

# PLANNING APPLICATION

## Project & Applicant Information



### PROPERTY INFORMATION

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

Assessor Parcel Number (APN): \_\_\_\_\_

### LOT COVERAGE INFORMATION

Total Property Size: \_\_\_\_\_ Square Feet

	EXISTING		PROPOSED	
	Sq. Ft.	%	Sq. Ft.	%
Building Footprint: _____	_____	_____	_____	_____
Hardscape (impermeable: concrete, asphalt): _____	_____	_____	_____	_____
Landscape (permeable: turf, gravel, dirt): _____	_____	_____	_____	_____

### PROJECT DESCRIPTION

Describe the existing development on site including all existing uses, parking, and size of buildings:

Explain the proposed project including size of additions and any new buildings, units, or uses:

### RELEVANT APPLICATIONS & PERMITS

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Appeal                   | <input type="checkbox"/> General Plan Amendment          | <input type="checkbox"/> Tree Removal         |
| <input type="checkbox"/> Conceptual Review        | <input type="checkbox"/> General Plan Consistency        | <input type="checkbox"/> Tentative Map        |
| <input type="checkbox"/> Conditional Use Permit   | <input type="checkbox"/> Historic Preservation/Mills Act | <input type="checkbox"/> Two Unit (SB9)       |
| <input type="checkbox"/> Density Bonus            | <input type="checkbox"/> Lot Line Adjustment/Merger      | <input type="checkbox"/> Utility Certificate  |
| <input type="checkbox"/> Design Review            | <input type="checkbox"/> Lot Split (SB9)                 | <input type="checkbox"/> Vacation of Easement |
| <input type="checkbox"/> Development Agreement    | <input type="checkbox"/> Modification-Final/Parcel Map   | <input type="checkbox"/> Variance             |
| <input type="checkbox"/> Entitlement Extension    | <input type="checkbox"/> Rezoning                        | <input type="checkbox"/> Williamson Act       |
| <input type="checkbox"/> Environmental Assessment | <input type="checkbox"/> Subdivision                     | <input type="checkbox"/> Zoning Clearance     |

## PROJECT TEAM INFORMATION

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### APPLICANT

Applicant Name: \_\_\_\_\_

Company / Firm: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

PROPERTY OWNER OF RECORD  SAME AS APPLICANT  DIFFERENT FROM APPLICANT

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

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

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### AGENT / REPRESENTATIVE

Main Contact Name: \_\_\_\_\_

Company / Firm: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

OTHER E.G. ARCHITECT, ENGINEER, CONSULTANT

Main Contact Name: \_\_\_\_\_

Company / Firm: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

OTHER E.G. ARCHITECT, ENGINEER, CONSULTANT

Main Contact Name: \_\_\_\_\_

Company / Firm: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### NOTES

## CONDITIONS OF APPLICATION

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1. All materials and representations submitted in conjunction with this form shall be considered a part of this application.
2. The applicant shall inform the Planning Department in writing of any changes.
3. This application will not be considered filed, and processing may not be initiated until the planning department determines that the submittal is complete with all necessary information and is "accepted as complete." The city will notify the applicant of all application deficiencies no later than 30 days following application submittal. Materials submitted when the Planning offices are closed (e.g., weekends or holidays) will be deemed received on the first business day following the closure.
4. The property owner and applicant authorize the Planning Department to reproduce plans and exhibits as necessary for the processing of this application and understand that this may include circulating copies of the reduced plans for public inspection; and/or posting plans as part of the city's public hearing agenda; and/or posting on the city's on-line permit management system.

## PROPERTY OWNER AGREEMENT

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I hereby consent to the filing of this application and agree to pay processing fees in the event of the applicant's failure to pay said fees. I understand that failure to pay all accumulated fees by the time of the public hearing may result in a continuance. I authorize the listed agent(s) and/or other representative(s) to appear before staff, the planning commission, and the city council to file applications, plans, and other information on my behalf. I hereby authorize employees of the City of Calistoga to enter upon the subject property, as necessary, to inspect the premises and process this application. I have read and agree with all of the above. The above information and attached documents are true and correct to the best of my knowledge.

**PROPERTY OWNER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## AUTHORIZED AGENT AGREEMENT

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I am authorized and empowered to act as an agent on behalf of the owner(s) of record on all matters relating to this application. I agree to pay the city any and all processing fees imposed by city council resolution, including the establishment and use of a developer deposit account. I understand that fees include, but are not limited to: staff time billed at an hourly rate; required consultant and city attorney service billed rates; production or reproduction of materials and exhibits; public notice advertisements; and postage. I agree to defend, indemnify, and hold the city, its agents, officers, and employees harmless from any claim, action, or proceeding to attack, set aside, void, or annul and approval of the city concerning the project, as long as the city promptly notifies me of any such claim, action or proceedings and the city cooperates fully in the defense. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application.

**AUTHORIZED AGENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## DIGITAL SIGNATURE DISCLOSURE

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I understand and agree that (i) electronically signing and submitting any document(s) to the City of Calistoga legally binds me in the same manner as if I had signed in a non-electronic or non-digital form, and (ii) the electronically stored copy of my signature, any written instruction or authorization and any other document provided to me by the City of Calistoga, is considered to be the true, accurate and legally enforceable record in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. I agree not to contest the admissibility or enforceability of the City of Calistoga's electronically stored copy of any other documents

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

