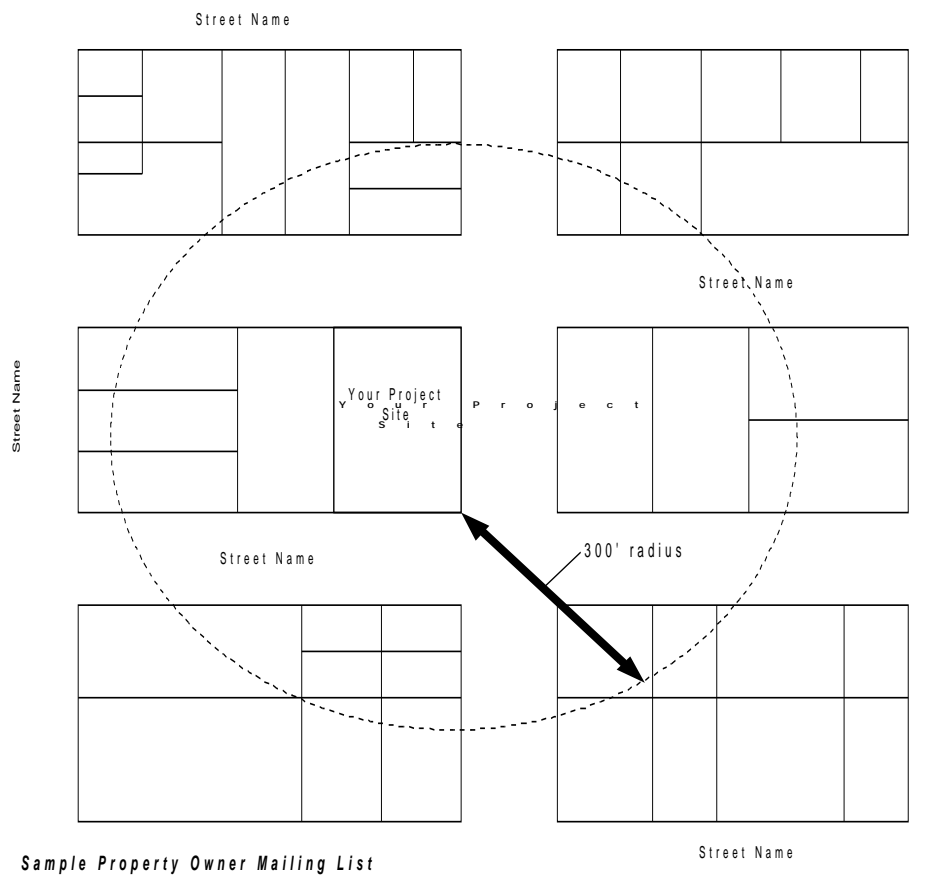
MAILING NOTICE REQUIREMENTS

The City of Dixon requires that all applications submitted for Staff or Planning Commission review, except Administrative Clearances and Secondary Units, shall include a list of the current owners of property within 300 feet of the project site. The list must include the property owners' names, addresses, and Assessor's Parcel Number. Preparation, verification, and submission of the property owners list is your responsibility as the applicant. The list must be certified by a title insurance company as being from the most recent County tax roll.

Following are the requirements for mailing lists. Your application cannot be deemed complete without the mailing list, labels, and base map.

Please submit base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property must be outlined in red and noted as the subject parcel(s). An additional red line must be drawn at a 300 foot radius from the subject parcel(s). The figure below shows how the maps should be prepared and how the 300 foot radius as determined.

Sample 300' Radius Map with Property Owners



Sample Property Owner Mailing List

APN: 000-000-000
Mr. Jones
123 Jones Drive
Dixon, CA 95620

APN: 000-000-000
Mr. John
234 Apple Drive
Dixon, CA 95620

APN: 000-000-000
Mr. & Mrs. Lee
987 Plant Way
Dixon, CA 95620

APN: 000-000-000
Ms. Johnson
100 Jones Drive
Dixon, CA 95620

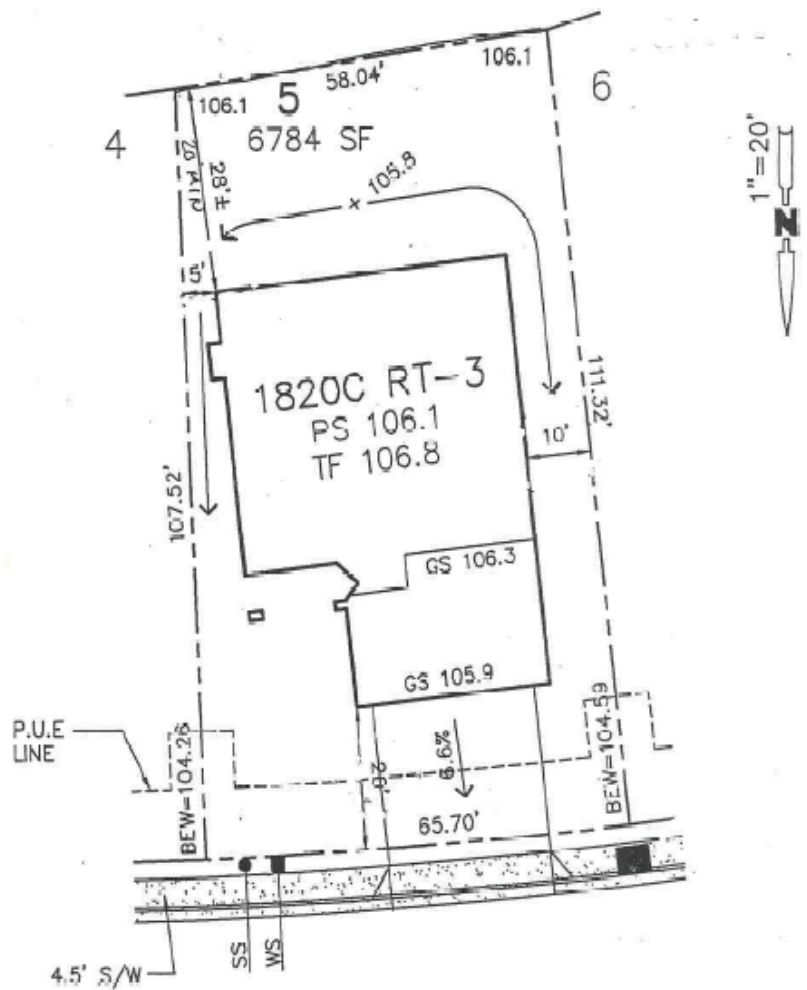
APN: 000-000-000
Mr. Lopez
230 Apple Drive
Dixon, CA 95620

APN: 000-000-000
Mr. & Mrs. Chambers
985 Plant Way
Dixon, CA 95620

PLOT PLANS

Plot plans are required for some applications. Plot plans must show the following information:

1. North arrow, scale (minimum 1" = 20'), and date.
2. Name and phone number of person preparing the plan.
3. Parcel dimensions.
4. Name and width of adjoining streets and driveways.
5. Location of existing structures, trees (noting trunk size), landscaping, and fencing. (show those to be removed in dashed lines).
6. Location of proposed structures, parking areas, driveways, and landscape areas including dimensions and distance to property line.
7. Off street parking.
8. Location of water and sewer service laterals.
9. Drainage courses such as swales and direction of flow.
10. Frontage Improvements (sidewalk, driveway cuts, fire hydrants, etc.)
11. Sloped areas and retaining walls, if applicable.
12. Outline of second story, if applicable.
13. Submit 15 copies for review. An additional 10 sets will be requested for routing.



**CITY OF DIXON
COMMUNITY DEVELOPMENT DEPARTMENT**

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

Pursuant to Section 65962.5 (f) of the California Government Code, an applicant must submit the following Statement before City staff can determine if your development application is complete. The completed statement needs to accompany your project application at the time of its submittal.

A copy of the List of Hazardous Waste and Substance Sites is available for review at the Planning Division Counter. Please print or type.

<p>PART I</p> <p>Name of Project: _____</p> <p>Name of Applicant: _____</p> <p>Is the project identified on the development application contained on the lists compiled pursuant to Section 65962.5 of the Government Code? Check the appropriate box.</p>

Yes No

If NO, continue to PART III and submit with your application.
If YES, complete both PART II and PART III.

<p>PART II</p> <p>Assessor's Parcel Number: _____</p> <p>Specify the list consulted pursuant to Section 65962.5: _____ _____</p>

Regulatory Identification Number: _____

Date of List: _____

PART III

Applicant's Signature Date