CITY OF VISALIA
PLANNING DIVISION PERMIT
APPLICATION

DATE STAMP

PERMIT APPLICATION(S):

Check all permits being applied for with this application.

____ CONDITIONAL USE PERMIT
____ AMENDMENT TO EXISTING CUP
__X__ ZONING VARIANCE
____ NOISE VARIANCE
____ CHANGE OF ZONE
____ ANNEXATION

____ LOT LINE ADJUSTMENT
____ TENTATIVE PARCEL MAP
____ TENTATIVE SUBDIVISION MAP
____ GENERAL PLAN AMENDMENT
____ SPECIFIC PLAN AMENDMENT

Staff Use Only
Project Number(s) _____
_____
_____
_____

Planning Commission Date:

Name of Applicant:

_____

Short title or name of proposed project:

_____

Summary description of the proposed project:_____

_____

_____

_____

SITE:

Site Plan Review number(s) _____

Date of SPR Committee revise & precede authorization _____

Address or nearest major street intersection _____

APN(s) _____

Existing Zone _____ Existing General Plan Land Use Designation _____

Proposed Zoning Designation _____

Proposed Land Use Designation _____

Site area (acres, or square feet if less than one acre) _____

Existing streets directly adjacent to the site _____

Existing use(s) _____

Existing improvements/structures _____

PROPERTY OWNER(S):

If more than two owners, please provide information and signature(s) on a separate sheet.

Name (print) _____ Name (print) _____

Mailing Address _____ Mailing Address _____

Phone _____ Phone _____

Statement: I/We declare under penalty of perjury that I am/we are the legal owner(s) of the property involved in this application. I/We authorize the person named in this application as the Project Main Contact to act as my/our representative with City Staff regarding the processing of this application.

_____ _____
Date Property Owner Signature

_____ _____
Date Property Owner Signature

PROJECT MAIN CONTACT/REPRESENTATIVE:

(This is the person who will be the main contact with City Staff, and will receive all correspondence.)

Name (print) _____

Firm/Company _____

Mailing Address _____

Phone _____ Fax _____ E-Mail _____

Statement: I will be the main contact and representative of the proposed project with City Staff during the processing of this application. I declare under penalty of perjury that all statements and documents submitted with this application are true and correct to the best of my knowledge.

Date _____ Project Main Contact/Representative Signature _____

OTHER INVOLVED PARTIES:

Fill in all that apply.
Is the property currently in escrow? If so, to whom? _____
(Write "none" if property is not in escrow.)

Developer/Builder _____

Mailing Address _____

Phone _____ Fax _____

Contractor _____

Engineer _____

Architect _____

NAMES OF PRINCIPALS, PARTNERS, AND/OR TRUSTEES:

List the names of any and all principals, partners, and/or trustees where any property owner or developer/builder is a corporation, partnership, or trust. For corporations provide names of officers and directors. For trusts provide names of trustees and beneficiaries.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CITY OF VISALIA
PLANNING DEPARTMENT
ENVIRONMENTAL CONDITIONS
REQUIRED FOR ALL PROJECTS

SITE CHARACTERISTICS:

Flood Zone Designation: _____ Height Of Required Minimum Building Elevation: _____

Is The Project Site Within A:

Historic District: Yes / No

Specific Plan Or Master Plan Area: Yes / No (If Yes, Name) _____

Special Study Area: Yes / No (If Yes, Name) _____

Agricultural Preserve: Yes / No

Williamson Act Contract: Yes / No: If Yes, Preserve #_____ Contract #_____ _____

Has A Notice Of Non-Renewal Been Filed? Yes / No Date Filed: _____

Please Check All Items Applicable To The Project:

_____ Mature Oak Trees On Site Or Within Forty Feet Of The Site

_____ Within Protected Species Or Habitat Area

_____ Evidence of Hazardous Waste Or Previous Hazardous Uses Or Processes Occurring On Site

_____ Waterways Adjacent To The Project Site, And/Or Any Planned Changes In Streams, Waterways, Rivers, Ditches

_____ Known Cultural Resources On Site

_____ Within ¼ Mile Of Any School

_____ Increase In Light Or Glare To Immediate Vicinity After Project Is Completed

_____ Increase In Noise To Immediate Vicinity After Project Is Completed

_____ Within Two Miles Of An Airport

CITY OF VISALIA
PLANNING DEPARTMENT
VARIANCE/EXCEPTION SUPPLEMENTAL APPLICATION

VERSION 8/29/08 SUPERSEDES ALL PREVIOUS VERSIONS

ACTION DESCRIPTION

Variance Being Requested:_____

Existing Code Standard(s):_____

Details of Variance/Exception Requested: **(On a separate attached sheet, please provide the applicant's reasoning and analysis pertaining to each of the five required findings that justify the Variance request. Staff's analysis and recommendations on the Variance request will be based in large part on the applicant's analysis for each of the following required findings. EACH FINDING MUST HAVE A SEPARATE JUSTIFICATION. DO NOT COMBINE ALL FIVE FINDINGS INTO ONE NARRATIVE. DESCRIBE EACH OF THE FIVE FINDINGS SEPARATELY.)**

THE PLANNING COMMISSION MUST MAKE THESE FINDINGS FOR A **VARIANCE** TO BE APPROVED:

1. That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary hardship inconsistent with the objectives of the zoning ordinance;
2. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved which do not apply generally to other properties classified in the same zone;
3. That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zone;
4. That the granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zone;
5. That the granting of the variance will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.

THE PLANNING COMMISSION MUST MAKE THESE FINDINGS FOR A **SIGN VARIANCE** TO BE APPROVED:

1. That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary hardship inconsistent with the purposes of the sign and zoning;
2. That there are exceptional or extraordinary circumstances or conditions applicable to the property involved which do not apply generally to other properties classified in the same zone;
3. That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zone;
4. That the granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zone;
5. That the granting of the variance will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity.

THE PLANNING COMMISSION MUST MAKE THESE FINDINGS FOR AN **EXCEPTION** TO BE APPROVED:

1. That the granting of the exception will not be detrimental to the public health, safety or welfare, or materially injurious to properties or improvements in the vicinity;
2. That the granting of the exception does not create an obstructed visibility that will interfere with traffic safety in the public right-of-way or to adjacent properties;
3. That the exception proposal becomes an integral part of the existing site development (e.g., design, material, contour, height, distance, color, texture).

PROVIDE THE FOLLOWING

_____ Site Plan (8.5" x 11") Drawn To Scale with Complete Information

_____ Building Elevations (if height variance/exception is requested)

_____ Sign Program (if sign variance is requested)

No. _____

NOISE ORDINANCE VARIANCE APPLICATION

Applicant: _____ Phone: _____

Applicant Address: _____

Business Name/Address (if applicable) _____ Phone: _____

Address/Location(s) where variance is needed - attach additional sheet if necessary and include the uses within the affected area (such as residential, commercial, etc.): _____

_____

Actions already taken to comply with Ordinance: _____

_____

Reason variance is needed: _____

_____

Length of time for which a variance is requested: _____

Decibel level of noise source, as verified by (1) a licensed acoustical engineer (attach verification) _____

_____ or (2) Community Development staff _____ Fee: _____

Recommendation/alternatives from acoustical engineer to support variance, if applicable: _____

_____

Duration of noise for which a variance is requested: Decibel level _____ Minutes: _____

Hours of operation for which a variance is requested: _____

Make, age and useful life of existing equipment: _____

_____

Is there equipment (or accessories) available that would help alleviate the noise level? _____

_____

If so, are there plans to acquire this equipment/accessory? _____

If equipment/accessory is available and there are no plans to acquire it, why not? _____

_____

I, _____ declare under penalty of perjury, that I have completed this application and all other documents to the best of my ability, and all statements and documents are true and correct to the best of my knowledge. I also declare under penalty of perjury that I am the legal owner, lessee or authorized agent of the property(ies) involved in this application.

Applicant Signature: _____ Date: _____

LIST OF APPLICATION MATERIALS

The following is a list of what materials are required for a complete application. Since each project is unique, each project submittal is reviewed individually. Your project will begin to be processed when the application is complete.

1. **Completed Application Form**. Please note that a legal description of the property is required. The address or assessor's parcel number is not an acceptable legal description. Please also note that a full and detailed written description of the proposal is needed. Include all information pertinent to the proposal (number of residential units, number of employees, hours of operation, square footage of proposed buildings, etc.).
2. **Completed Environmental Check List**. This form is not typically required for variance requests. For other requests, please answer all questions to the best of your knowledge. Please answer all questions even though you feel it may not apply to your project. Staff will prepare an initial study once the application has been accepted as complete. If a more extensive environmental review is required you will be notified within 30 days of submittal of a complete application. Additional fees will be required for a more extensive environmental review.
3. **Completed Agency Authorization Form**. If you are not the property owner of record it is required that the owner authorize you to act as his/her agent. Please also note that land use approvals run with the land rather than the person and therefore being in escrow on a property does not necessarily imply property owner's consent to file an application. "Property owner" means the party whose name appears on the deed. It is not sufficient to have approval of only the party who may have the property in escrow. Failure to secure approval of the "property owner" may invalidate the application.
4. **Complete Hazardous Waste and Substance Sites List Form**. State law requires that applicants review the list of Hazardous Waste and Substance Sites List, which is available at the Planning Counter, and complete a form, which indicates whether or not the subject property is on the list.
5. **Site Plan Review**. If your application involves construction, site plan review is required prior to submittal for Commission consideration and prior to acceptance of applications as complete. Please check with Planning Division to verify that site plan review is required.
6. **Exhibits and Plans**. Plans and exhibits may be required for staff and Commission review. Full size plans (see below for the number) and **one set of 8-1/2" x 11" reduction of the plans** are required to be submitted with the application. The reduction needs to be clear and readable and suitable for recordation. Your application will be reviewed after submittal to determine if additional data is required. Generally, if the project involves construction, site plans and conceptual elevations will be required. A color and material pallet may be required on major development proposals. Any material you wish the Commission to consider, as a part of your application, needs to be submitted along with the application forms. You are, of course, welcome to present material to the Commission during the hearing; however, it will be treated as new information rather than as a part of the application, and it may cause the hearing to be continued so that the new information can be thoroughly reviewed.

Number of Full Size Plans Required

Conditional Use Permit, Variance/Exception, Change of Zone - 9
Lot Line Adjustments - 4
Tentative Parcel Maps - 25
Tentative Subdivision Maps - 34

7. **Filing Fees**. Filing fees are required to be submitted prior to applications being reviewed for completeness. Fee schedules are available in the Planning Division or will be mailed upon request.
8. **Other Required Material**. Additional material may be required in order for your application to be complete. These items are generally indicated through the Site Plan Review process. However, if additional information is required applicants will be notified of additional required information within 30 days of the initial submittal date.
9. **Filing the Application**. It is highly recommended that you make an appointment with a planner to submit your application. They will review the application with you to go over the materials so you may be aware of any major items still needed. Every attempt will be made to identify outstanding materials during the appointment. You will be notified within 30 days if anything else is needed. If you are unable to make an appointment, a planner will review your submitted application and notify you within two days if anything is needed to complete the application.

If you have any questions regarding how this criterion may apply to a specific project, please do not hesitate to call the Planning Division (713-4359).

AGENCY AUTHORIZATION

OWNER:

I, _____, declare as follows:
(Owners Name)

I am the owner of certain real property bearing assessor's parcel number (APN):

_____ _____

_____ _____

_____ _____

AGENT:

I designate _____, to act as my duly authorized
(Agent's Name) (Please type or print)

agent for all purposes necessary to file an application for, and obtain a permit to

_____
(Action Sought)

relative to the property mentioned herein.

I declare under penalty of perjury the foregoing is true and correct.

Executed this _____ day of _____, 20_____.

OWNER	AGENT
_____ (Signature of Owner)	_____ (Signature of Agent)
_____ (Owner Mailing Address)	_____ (Agent Mailing Address)
_____	_____
_____ (Owner Telephone)	_____ (Agent Telephone)

APPROVED:
CITY OF VISALIA

By: _____ Date: _____
(Signature)

*NOTE: OWNER'S SIGNATURE MUST BE NOTARIZED. Attach acknowledgment of signature(s) by Notary Public.

VISALIA PLANNING DIVISION
SUPPLEMENT A

Project Name: _____
Proponent's Name: _____

ENVIRONMENTAL INFORMATION

1. EXISTING ENVIRONMENTAL SETTINGS:

   a. Present use of the site:

   _____

   _____

   b. Describe the existing environment. Include information regarding topography, plant life, animals, and any cultural, historical, or scenic aspects. Describe any existing structures on the site and their use. (Attach additional sheets if necessary.)

   _____

   _____

   _____

   _____

   _____

   c. Describe surrounding properties including information regarding land use and natural features:

   _____

   _____

   NORTH: _____

   _____

   SOUTH: _____

   _____

   EAST: _____

   _____

   WEST: _____

   _____

2. ENVIRONMENTAL IMPACTS:

Are the following items applicable to the project? NOTE: All items checked YES and MAYBE should be explained. Please attach explanations as necessary.

YES	MAYBE	NO		
_____	_____	_____	a.	Change in the existing features of any streams, lakes or hills, or substantial alteration of ground contours?
_____	_____	_____	b.	Change in stream, river or ground water quality or quantity, or alteration of existing drainage patterns?
_____	_____	_____	c.	Change in air quality including change in dust, ash, smoke, fumes, or odors in the vicinity?
_____	_____	_____	d.	Change in plant life including reduction of any rare or endangered species, or reduction in land currently in agricultural use?
_____	_____	_____	e.	Change in animal life including changes in diversity/number of species and impacts to rare or endangered species?
_____	_____	_____	f.	Increase in existing noise levels or exposure of people to severe noise levels?
_____	_____	_____	g.	Increase in light or glare within the vicinity?
_____	_____	_____	h.	Increase in significant amounts of solid waste or litter?
_____	_____	_____	i.	Change in planned land use for the area including changes in population density, character, or housing demand?
_____	_____	_____	j.	Change in the rate of use or depletion of any natural resources?
_____	_____	_____	k.	Substantial increase or impact to vehicle movement, parking or transportation system?
_____	_____	_____	l.	Substantial impact to public services such as police, fire, schools, parks, or street maintenance?
_____	_____	_____	m.	Impact to or alteration to existing utilities?
_____	_____	_____	n.	Substantial increase in energy consumption?
_____	_____	_____	o.	Impact to human health or exposure of people to potential health hazards?
_____	_____	_____	p.	Change in scenic views or vistas?
_____	_____	_____	q.	Alteration of significant archaeological, historical site or structure?

SUPPLEMENTAL INFORMATION FOR APPLICATIONS FOR ANY DEVELOPMENT PROJECT

Section 65962.5(f) of the California Government Code states:

> (f) Before a lead 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 and any alternatives are located on a site which is included on any of the lists compiled pursuant to this section and shall specify any list. If the site is included on a list, and the list is not specified on the statement, the lead agency shall notify the applicant pursuant to Section 65943.

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

The development project and any alternatives proposed in this application are contained on the lists compiled pursuant to Section 65962.5 of the Government Code. Accordingly, the project applicant is required to submit the following signed statement:

I have reviewed the "Identified Hazardous Waste Sites" list dated _____, 19 ___, and state that:

The site(s) of the project subject to this application ☐ is ☐ is not on the "Identified Hazardous Waste Sites" list.

Name of applicant: _____

Applicant's Address: _____

Phone number: _____

Address of site: _____
(street name and number if available, and ZIP Code):

Local agency (city/county): _____

Assessor's book, page, and parcel number: _____

Specify any list pursuant to Section 65962.5 of the Government Code: _____

_____

Regulatory identification number: _____

Date of list: _____

CERTIFICATION:

I hereby certify that the information furnished herein presents to the best of my knowledge and belief, true and correct facts, statements, and information, and that I am the owner, or the authorized agent of the owner, of the subject property.

Signed: _____ Date: _____

Complete this form for all types of permits, *except* building permits.