



## Master Uniform Application

### I. Type of Application

- |                                                     |                                                 |                                                  |                                                   |
|-----------------------------------------------------|-------------------------------------------------|--------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Annexation                 | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> General Plan Amendment  | <input type="checkbox"/> Precise Development Plan |
| <input type="checkbox"/> Site Plan Review (Non SFR) | <input type="checkbox"/> Specific Plan          | <input type="checkbox"/> Williamson Act Contract | <input type="checkbox"/> Zone Variance            |
| <input type="checkbox"/> Zone Change                | <input type="checkbox"/> Zone Text Amendment    | <input type="checkbox"/> Parcel Map Waiver       | <input type="checkbox"/> Lot Line Adjustment      |
| <input type="checkbox"/> Parcel Map                 | <input type="checkbox"/> Tract Map              | <input type="checkbox"/> Reversion to Acreage    | <input type="checkbox"/> Other: _____             |

### II. Submittal Requirements

All items identified below must be included in the application packet. If any items are missing, the application will not be accepted.

#### ACCEPTANCE OF AN APPLICATION DOES NOT GUARANTEE PROJECT APPROVAL.

- ☐ Completed Master Uniform Application
- ☐ Detailed Project Description
- ☐ One (1) Preliminary Title Report, not less than two months old, for all subject properties
- ☐ Payment of Filing Fees (contact the Community Development Department for fees due)
- ☐ Signed Billing Authorization Form (if applicable, required for all deposit based fees)
- ☐ Submittal Checklist corresponding with application type identified above

**CONSENT OF APPLICANT AND PROPERTY OWNER:** The consent of the applicant and property owner, if not the applicant, is required for filing an application for a land use development permit within the City of Wasco. The signatures of the applicant and property owner(s) below constitute consent for filing of this application.

**INCOMPLETE APPLICATIONS:** The completeness of this application, which includes accompanying plans, shall be subject to the review of the Community Development Department. Applications for any of the above listed actions, and other actions as deemed necessary by the Community Development Department, shall be considered incomplete pending a completeness review.

### III. General Information

#### Project Information

Name of Project (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
APN(s): \_\_\_\_\_ Site Area: \_\_\_\_\_  
Zone District: \_\_\_\_\_ Planned Land Use Designation: \_\_\_\_\_  
Existing Use of Property: \_\_\_\_\_  
\_\_\_\_\_

#### Applicant Information

Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_ Email Address (optional): \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number (optional): \_\_\_\_\_  
Signature: \_\_\_\_\_

#### Property Owner Information

Name of Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_ Email Address (optional): \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number (optional): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Signature: \_\_\_\_\_

### For Staff Use Only:

|                  |                |
|------------------|----------------|
| Application No.: | Related Files: |
| Date Received:   | Received By:   |
| Fee Amount:      | Receipt No.:   |



## Billing Authorization Form

As partial performance related to application processing, the Applicant (and/or Property Owner of the subject property of the project application) shall make a deposit (funds) in the amount of \$\_\_\_\_\_ to the City upon filing of their application. City shall charge all lawful expenses incurred in providing Application processing services against Applicant's deposit and any other required City fees. City expenses may include, though not be limited to, City staff time and directly related expenses for application review for completeness, application referrals, noticing of meetings and hearings, site inspections, staff report preparation, preparation of correspondence, response to public inquiries related to the Application, copying and mailing charges, and attendance at meetings.

The undersigned Applicant assumes full responsibility for all costs incurred by the City in the processing of this application. The Applicant further acknowledges and agrees that the fees posted herewith may not be adequate to fully reimburse the City for costs incurred in connection with the Application process, and that periodically, as the need arises, Applicant(s) may be called upon to make further deposit of funds.

Applicant agrees that there shall always remain on deposit with the City sufficient funds to cover the anticipated costs to be incurred with the Application process for a period of thirty (30) business days. (Note: in some instances, funds may be required to cover a period of time beyond 30 days, particularly when consultant services are being used and significant expenses are incurred.) In the event, for any reason, a City request for further deposit of funds from Applicant is not fully satisfied, within thirty (30) business days the City shall cease processing of this Application and the related project, and shall record the failure to make the requested deposit of funds as the Applicant's request to cease processing the Application. In addition, should the funds on deposit ever fall below an amount, estimated by the City in its sole discretion, sufficient to cover the anticipated costs to be incurred in the Application process for a period of thirty (30) business days, the City shall cease processing of the Application and cancel same, and shall record the lack of funds as the Applicant's request to cease processing the Application.

The advance of funds shall not be dependent upon the City's approval or disapproval of the Applicant's application, or upon the result of any action, and shall in no way influence the project. Further, neither Applicant nor any other person providing funding for the Application shall, as a result of such funding, have any expectation as to the results of the Application process or the selection of an alternative favorable to or benefiting the Applicant.

Upon conclusion of processing services and full reimbursement to the City for any outstanding costs that may have been incurred in Application processing, any remaining deposit monies with the City shall be returned to the Applicant. The City may withhold final approval of any project/permit until all fees/invoices are paid in full.

*I certify under proof of perjury that I am the property owner or that I am authorized, as project Applicant, to enter into this funding agreement on his/her behalf. I agree to advise the City in writing should I no longer be associated with the below-referenced property/project.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Relationship to Application: ☐ Applicant ☐ Property Owner

Application No.: \_\_\_\_\_ Address/APN: \_\_\_\_\_

### Billing Contact Information (for mailing of invoices)

Name : \_\_\_\_\_ Phone Number: \_\_\_\_\_

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



## General Plan Amendment/Zone Change Submittal Checklist

All items identified below must be included in the application packet. If any items are missing, the application will not be accepted. **ACCEPTANCE OF AN APPLICATION DOES NOT GUARANTEE PROJECT APPROVAL.**

| Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Yes                      | No                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Completed Master Uniform Application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Environmental Assessment Form (unless exempted by Planning Staff)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 300-foot Radius Map from external property boundaries and property owner mailing lists (refer to Instructions for Mailing Labels)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Three (3) copies of a written statement describing the important characteristics of the proposed request, including the following information: <ul style="list-style-type: none"><li>- Describe the site as it currently exists indicating its size, buildings and structures, existing land uses, utilities, drainage courses and storm drain or flood facilities.</li><li>- Describe the General Plan and/or Zone Change you propose. Why is the change necessary and what do you intend to achieve by the change?</li><li>- Clearly indicate what goals and policies of the adopted General Plan are better served by the change you propose. Provide a description of the benefits this proposal will have to the community in terms of physical, economic and social advantages and give a statement of these as goals.</li><li>- Explain how the proposal will affect the elements of the General Plan specifically. Identify each specific element by name (i.e., housing, circulation, etc.) and the page and paragraphs to be changed in the document. Provide a suggested change of wording or substitute that would accomplish your stated goals.</li><li>- Provide any other supporting data, which you feel, will substantiate your claim of necessity of a change to the General Plan.</li><li>- Additional written information, as deemed necessary by the Community Development Director.</li></ul> | <input type="checkbox"/> | <input type="checkbox"/> |

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted To: \_\_\_\_\_ Date: \_\_\_\_\_



## Instructions for Mailing Address Labels

### TO THE APPLICANT:

The City of Wasco requires that all applications submitted requiring public hearing by the Planning Commission and/or City Council be noticed to current property owners within 300-feet from the perimeter of the project site. The applicant shall submit a list of property owners and prepared mailing labels, which includes the following information:

1. All current owners of property within 300-feet from the perimeter of the project site. The list shall include the property owner's name, mailing address and their Assessor's Parcel Number(s) as identified in the example below.
2. The names and mailing addresses of the applicant and owner of the subject parcel(s), as identified on the submitted application.

The list shall be certified by a title insurance company as being from the most recent Kern County Tax Roll.

Preparation, verification and submittal of the property owners list shall be the responsibility of the applicant. The applicant shall submit the following information:

- ☐ Four (4) sets of postage-paid self-addressed envelopes without a return address
- ☐ One (1) copy of the mailing labels
- ☐ One (1) copy of the 300-foot radius map
- ☐ One (1) copy of the most current assessment roll including parcel number used to compile the mailing list.

### TO TITLE COMPANIES:

Please prepare the mailing labels as follows:

Type the assessor's property number, property owner's name and mailing address on self-adhesive address label sheets. See the mailing label example below. **CONTINUOUS TRACTOR-FED LABELS WILL NOT BE ACCEPTED.** The mailing labels will be used in the Public Hearing notices to the property owners.

Example mailing label:

|                                                                    |
|--------------------------------------------------------------------|
| 000-00-00<br>John Smith<br>12 Some Street<br>Anywhere, CA<br>93246 |
|--------------------------------------------------------------------|

**Failure to meet these standards for mailing labels may result in a delay in the Public Hearing date. If there are any questions, you may call the Community Development Department at (661) 758-7200.**