



Gateway to the Redwoods
CITY OF WILLITS
COMMUNITY DEVELOPMENT DEPARTMENT
111 E COMMERCIAL STREET, WILLITS CA 95490 • PHONE: (707) 459-7112 • FAX: (707) 459-1562

APPLICATION FOR MAJOR SUBDIVISION

APPLICANT

Name _____
Mailing Address _____
City _____ State _____ Zip Code _____
Phone _____ Email _____

PROPERTY OWNER

Name _____
Mailing Address _____
City _____ State _____ Zip Code _____
Phone _____ Email _____

Who shall be listed as the Primary Contact for the Permit Application? ☐ **Applicant** ☐ **Other**

If Other, provide Name, Phone Number and Email of Primary Contact:

LOCATION OF PROJECT

Street Address _____
Assessor's Parcel Number(s) _____
Zoning Designation _____ Parcel Size _____

ENGINEER

Name _____
Mailing Address _____
City _____ State _____ Zip Code _____
Phone _____ Email _____

PROJECT DESCRIPTION

MAIL DIRECTION

To facilitate proper handling of this application, please indicate the names and mailing addresses of individuals to whom you wish correspondence and/or staff reports mailed if different from those identified on Page One of the application form.

Name	Name	Name
Mailing Address	Mailing Address	Mailing Address

SITE AND PROJECT DESCRIPTION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to Community Development and other agencies who will be reviewing your project proposal. Please remember that the clearer picture that you give us of your project and the site, the easier it will be to promptly process your application. Please answer all questions. Those questions which do not pertain to your project please indicate "Not applicable" or "N/A".

THE PROJECT

1. Describe your project. Include secondary improvement such as wells, sewage and water systems, grading, vegetation removal, roads, etc.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2. If the project is commercial, industrial, or institutional, complete the following:

Estimated employees per shift: _____

Estimated shifts per day: _____

Type of loading facilities proposed: _____

5. Will vegetation be removed on areas other than the building sites and roads? ☐ Yes ☐ No

6. Will the project involve the use or disposal of potentially hazardous materials such as toxic substances, flammables, or explosives? ☐ Yes ☐ No If yes, explain:

7. How much off-street parking will be provided?

	Number	Size
Number of covered spaces		
Number of uncovered spaces		
Number of standard spaces		
Number of handicapped spaces		
Existing Number of Spaces		
Proposed Additional Spaces		
Total		

8. Is any road construction or grading planned? ☐ Yes ☐ No If yes, grading and drainage plans may be required. Also, describe the terrain to be traversed (e.g., steep, moderate, slope, flat, etc.).

9. For grading or road construction, complete the following:

- | | | |
|--|-------|-------------|
| A. Amount of cut | _____ | cubic yards |
| B. Amount of fill | _____ | cubic yards |
| C. Maximum height of fill slope | _____ | feet |
| D. Maximum height of export | _____ | feet |
| E. Amount of import or export | _____ | cubic yards |
| F. Location of borrow or disposal site | _____ | |

10. Will the development provide public or private recreational opportunities? ☐ Yes ☐ No
If yes, explain below:

11. Will there be any exterior lighting? ☐ Yes ☐ No If yes, describe below and identify the location of all exterior lighting on the plot plan and building plans

12. Utilities will be supplied to the site as follows:

A. Electricity:

- ☐ Utility Company (service exists to the parcel)
☐ Utility Company (requires extension of service to site: _____ feet)
☐ On Site Generation – Specify _____

B. Gas:

- ☐ Utility Company
☐ Tank
☐ None

C. Telephone: ☐ Yes ☐ No

D. Cable Television: ☐ Yes ☐ No

13. What will be the method of sewage disposal?

☐ City Sewer

☐ Septic Tank

☐ Other – Specify _____

14. What will be the domestic water source?

☐ City Water

☐ Well

☐ Spring

☐ Other – Specify _____

15. Are there any associated projects and/or adjacent properties under your ownership?

☐ Yes ☐ No If yes, explain (e.g., Assessor's Parcel Number, address, etc.):

16. List and describe any other related permits and other public approval required for this project, including those required by other City departments, county, regional, state, and federal agencies:

THE SITE

17. Describe the location of the site in terms of readily identifiable landmarks (e.g., mailboxes, mile posts, street intersections, etc.):

18. Are there existing structures on the property? ☐ Yes ☐ No

If yes, describe below, and identify the use of each structure on the plot plan or tentative map if the proposal is for a subdivision.

19. Will any existing structures be demolished? ☐ Yes ☐ No

Will any existing structures be removed? ☐ Yes ☐ No

If yes to either question, describe the type of development to be demolished or removed, including the relocation site, if applicable.

20. Project Height. Maximum height of existing structures _____ feet. Maximum height of proposed structures _____ feet.

21. Gross floor area of existing structures _____ square feet (including covered parking and accessory buildings). Gross floor area of proposed structures _____ square feet (including covered parking and accessory buildings).

22. Lot area (within property lines): _____ ☐ square feet ☐ acres.

23. Briefly describe the project site as it exists before the project, including information on existing structures and their uses, slopes, soil stability, plants and animals, and any cultural, historical or scenic aspects. Attach any photographs of the site that you feel would be helpful.

[illegible]

	North	East	South	West
Vacant				
Residential				
Agricultural				
Commercial				
Industrial				
Institutional				
Timberland				
Other: _____				

CERTIFICATION AND AUTHORIZATION

1. I hereby certify that I have read this completed application and that, to the best of my knowledge, the information in this application, and all attached appendices and exhibits, is complete and correct. I understand that the failure to provide any requested information or any misstatements submitted in support of the application shall be grounds for either refusing to accept this application, for denying the permit, for suspending or revoking a permit issued on the basis of such misrepresentations, or for seeking of such further relief as may seem proper to the City.
2. I hereby grant permission for City staff and hearing bodies to enter upon and site view the premises for which this application is made in order to obtain information necessary for the preparation of required reports and render its decision.

Owner/Authorized Agent

Date

NOTE: IF SIGNED BY AGENT, OWNER MUST SIGN BELOW

AUTHORIZATION OF AGENT

*I hereby authorize _____ to act as my
representative and to bind me in all matters concerning this application.*

Owner

Date