

INFORMATION FOR FILING A COMPLETE APPLICATION FOR A CONDITIONAL USE PERMIT

Each application must contain the following information, unless specifically waived by the Planning/Building Manager. Incomplete applications will not be processed or considered by the Planning Commission or City Council.

To minimize delay and duplication, the Planning & Building Division encourages applicants to **apply for all the discretionary permits and approvals** needed for the review of their projects **at the same time**. The concurrent review of these applications will also facilitate the environmental review process. Where the same information is required for more than one permit or approval, **it is not necessary to duplicate the information submitted**. For example, only one legal description needs to be submitted even though the requirement for a legal description appears on the list of information required for each permit or approval. If you have any questions about the information required for an application or the number of copies that must be submitted with the application, please call the Ceres Planning & Building Division at (209) 538-5774 for assistance.

- ☐ Completed application form, including the signature of all property owners.
- ☐ Payment of all application fees. Applicants are responsible for all fees and costs (other agency fees, consultants, etc.) of processing an application with the City of Ceres. Where a deposit is required, an applicant is responsible for maintaining a positive balance with the City. A negative balance will cause an application to become incomplete, and work on the application may be halted until sufficient funds are deposited with the City of Ceres.
- ☐ Completed Applicant's Environmental Information Form (Part 1 of Initial Study Checklist), unless it is determined prior to the submission of an application that the proposed project is exempt from environmental review by the Planning/Building Manager. If it is determined after an application has been filed that the proposed project is exempt from environmental review, the fees collected for conducting an Initial Study will be refunded to the applicant.
- ☐ Completed Indemnification Form (see attached).

Note: Meeting the initial submittal requirements of the checklist associated with this application does not necessarily deem the application as complete. The City has thirty (30) days upon the initial submittal of the application to determine if the application is complete. The City reserves the right to require the submittal of additional information during the 30-day review period that the City deems pertinent to complete the application process. Such information may include, but is not limited to, submittal of: revised plans, photo simulations, special studies, or addressing project issues. If the application requires public hearing approval, submittal of such information may be required prior to the City scheduling a public hearing date for the application. An application is deemed complete upon the City acknowledging receipt of all required revised information (if applicable).

Note: Plans and Exhibits as described below. All plans shall be prepared by an appropriately licensed and qualified design professional (e.g. architect or engineer), and must be drawn to scale and dimensioned appropriately. The number of plans required for submitting the application includes:

- ☐ **One full size set of each plan (24" x 36");**
- ☐ **One copy of a narrative outlining the project details associated with the entitlement that is being requested.**
- ☐ **One copy of 8½" x 11" pdf. format of plan reductions where all the letters and numbers are clearly legible on a disc in an AutoCAD compatible format.**
- ☐ **One color and materials sample sheet or board to reflect the exterior colors and materials proposed for the buildings or structures (8½" x 11" size).**
- ☐ **One colored rendering of each building elevation (8½" x 11").**

Additional copies of plans may be required upon request. Applications requiring submittal of a Site Plan, Landscape Plan, Building Elevations, or Floor Plans MUST illustrate the items listed below on such plans.

Site Plan

A. Sheet 1 - Illustrate Project Site

- A vicinity map on the cover sheet.
- A scale (i.e. 1" = 30', etc.) and north arrow.
- Dimensions of the property.
- A legend with the following notations: Name of Project; Address and/or Assessor Parcel Number (APN); current and/or proposed zoning designation; proposed land use; square footage/acreage of the site; square footage of proposed building area(s); lot (building) coverage; landscape coverage; proposed parking ratio for anticipated uses for the site and indicate existing and proposed number of parking spaces.
- The location of existing (E) and proposed (N) improvements on the project site. These improvements shall be dimensioned and shall include, but not be limited to: buildings and/or structures, driveways and streets, curb/sidewalks; parking areas, loading areas; refuse enclosures; landscape areas, walls and fences; drainage systems; easements (i.e. utility, access, etc.); trees (type/species, that are 6" or greater in diameter measured at 2 feet above grade level).
- Building setbacks from property lines, dimensioned parking stalls and drive aisle widths, and landscape planter widths.
- Identify existing and proposed land uses on the property and the uses extending at least 100 feet beyond the property lines of the site.

B. Sheet 2 - Illustrate Project Site and Surrounding Area

- A scale (i.e. 1" = 30', etc.) and north arrow.
- Dimensions of the project site.
- Building setbacks from property lines, dimensioned parking stalls and drive aisle widths, and landscape planter widths of the project site.
- The location of existing and proposed improvements on the project site and all improvements extending at least 100 feet beyond all the property lines. These improvements shall be dimensioned and shall include, but not be limited to: buildings and/or structures, driveways and streets, curb/sidewalks; parking areas, loading areas; refuse enclosures; landscape areas, walls and fences; drainage systems; easements (i.e. utility, access, etc.); trees (type/species, that are 6" or greater in diameter measured at 2 feet above grade level).
- Identify existing and proposed land uses on the project site and the uses extending at least 100 feet beyond the property lines of the project site.

Building Elevations

- Illustrate the north, south, east, and west direction views of all proposed buildings and structures, including all mechanical, duct work, utility boxes, etc. The illustrations shall also include notations of overall building height, as well as heights at the finished floor, first floor and second floor (if applicable) levels.
- Clearly identify the type, texture, size and colors of the building materials proposed for all buildings or structures.

Floor Plans

- Illustrate showing entryways, windows, walls, gross floor area, seating arrangements (for restaurants and meeting halls), and the intended use of each interior area (if requested).

Sign Program

- Illustrate showing the type, size, and materials to be used for all proposed signs, including proposed sign copy (if requested).

Conceptual Landscape Plan

- Illustrate showing the type, size, and location of all proposed plant materials and irrigation system, etc. (per the State of California Model Water Efficiency Landscape Ordinance (MWELO) and the City of Ceres Water Efficient Guidelines).

Provide one copy of the following exhibits:

- ☐ **Legal Description** of the properties proposed for development under the proposed Development Plan.
- ☐ **Site Photos** (one set) of the site and surrounding area (if requested).
- ☐ **Assessor's Parcel Map** identifying the site of the proposed project (if requested).

Provide **two** sets of the following:

- ☐ **Mailing Labels** containing the names and **mailing** addresses of all of the owners of property within 300 feet of the perimeter of the project site property. The mailing labels, used to mail notices of the public hearing to adjacent property owners, shall be prepared and certified by a title company that the list of property owners and mailing addresses was prepared from the most current information available from the Stanislaus County Assessor.

A map with the 300' radius clearly delineated must be submitted at the time of application.

INSTRUCTIONS FOR MAILING ADDRESS LABELS

TWO SETS REQUIRED

To Applicant:

The City of Ceres requires that all applications submitted for public hearing by the Planning Commission and/or City Council shall include a list of the current owners of property within 300 feet from the perimeter of the project site. If any part of a surrounding parcel falls within the 300 foot radius, the corresponding property owner(s) must be included in the list. However, if the number of parcels in fewer than 300 the radius for notice shall be increased until a minimum of 30 parcels or a MAXIMUM of 1,000 feet is attained. The list shall include the property owners' names, their mailing addresses, and their Assessor's Parcel Numbers.

Preparation, verification, and submission of this list of property owners shall be the responsibility of the applicant. This list must be certified by a title insurance company as being from the most recent County tax roll.

To Title Companies:

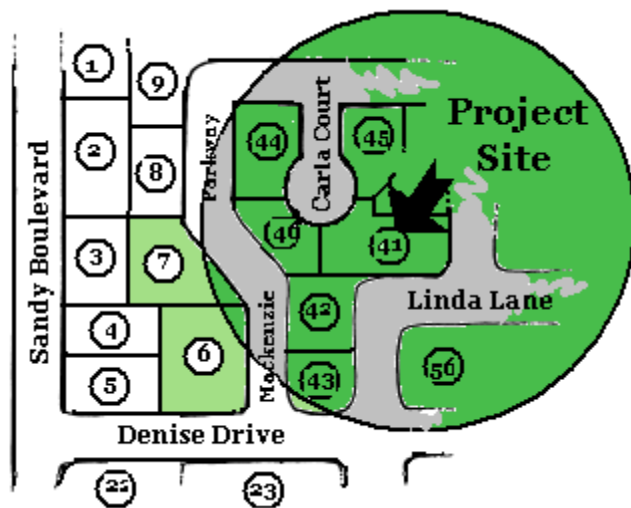
Please prepare the property owners' list as follows:

- Type the assessor's property number, property owners' names, and mailing addresses on self-adhesive address label sheets. Continuous tractor-fed labels will NOT be accepted. The mailing labels will be used to mail the public hearing notices to the property owners. **Please include the name(s) and mailing address(es) of the applicant(s) and the owner(s) of the parcel(s).** Two separate, complete list of mailing labels are required.
- Submit base maps with 300' radius clearly delineated. Also, please include the assessment roll that lists all the properties within the radius (which should be all those that you have typed mailing labels for).
- Failure to meet these standards for mailing labels may result in delay in your public hearing date.

If you have any questions, please contact the Planning & Building Division at 209-538-5774.

Here is an example of what your mailing label should look like. Generally there are 33 labels to a sheet.

123-045-067 John Smith and Jane Doe 890 Some Street Anyplace, CA 93246



APPLICATION No. 26 - _____

Planning and Building Division
2220 Magnolia Street
Ceres, CA 95307
(209) 538-5774
FAX (209) 538-5675

LAND USE - DEVELOPMENT
APPLICATION

Type of application(s) submitted [please check appropriate box(es) of all that are required for your project]:

Annexation	☐	Prezoning	☐
Architectural and Site Approval	☐	Rezoning	☐
Conditional Use Permit	☐	Specific Plan Site Plan	☐
General Plan Amendment	☐	Vesting Tentative Parcel Map	☐
Planned Community Development Plan	☐	Vesting Tentative Subdiv Map	☐
Planned Community Master Plan	☐	Variance	☐
Time Extension — Permit	☐	Time Extension — Map	☐
LAFCO Out of Boundary Service Agreement	☐		

Please include all of the information required for each permit for which you have applied. Please review the appropriate list for required information.

APPLICANT/PROPERTY OWNER INFORMATION:

Applicant: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____ Phone: (____) _____
E-mail: _____

Property Owner (if not the applicant): _____
(If more than one property owner, attach separate sheet with names, addresses and phone numbers)

Mailing Address: _____
City: _____ State: _____ Zip: _____ Phone: (____) _____

Applicant's Representative: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____ Phone: (____) _____
E-mail: _____

*** IMPORTANT ("Applicant") – Please select one of the following options and initial:**

☐ I am the current property owner associated with the property listed on this application entitlement request and I approve this application submittal to the City. _____
Initials

☐ I am **NOT** the current property owner and I hereby acknowledge that I have been advised by City staff to consider postponing the closing of escrow for the purchase of the property listed on this application entitlement request as the City Planning Commission and/or City Council has not considered and officially approved said entitlement request for this project. _____
Initials

Consent of Applicant and Property Owner. The consent of the applicant and property owner is required for filing an application for a land use development permit with the City of Ceres. The signature of the applicant and property owner below constitutes consent for the filing of this application.

Date _____

Date _____

If you wish to have parties other than those listed above notified of any public hearings or meetings at which this application will be considered, please attach a separate sheet with names, addresses and phone numbers of those who need to be contacted.

PROJECT INFORMATION:

Project Name (If Any): _____

Project Site Address: _____

Zoning: _____

Assessor's Parcel Number(s): _____

Total Size of Project Site (Acres or Square Feet): _____

Project Description (Describe in detail the proposed project — type of use; number of units or area in square feet; number and size of proposed parcels; net density; and/or any proposed General Plan amendments, rezonings, or annexations; you may use additional sheets if necessary.) [**If applying for time extension of a permit or map**, please add information on project history to project description (e.g. original file number, hearing and approval dates, etc.)]:

[illegible]

AGREEMENT TO DEFEND AND INDEMNIFY
The City of Ceres

I (We), _____, the applicant(s), do hereby agree that should the City of Ceres take any administrative or legislative action approving the application or any related administrative or legislative action necessary to allow the project to proceed, the applicant(s) will defend, indemnify, and hold the City, its agents, officers, and employees harmless from any claim, action, or proceeding so long as the City promptly notifies the applicant(s) of any such claim, action, or proceeding, and the City cooperates fully in the defense.

Furthermore, the applicant understands that upon submitting this application, the applicant is not permitted to make any changes to the project site during the course of this application process, including, but not limited to: grading, tree removal, demolition of buildings or structures, and occupying the site to conduct a business operation that first requires City approval. These activities may be permitted only if the applicant first receives written authorization from the City of Ceres Planning & Building Division.

Dated: _____ Signed: _____
Applicant(s)

City of Ceres
Environmental Information Form

Hazardous Waste Site Certification:

INSTRUCTIONS:

1. This certificate must be completed with an application for a development project or tentative map application.
2. The applicant shall consult the most current list of hazardous waste sites list as found at www.geotracker.swrcb.ca.gov (once at the site, click on the Site/Facility Finder link) and shall specify whether or not the development project is located on a site included on the list. **Attach complete hazardous waste list to this Environmental Information form.**

Some of the acronyms you may find at this site are:

SLIC = Spills, Leaks & Investigation Clean Up Sites LUFT= Leaking Underground Fuel Tank
UST= Underground Storage Tank AST= Aboveground Storage Tank
LDS= Land Disposal Site

FORM:

The undersigned owner(s), applicant(s) or their legal representative(s) of the lands for which this development project application is made, hereby certify under penalty of perjury under the laws of the State of California that:

In accordance with Section 65962.5(e) of the Government Code of the State of California:

He/She has consulted the most current and appropriate list of “Identified Hazardous Waste Sites—County of Stanislaus” and further certifies that the site of the proposed development project (check applicable box and fill in date of list):

- ☐ a. **IS NOT LOCATED** on a site included on the list entitled “Identified Hazardous Waste Sites—County of Stanislaus”, dated _____.
- ☐ b. **IS LOCATED** on a site included on the list entitled “Identified Hazardous Waste Sites—County of Stanislaus”, dated _____.

List Assessor’s Parcel Numbers of the project property: _____

Signatures of Applicants/Owners of Record
Attach additional sheets if necessary

Date

Environmental Information Form
(To be Completed by Applicant per
City of Ceres Environmental Guidelines §16)

Date Filed: _____

General Information

1. Name and address of developer or project sponsor: _____

2. Address of project: _____
Assessor's Block and lot Number: _____
3. Name, address, and telephone number of person to be contacted concerning this project:

4. Indicate any other State or Local permits needed to complete the project:

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

6. Existing zoning district: _____
7. Proposed use of site (Project for which this form is filed):

8. Have California Native American tribes traditionally and culturally affiliated with the project area requested consultation pursuant to Public Resources Code section 21080.3.1? If so, is there a plan for consultation that includes, for example, the determination of significance of impacts to tribal cultural resources, procedures regarding confidentiality, etc.? _____

Project Description — Environmental Setting: A detailed description of your project should include (as applicable) the following information on your plans and on the “narrative” (as referenced on Page 2 of this application):

9. Site size.
10. Square footage of buildings.
11. Number of floors of construction.
12. Number of off-street parking spaces provided.
13. Attach plans.
14. Proposed scheduling.
15. Associated projects.
16. Anticipated phasing of development.
17. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.

18. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
19. If industrial, indicate type, estimated employment per shift, and loading facilities.
20. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
21. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Will your project create any of the following effects? Discuss all items checked yes (attach additional sheets as necessary).

	Yes	No
22. Change existing features of any riverfronts, beaches, hills, bluffs or create a substantial alteration of ground contours.	☐	☐
23. Change scenic views or vistas from existing residential areas or public lands or roads.	☐	☐
24. Change or affect any sensitive, special status or protected biological species, resource (wildlife, water) or habitat?	☐	☐
25. Change pattern, scale or character of general area of project.	☐	☐
26. Create significant amounts of solid waste or litter.	☐	☐
27. Increase dust, ash, smoke, fumes or odors in vicinity.	☐	☐
28. Change river, stream or ground water quality or quantity, or alter existing drainage patterns.	☐	☐
29. Create a substantial change in existing noise or vibration levels in the vicinity.	☐	☐
30. Create or involve disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	☐	☐
31. Create a substantial change in demand for municipal services (police, fire, water, sewage, etc.).	☐	☐
32. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	☐	☐
33. Is the site on filled land or a slope of 10 percent or more?	☐	☐
34. Is your project related to a larger project or series of projects?	☐	☐
35. 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. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or polaroid photos will be accepted.		
36. Describe the surrounding properties, including information on plant and animals and any cultural, historical or scenic aspects. Indicate the type of surrounding land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.		

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date _____ Signature _____
 For _____