



City of Waterford

Planning Department

P.O. Box 199 ❖ 101 E Street ❖ Waterford, CA 95386 (209) 874-2328/voice ❖ (209) 874-9656/Fax

Uniform Application Form

- | | | |
|---|--|--|
| <input type="checkbox"/> ADMINISTRATIVE USE PERMIT | <input type="checkbox"/> DEVELOPMENT AGREEMENT | <input type="checkbox"/> PARCEL MAP |
| <input type="checkbox"/> ANNEXATION | <input type="checkbox"/> FINAL MAP | <input type="checkbox"/> REZONE |
| <input type="checkbox"/> ARCHITECTURAL SITE PLAN REVIEW | <input type="checkbox"/> PRE ZONE | <input type="checkbox"/> SIGN PERMIT |
| <input type="checkbox"/> APPEAL | <input type="checkbox"/> GEN PLAN AMENDMENT | <input type="checkbox"/> TENTATIVE SUBDIVISION MAP |
| <input type="checkbox"/> CERT. OF COMPLIANCE | <input type="checkbox"/> LOT LINE ADJUSTMENT | <input type="checkbox"/> TIME EXTENSION |
| <input type="checkbox"/> CONDITIONAL USE PERMIT | <input type="checkbox"/> LOT MERGER | <input type="checkbox"/> VESTING TENTATIVE SUBDIVISION MAP |
| <input type="checkbox"/> DESIGN REVIEW | <input type="checkbox"/> LOT SPLIT | <input type="checkbox"/> VARIANCE |

(PLEASE TYPE OR PRINT INFORMATION)

APPLICANT: _____ PHONE NO. _____

ADDRESS OF APPLICANT: _____ EMAIL: _____

PROPERTY OWNER: _____ PHONE NO. _____

ADDRESS OF PROPERTY OWNER: _____

PROPERTY ADDRESS: _____

ASSESSOR'S PARCEL NUMBER _____

AREA OF PROPERTY (ACRES OR SQUARE FEET): _____

EXISTING ZONING OF PROPERTY: _____

GENERAL PLAN DESIGNATION OF PROPERTY: _____

DESCRIPTION OF PROJECT (USE ADDITIONAL SHEETS IF
NECESSARY): _____

The applicant will be considered the primary point for all correspondence and contact from the City unless
other arrangements are made in writing.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF PROPERTY OWNER (CONSENT)

DATE

AGREEMENT FOR PAYMENT OF APPLICATION PROCESSING COSTS

FOR CITY USE ONLY:

Address of Project: _____

Total Deposits/Fees Received: _____ Received by: _____ Date: _____

TO BE COMPLETED BY APPLICANT:

TO: City of Waterford
Community Development Department
101 E Street
Waterford, CA 95386

In accordance with City of Waterford Resolution No. 2010-12, additional deposits may be requested by the Planning Director at such time as the initial deposit has been expended. Such requests for additional monies shall be due upon notice by the Director. Failure to deposit requested funds may cause processing delay of the project.

Final payments are due and payable within 30 days. Interest will accrue on all costs unpaid 30 days after all final billing at the maximum legal rate and the City is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts. Surplus deposits will be returned to the applicant upon completion of processing and appeal periods.

If the City is unable to collect all costs from the applicant or the authorized agent, the Property Owner may be responsible for the amount due. The Property Owner understands that delinquent accounts may result in a lien being placed on the property.

Applicant agrees to hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of City in connection with the 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 applicant's project.

Name: _____ Telephone: _____
(Applicant or Authorized Agent)

Address: _____

Signature of Applicant or Authorized Agent: _____

Print Name: _____

Name (Property Owner) _____ Telephone: _____

Address: _____

Signature of Property Owner: _____

Print Name: _____

APPLICATION REQUIREMENTS

<p>Use this table to determine the documents/maps needed to complete your application package. Incomplete application packets will delay the processing of your application.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>x-Information <u>is</u> required.</p> <p>O-Other information <u>may, be</u> required. See Planning Staff.</p> </div>	Uniform Application	Filing Fee	Environmental Questionnaire	Site Plans	Elevations	Floor Plans	Sign Information	Letter of Authorization	Legal Description	Preliminary Title Report	Maps
Annexation	x	x	x					o	x	x	x
Administrative Use Permit	x	x	o	o	o		o	o		o	x
Appeal	x	x		o							o
Certificate of Compliance	x	x							x	x	x
Code Text Amendment	x	x	o					x		x	
Development Agreement	x	x						o	x	x	
Final Map	x	x		x				x	x	x	x
General Plan Amendment	x	x	x					o	o	o	o
Lot Line Adjustment	x	x	x						x	x	x
Lot/Merger/Unmerger	x	x	x						x	x	x
Parcel Map	x	x	x						x	x	x
Planned Development Plan	x	x	x	x	x	o		o		x	o
Pre-zone	x	x	x								o
Rezone	x	x	x								o
Arch. Site Plan Review	x	x	o	x	o	o	o		o	x	
Specific Plan	x	x	x								
Sign Permit	x	x		x			x	x			
Tentative Subdivision Map	x	x	x						o	x	x
Time Extension	x	x									
Conditional Use Permit	x	x	o	x	o	o	o			x	o
Variance	x	x	o	x	o						

PROJECT INFORMATION CHECKLIST

Project Application: All of the following listed items must be included when you submit your application, unless indicated otherwise.

1. (UNIFORM APPLICATION) One (1) completed copy of the uniform application form.
2. (ENVIRONMENTAL QUESTIONNAIRE) One (1) completed copy of the Environmental Questionnaire.
3. (FILLING FEE) Appropriate filling fees (make check payable to City of Waterford)
4. (AGREEMENT TO PAY PROCESSING COSTS) One (1) completed and signed copy of the Agreement to Pay Processing Costs.
5. (SIGN PERMIT APPLICATION) One (1) completed copy of the sign permit application form.
6. (SITE PLANS) One (1) 18x24 inch site plans, one (1) 8 1/2 x11 reduction of the site plan and one (1) electronic copy of the site plan.
7. (ELEVATIONS) One (1) 18x24 inch elevation drawings, one (1) 8 1/2 x11 reduction of the elevation drawings and one (1) electronic copy of the elevation drawings.
8. (FLOOR PLANS) One (1) 18x24 inch floor plan drawings, one (1) 8 1/2 x11 reduction of the floor plans and one (1) electronic copy of the floor plans.
9. (MAPS) One (1) copies of a tentative subdivision or parcel map; the size shall be 18x26 with a marginal line drawn completely around each sheet leaving an entirely blank margin of 1 inch. The scale shall not be less than 1 inch equals 50 feet. One (1) 8 1/2 x 11 inch reduction of the subdivision or parcel map shall also be provided.
10. (HAZARDOUS WASTE DISC. FORM) Hazardous Waste and Substances Site List Disclosure Form, completed and signed.
11. (VICINITY MAP) One (1) vicinity map (8 1/2 x 11) showing the subject property and all properties within 300 feet with the 300-foot radius, clearly shown (see attached example).
12. (LETTER OF AUTHORIZATION) A letter signed by the property owner authorizing representation by a person or agency other than him/herself (if this representation is intended or if the applicant is not the legal property owner).
13. (LEGAL DESCRIPTION) Legal description of the entire project site in a metes and bounds format.
14. (PRELIMINARY TITLE REPORT) Preliminary title report, chain of title guarantee or equivalent documentation not older than six (6) months which shows any and all easements affecting the project site.
15. (EXHIBIT MAP) One (1) Exhibit Map (8 1/2 x11) identifying the proposed Lot Line Adjustment, Parcel Merger or Parcel Unmerger, and all existing features, including but not limited to easements, utilities, and structures.
16. (EXHIBIT DESCRIPTION) Identification of existing and proposed lot area(s).
17. PDF copies of all submittals. Additional copies shall be made available upon request.

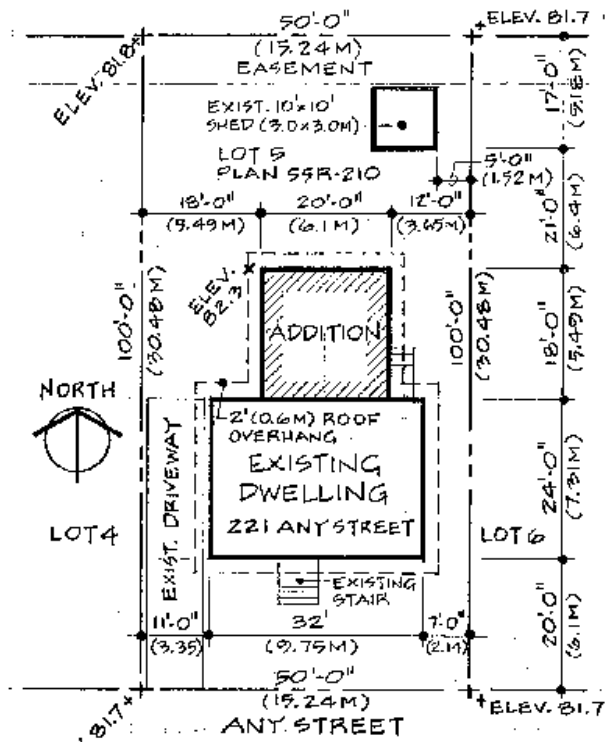
SITE PLAN REQUIREMENTS CHECKLIST

The following listed items must be shown on your site plan before your application will be accepted as complete, unless stated otherwise or if they are inapplicable (as determined by City staff). Plans must be drawn in ink or preprinted.

- ☐ 1. Address and Stanislaus County Assessor's Parcel Number of project.
- ☐ 2. Name, address and telephone number of applicant, architect and/or engineer.
- ☐ 3. Summary legend describing project information including and lot size. For new construction, provide summary of units permitted and proposed building coverage permitted and proposed off-street parking permitted and proposed, unit square footage breakdown.
- ☐ 4. Vicinity Map showing property location to major roads and major landmarks.
- ☐ 5. Scale of plot plan, north arrow, existing property lines and dimensions.
- ☐ 6. Names and full widths of all adjacent streets and alleys (indicate location of any medians and curb cuts).
- ☐ 7. Show location of existing and proposed structures and walls (identify existing as a dashed line and proposed as a solid line).
- ☐ 8. Label the use of all existing and proposed structures and areas.
- ☐ 9. Indicate setbacks, yard areas, distances between structures (setbacks to be measured from ultimate property lines if dedication is required).
- ☐ 10. Show square footage of the structures(s) and percentage of structure coverage in relationship to the entire lot.
- ☐ 11. Show location and dimensions of adjacent street rights-of-way, property lines, building setback lines, sidewalks and easements.
- ☐ 12. Show off-street parking. Designate open parking, carports, garages, include dimensions of parking stalls, maneuvering areas, driveways, specific paving materials; identify all curbing and wheel stops.
- ☐ 13. Show loading areas, including dimensions and screening.
- ☐ 14. Show location of trash enclosures and indicate materials.
- ☐ 15. Show location and size of all existing and proposed signs, walls and fences.
- ☐ 16. Indicate existing and proposed landscape areas. Preliminary landscaping should include trees and major planting areas (specific materials, sizes and numbers will be required on detail plans following Planning Commission or City Council approval).
- ☐ 17. Show exterior lighting proposed.
- ☐ 18. Show location and general dimensions of any existing irrigation facilities, natural drainage ways and storm drainage facilities on the site, including any proposed modifications.
- ☐ 19. Show size and species of all trees 6 inches and greater in diameter at 3 feet. Indicate whether to be removed or retained.
- ☐ 20. Show location of curb cuts on neighboring properties; and industrial zones, within 300 feet of adjacent properties and properties across the street.
- ☐ 21. Location of buildings on adjacent properties (sides and rear) within 25 feet of the project site.
- ☐ 22. Include development-phasing schedule (if proposed and/or applicable), including those portions of the project included in each phase, and estimated start and completion dates.

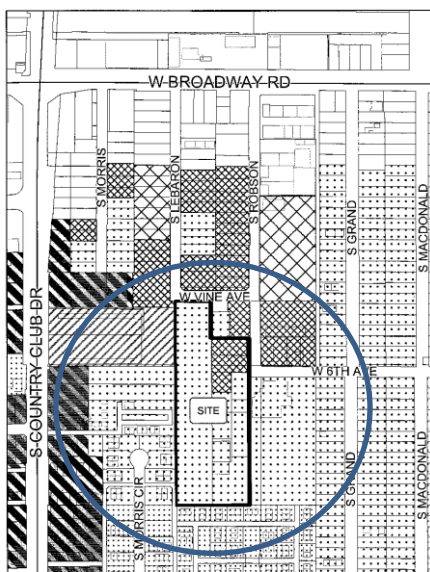
SITE PLAN

SITE PLANS MUST SHOW:



1. Title block (name of applicant and date drawn)
2. Scale and North arrow
3. Property lines and dimensions of lot.
4. Locations of existing and proposed building.
5. Proposed use of all buildings.
6. Street locations and widths.
7. Easement locations, purposes and widths.
8. Location of existing and proposed access, driveways and curb cuts.
9. Location of existing and proposed parking spaces and widths numbered.
10. Fence locations
11. Sign locations
12. Landscaping to include trees and major plantings only.
Trash collecting areas
13. Exterior lighting.
14. Existing vegetation.

VICINITY MAP



Vicinity Maps must show parcels and land uses within 300' of the subject site.

ELEVATIONS



Elevations Must Show

1. Buildings existing and proposed) as seen from all four directions.
2. Heights and other dimensions of existing and proposed buildings.
3. Location, dimensions and materials/colors of all signs.
4. Fence/wall locations, heights and material. Fences/walls (patio, pool, parking lot, etc.) should match building architecture, including trim boards, color, etc.
5. Building materials and colors.
6. Mechanical equipment and appurtenances including roof vents, air conditioner gas and water meters, electrical boxes, etc.
7. Exterior lighting.
8. Carport details (fascia materials to match building architecture, etc.)
9. Site Plan Review (SPR) applications should as a minimum contain one street side elevation; conditions use permit application must show all elevations.

Note: Elevations must not show site or background details (e.g. mounding, trees, plantings, mountains, etc.)

REQUIRED DETAILS OF MAPS AND PLANS

Below are items which may be required to be submitted with the application. Items that are not pertinent to the request may be omitted with staff approval; however, all relevant information must be included. Plans that are incomplete may delay application processing.

LOCATION MAP: Dimensioned map showing the subject properties and surrounding properties within 300 feet of the subject property. An Assessor's parcel page or City street map may be acceptable if it shows the proper information.

SITE PLAN: Location, size, shape and proposed use of all structures and improvements on the site, including (1) square footage devoted to buildings, (2) location and height of walls and fences, (3) facilities for the handicapped, (4) trash enclosures, (5) pedestrian and vehicular circulation patterns including points on ingress and egress, building entrances and exits, location and dimension of streets, walks and bikeways (6) dimensions, number and arrangement of parking spaces and loading areas, (7) exterior lighting and (8) location and sizes of signs.

PROJECT ELEVATIONS: Drawings of the front, back and side views of all proposed buildings with enough details to show design. Exterior materials and colors must also be shown.

PARCEL MAP AND RECORD OF SURVEY: Maps shall be prepared by a registered civil engineer or licensed surveyor and contain the appropriate information required by the Subdivision Map Act.

LANDSCAPE PLAN: Shows all information listed under the site plan for the entire Planned Development zone.

SIGNING PLAN: Location of signs and other outdoor advertising with sign elevations, colors and materials.

EXAMPLES OF CONSTRUCTION MATERIALS: On 8 ½ x11 cardboard, affix samples of actual paint color, stain, roofing and fencing color and any other descriptive elements of the project. Paint and stain colors can be paint/stain chips available at hardware stores. The purpose of the materials board is to show an exact reproduction of the colors involved.

SEQUENTIAL STEPS IN THE APPLICATION PROCESS

FOR SUBDIVISION APPLICATIONS

(Tentative Maps, Final Maps and Parcel Maps)

- Applicant has preliminary discussion with a staff member to discuss the project
- Applicant submits appropriate application, maps, fees and any other information required to the Planning Department.
- Planning staff prepares Environmental documents and staff reports.
- Planning staff schedules a public hearing date.
- Public hearing meeting is held and the approving agency approves or denies the request.
 - If an appeal is made, the applicant may appeal within 10 days of action.
 - If a request requires Planning Commission and City Council approval, staff prepares a report and City Council holds a public hearing and either approves or denies recommendations from the Planning Commission.
- City notifies applicant of actions taken.
- If request is approved, applicant prepares improvement plans and submits Final Map.
- Engineering Department reviews plans and notifies applicant of any corrections.
- Applicant posts bonds and submits corrected plans (if needed)
- City Council approves subdivision map, Engineering Department records map.

FOR ALL OTHER PLANNING DEPARTMENT APPLICATIONS

- Applicant has preliminary discussion with a staff member to discuss the project
- Applicant submits appropriate application, maps, fees and any other information required to the Planning Department.
- Planning staff prepares Environmental documents and staff reports.
- Planning staff schedules a public hearing date.
- Public hearing meeting is held and the approving agency approves or denies the request.
 - If an appeal is made, the applicant may appeal within 10 days of action.
 - If a request requires Planning Commission and City Council approval, staff prepares a report and City Council holds a public hearing and either approves or denies recommendations from the Planning Commission.
- City notifies applicant of actions taken.

ENVIRONMENTAL QUESTIONNAIRE

(To be completed by Applicant)

This document will assist the Planning Department in evaluating the proposed project and its potential environmental impacts. Complete and accurate information will facilitate the environmental assessment and review, and will minimize future requests for additional information. Please contact the Planning Department, City of Waterford, 320 "E" Street, Waterford, CA 95386 (209) 874-2328 if there are any questions concerning environmental issues or zoning.

APPLICANT'S STATEMENT OF INTENT (DESCRIBE THE PROPOSED PROJECT):

Note: The Statement of Project Intent is important for the purpose of CEQA analysis.

SUBDIVISION NAME OR PROPOSED COMMON NAME OF PROJECT:

PROPERTY OWNER'S NAME:

Mailing Address:

Telephone: Business _____ Home _____

APPLICANT'S NAME (If Different from Property Owner):

Phone (____) _____ - _____

Mailing Address:

PROJECT SITE INFORMATION:

Property Address or Location: _____

Property Assessor's Parcel Number: _____

Property Dimensions: _____

Property Area: Square Footage _____ Acreage _____

Site Land Use: Undeveloped/Vacant _____ Developed _____

If developed, give building(s) square footage _____

Existing Zoning of Project Site _____

Proposed Zoning (if applicable)

General Plan Designation _____

Proposed General Plan Designation (If applicable) _____

DESCRIBE ADJACENT ZONING AND EXISTING LAND USE WITHIN 300 FEET OF PROJECT SITE:

ZONE - EXISTING LAND USE (i.e., residential, commercial, industrial)

North _____

South _____

East _____

West _____

PROJECT CHARACTERISTICS
Site Conditions

Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects (if applicable):

Are there any trees, bushes or shrubs on the project site? _____ Are any to be removed? _____ If yes, attach site plan indicating location, size and type of all trees, bushes and shrubs on the site that are proposed for removal.

Will the project change waterbody or ground water quality or quantity, or alter existing drainage patterns? _____ If yes, explain: _____

If there are structures on the project site, attach site plan indicating location of structures and provide the following information:

Present Use of Existing Structure(s) _____

Proposed Use of Existing Structure(s) _____

Are any structures to be moved or demolished? _____ If yes, indicate on site plan which structures are proposed to be moved or demolished. _____

Describe Age, Condition; Size, and Architectural Style of all existing on-site structures (include photos):

Proposed Building Characteristics

Size of New Structure(s) or Building Addition(s) in gross sq. ft. _____

Building Height in feet (measured from ground to highest point): _____

Height of other appurtenances, excluding buildings, measured from ground to highest point (i.e. antennas, mechanical equipment, light poles, etc.): _____

Project Site Coverage:	Building Coverage:	Sq.Ft. _____
	Landscaped Area:	Sq.Ft. _____
	Paved Surface Area:	Sq.Ft. _____
	Total:	Sq.Ft. _____ 100%

Exterior Building Materials:

Exterior Building Colors:

Roof Materials:

Total Number of Off-Street Parking Spaces Provided:

(If not on the project site, attach a Signed Lease Agreement or Letter of Agency)

Describe the type of exterior lighting proposed for the project (height, intensity):

Building:

Parking:

Est. Construction Starting Date _____ Est. Completion Date _____

If the proposal is a component of an overall larger project describe the phases and show them on the site plan:

Residential Projects

(As applicable to proposal)

Total Lots _____ Total Dwelling Units _____ Total Acreage _____

Net Density/Acre _____ Gross Density/Acre _____

	Single Family	Two Family Duplex	Multi-Family Apartment	Multi-Family Condominium
Number of Units	_____	_____	_____	_____
Acreage	_____	_____	_____	_____
Square Feet/unit	_____	_____	_____	_____
For Sale or Rent	_____	_____	_____	_____
Price Range	_____	_____	_____	_____
Type of Unit:	_____	_____	_____	_____
Studio	_____	_____	_____	_____
1 Bedroom	_____	_____	_____	_____
2 Bedroom	_____	_____	_____	_____
3 Bedroom	_____	_____	_____	_____
4+ Bedroom	_____	_____	_____	_____

Commercial. Industrial. Manufacturing or Other Project **(Complete as Applicable to the Proposal)**

Type of

Use(s) _____

Expected Influence: Regional _____ Citywide _____ Neighborhood _____

Days and Hours of Operation: _____

Total Occupancy/Capacity of Building(s): _____

Total Number of Fixed Seats: _____ Total Number of Employees: _____

Anticipated Number of Employees Per Shift: _____

Square Footage of: Office Area _____ Warehouse Area _____

Sales Area _____ Storage Area _____ Loading Area _____

Total Number of Visitors/Customers on site at any one time: _____

Other Occupants (If Applicable) _____

Will the proposed use involve any toxic or hazardous materials or waste? (Explain): _____

List any permits or approvals required for the project by state or federal agencies:

PROJECT IMPACTS

(Please compute each specific impact issue per the following criteria)

Traffic

Weekday Trip End Generation Rates (100%Occ.)

Land Use

Single Family	10.0 trips/dwelling unit
Patio Homes/Townhomes	7.9 trips/dwelling unit
Condominiums	5.1 trips/dwelling unit
Apartments	6.0 trips/dwelling unit
Mobile Homes	5.4 trips/dwelling unit
Retirement Communities	3.3 trips/dwelling unit
Motel/Hotel	11 trips/room
Fast-Food Restaurant	553.0 trips/1,000 s.f bldg. area
Retail Commercial	51.3 trips/1,000 s.f. bldg. area
Shopping Center	115 trips/1,000 s.f. bldg. area
Sit-Down Restaurant	56 trips/1,000 s.f bldg. area
General Office	12.3 trips/1,000 s.f. bldg. area
Medical Office	75 trips/1,000 s.f bldg. area
Institutions (Schools/Churches)	1.02 trips/student or 18.4 trips/1,000 s.f bldg. area
Industrial Plant <500,000 s.f	7.3 trips/1,000 s.f bldg. area or 3.8 emp
Industrial Warehouse	5.0 trips/1,000 s.f bldg. area or 4.2 emp.

Projected Vehicle Trips/Day: _____

What are the nearest major streets? _____

Distance from _____

Project? _____

Amount of off-street parking provided: _____

If new paves surfaces are involved, describe them and give amount of square feet involved: _____

Water

Land Use

Single-Family Residential	800 gallons/day
Multi-Family Residential	300/3 bd unit; 533/2 bd unit; 267/1 bd unit
Offices	100 gallons/day/1,000 s.f floor area
Retail Commercial	100 gallons/day/1,000 s.f floor area
Service Commercial/Industrial	Variable-Please describe the water requirements for any service commercial or industrial uses in your project. _____

Estimated gallons per day: _____

Source of Water: _____

Sewage

Land Use

Single-Family Residential
Multi-Family Residential
Commercial
Office
Industrial

Estimated Sewage Generation Rates (gal/day)

300 gallons/day/unit
200 gallons/day/unit or 100 gallons/day/resident
100 gallons/day/1,000 s.f. floor area
100 gallons/day/1,000 s.f. floor area
Variable-Please describe the sewage requirements
for any industrial uses in your project.
(General projection = 2,500
gallons/day/acre)_____

Estimate the amount (gallons/day) sewage to be generated_____

Describe the type of sewage to be
generated:_____

Will any special or unique sewage wastes be generated by this development?_____

Solid Waste

Land Use

Single-Family Residential
Multi-Family Residential
Commercial
Industrial

Estimated Solid Waste Generation (lb/day)

10.96 lbs./day/res.
7.37 lbs./day/unit
50 lbs./500 s.f. floor area

Variable-Please describe the projected solid waste to be generated by your project._____

Type: _____ Amount: _____

NOTE: If the project site is on or near a Historical Site, Archaeological Site, Landfill Site, River, Floodplain, Freeway, Railroad, or Airport, then specific technical studies may be required. Applicants are encouraged to contact the Planning Department at the Earliest Possible Opportunity to determine the possible need and scope of such studies.

As the applicant/agent for this proposal, I hereby state that, to the best of my knowledge, the above answers and statements are true and complete.

Signature of Applicant/Agent

Date

Print or Type Name and Title of Applicant/Agent

Date

HAZARDOUS WASTE AND SUBSTANCES SITE DISCLOSURE

Pursuant to California Government Code Section 65962.5(e): "Before a local agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the "lists" sent to the appropriate City or County and shall submit a signed statement to the local agency indicating whether the project site is located on a site which is included on any of the lists compiled pursuant to this section. If the site is included on a list, the list shall be specified on the statement."

Note: The Hazardous Waste and Substances Site List is available for review at the Community Development Department. Please contact the Community Development Department for assistance. Also, please refer to the following website for more specific information:

<http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm>

I HEARBY CERTIFY THAT:

The project is located on a site which is included on one or more of the list compiled pursuant to California Government Code Section 65962.5(e). The site is included on the following list(s)
_____ specified below:

OR,

The project is not located on a site which is included on one or more of the list compiled pursuant
_____ to California Government Code Section 65962.5(e).

I hereby certify that the statement furnished above presents the information required by California Government Code Section 65962.5 (e) to the best of my ability and that the statement and information presented is true and correct to the best of my knowledge and belief.

Signature

Date

Name (Printed)