



CITY OF RIDGECREST

PLANNING APPLICATION

Planning Division
100 W. California Ave.
Ridgecrest, CA 93555
(760) 499-5071
hspurlock@ridgecrest-ca.gov

Case No.: _____

Date: _____

Fee: _____

APPLICATION TYPE

(please check all that apply)

ZONING PERMITS – SITE PLAN REVIEW

- ☐ Site Plan Review
- ☐ Conditional Use Permit
- ☐ Variance

GENERAL PLAN & ZONE CHANGES

- ☐ General Plan Amendment
- ☐ Zone Change
- ☐ PUD

LAND DIVISIONS (tentative maps only)

- ☐ Tract Map
- ☐ Parcel Map
- ☐ Parcel Merger
- ☐ Lot Line Adjustment

MISCELLANEOUS

- ☐ Density Bonus
- ☐ Development Agreement
- ☐ Extension of Time

Planning Department fees vary as they are determined by the process each specific project must follow.

APPLICANT / OWNER INFORMATION

APPLICANT/CONTACT		
Name(s):	Company:	
Mailing Address:		
City:	State:	Zip:
Phone:	Email:	
PROPERTY OWNER		
Name(s):		
Mailing Address:		
City:	State:	Zip:
Phone:	Email:	

PROJECT INFORMATION

(fill out as completely as possible)

1. Description of proposal (explain in detail):

2. Reason for request:

3. Site address (if none, general location):

4. Assessor's Parcel Number(s): _____

5. Zoning: _____ General Plan Designation: _____

6. Project site size (acreage or square foot): _____

7. If this is a division of land, number of lots created: Buildable: _____ Non-buildable: _____

Is a variance being requested? ☐ Yes ☐ No

If yes, describe variance: _____

8. Will the project (or map) be phased? ☐ Yes ☐ No

If yes, what is the anticipated schedule of development?

9. List and describe any other permits or other public agency approvals required for this project:

10. List any associated projects or relationships to a larger project or series of projects:

11. Please include as separate attachments, any additional information that you feel is necessary for staff and the decisions maker's understanding of the project.

PROPOSED USE

☐ Residential: ☐ Single Family ☐ Multifamily

Number of units: _____ Number of floors: _____

Building height: (feet from grade to highest point): _____

Square footage of units: _____

Number of bedrooms per unit: _____

Density: (units per net acre): _____

☐ Commercial: (check type) ☐ Retail ☐ Office ☐ Restaurant ☐ Other _____

Describe in detail: _____

Gross square footage of floor area: _____ Number of floors: _____

Building height (feet from grade to highest point): _____

Total number of employees: _____ Number of employees on largest shift: _____

Hours of operation: _____

Describe size and type of loading facilities: _____

☐ Industrial/Manufacturing:

Describe in detail: _____

Gross square footage of floor area: _____ Number of floors: _____

Building height (feet from grade to highest point): _____

Total number of employees: _____ Number of employees on largest shift: _____

Hours of operation: _____

Describe size and type of loading facilities: _____

☐ Education/Government:

Describe in detail: _____

Gross square footage of floor area: _____ Number of floors: _____

Building height (feet from grade to highest point): _____

Total number of employees: _____ Number of employees on largest shift: _____

Hours of operation: _____

Describe size and type of loading facilities: _____

☐ Other:

Describe in detail: _____

Gross square footage of floor area: _____ Number of floors: _____

Building height (feet from grade to highest point): _____

Total number of employees: _____ Number of employees on largest shift: _____

Hours of operation: _____

Describe size and type of loading facilities: _____

AUTHORIZED SIGNATURES

I hereby certify that any statement contained in this application and any information attached as part of this application are true and correct to the best of my knowledge. I agree to comply with all city ordinances, state, and other applicable laws relating to the development requested in this application, including my responsibility to post the subject property with public notice signs as required. I understand that the application fee is non-refundable and that a receipt of the fee and review of requirements by City staff does not constitute implied approval or disapproval of this application. I acknowledge that I am responsible for submitting all required information on the most current City of Ridgecrest planning application form. Any permit approval issued by the City because of false information on this application, or by use of an altered or out of date application, shall render it void and that I may be subject to any penalties and/or remedies as allowed by law.

I further acknowledge that this project may generate costs for services that exceed the initial application fee or deposit. I hereby agree that fees for these additional services will be paid by me to the City of Ridgecrest no later than five (5) business days from the date said services are requested or prior to the public hearing date, whichever occurs first. Failure to make the required payment shall be taken as my request to cease processing and close this application. The City shall subsequently record the failure by me to make the requested payment as withdrawal of this application by default.

PROPERTY OWNER SIGNATURE

PROPERTY OWNER NAME (PRINT)

DATE

APPLICANT SIGNATURE

APPLICANT NAME (PRINT)

DATE

NOTE:

Original signatures of both the property owner and applicant are required for this application to be considered complete for processing. Letters of authorization signed by the property owner are also acceptable.

INDEMNIFICATION AGREEMENT

In consideration by the City of Ridgecrest of a project, including related environmental documents, for a _____,

(identify the type of project from page 1)

Located at _____,

(address or general location)

I/We (identified below) agree to indemnify, defend, and hold harmless the City of Ridgecrest and its officers, agents, employees, department, commissioners and boards ("City" herein) against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, in any way arising from, the Applicant's representations contained within this application, including without limitation any CEQA approval or any related development approvals or conditions, whether imposed by the City or not, except for the City's sole active negligence or willful misconduct.

This indemnification agreement does not prevent the Applicant or property owner from challenging any decision by the City related to this project and the obligations of this condition apply regardless of whether any other permits or entitlements are issued.

The City will promptly notify the Applicant and property owner (if different than Applicant) of any such claim, action, or proceeding, falling under this condition within thirty days of receiving such claim. The City, in its sole discretion, shall be allowed to choose the attorney or outside law firm to defend the City at the sole cost and expense of the Applicant and/or property owner, jointly and severally, and the City is not obligated to use any law firm or attorney chosen by another entity or party.

Applicant/Contact:

Print Name

Signature

Date

Property Owner of Record:

Print Name

Signature

Date

(If the applicant/owner is not an individual, the corporation's name goes under "Print Name", a authorized agent signature below it, and complete below.)

By: _____

By: _____

Title: _____

Title: _____

NOTE:

Original signatures of both the current property owner and the applicant are required on this form for this application to be considered complete for processing.

SUPPLEMENTAL INFORMATION

It may be necessary that your application include additional information such as site development plans, letters, reports, or special studies as identified in this packet to ensure that your application can be adequately reviewed and processed, and to avoid untimely delays. The following includes a list of supplemental information and special studies that will be necessary, depending on your application type to ensure that the entire application package can be deemed complete for processing. Please review carefully as this supplemental information is not required for all application types.

Summary of Supplemental Information that may be needed- check all that apply:

- 1. Site Development Plan (SPR/CUP/VAR)
- 2. Land Division
- 3. Zone Change
- 4. Density Bonus
- 5. Development Agreement

1. SITE DEVELOPMENT PLAN

Site Plan Review- Conditional Use Permit- Variance

- ☐ 2 full-sized site plans neatly dimensioned and drawn to scale
- ☐ 1 reduced 8 ½ " x 11" of all plans/drawings/elevations
- ☐ Site Plan (see below for minimum requirements)
- ☐ **CUP:** Submit on a separate sheet explaining how and why the request is essential or desirable to the public convenience or welfare.
- ☐ **Variance:** Submit on a separate sheet explaining how and why the request meets these finding:
 - (1) That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the zoning ordinance.
 - (2) That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property which do not apply generally to other properties classified in the same zoning district.
 - (3) That strict or literal interpretation and enforcement of the specified regulations

would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zoning district.

(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 zoning district.

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 site development plan shall include the following:

- ☐ Vicinity map with north arrow, numerical scale, and bar scale
- ☐ Existing property lines
- ☐ Abutting streets
- ☐ Site address(s)
- ☐ Legal boundaries of the site clearly delineated, including any interior parcel lines
- ☐ Existing on & off-site improvements (note as "existing")
- ☐ Type and location of any improvements to be removed
- ☐ Location of all proposed buildings and structures

- ☐ Location of off-street parking, indicate the number of required parking spaces, number of provided parking spaces, the number and location of handicapped spaces, types of paving, direction arrows depicting traffic flow, and parking dimensions.
- ☐ Location of parking lot lighting, including pole locations, pole height, wall packs, illuminations levels. And fixture types.
- ☐ Location and width of drive approaches
- ☐ Location, height, and material of fences and walls
- ☐ Method of storm water disposal, on-site drainage
- ☐ Location of existing and/or proposed public improvements (i.e., curbs, gutters, sidewalks, sewers, utility poles, fire hydrants, streetlights, traffic-control signing, traffic signals, etc.)
- ☐ Sewage and water connections to the street
- ☐ Locals of trash refuse areas
- ☐ Landscaped areas (or plan), including all perimeter and parking lot trees, shading,

pedestrian ways, and public plazas/open space, detailed sufficiently to show landscaping will meet the requirements of RMC Article III (Section 5-58- Water Efficient Landscaping)

- ☐ Summary of all proposed buildings including:
 - Total gross floor area of all buildings/structures
 - Number of floors and gross square footage of each
 - Use and square footage of existing buildings
 - Use and square footage of proposed buildings
 - Required and provided parking ratios for use
- ☐ Elevations and floor plans (including description of room use) of all proposed and/or existing buildings or additions to existing buildings; the plans shall clearly show existing and proposed areas and any areas proposed for demolition, if applicable

2. LAND DIVISION

- ☐ If you are making a land division application for any project type under this category on the first page, in addition to any of the items required in this main application packet, you must also complete any required items in the “**Land Division Supplement**”, which is a separate packet from this application.

3. ZONE CHANGE

- ☐ Attach to application, a specific map and legal description for each zone district proposed on the project site. The legal description must be stamped and signed by a licensed land surveyor, or registered civil engineer authorized to perform land surveying.

4. DENSITY BONUS

- ☐ Explain how one of the incentives described in Article X – Density Bonuses of the Ridgecrest Municipal Code is necessary to make your housing units affordable. It is advised that you read this section before proceeding with the application.

5. DEVELOPMENT AGREEMENT

- ☐ Explain what conditions, terms, restrictions, and requirements are being requested for the project; include any request to modify existing rules, regulations, and policies applicable to the project and how subsequent changes to them will be applied to the project over the term of the agreement
- ☐ Explain what public improvements, facilities, services or other public benefit would occur as a direct result of the City entering into an agreement for this project.
- ☐ Specify the duration of the agreement
- ☐ Provisions for the reservation and dedication of land for public purposes

POSTING OF PUBLIC HEARING NOTICES

As a part of the review process of your project, you will be required to post signs on your property giving public notice of your proposal. These signs are required for all tentative tract/parcel maps, conditional use permits, general plan amendments, specific plans, and zone changes. All costs associated with the construction, installation, maintenance, and removal of these signs shall be borne by the applicant/developer.

Once your application has been deemed complete for processing by staff, you will be given a hearing date. Consult with the project planner as to the proposed information posted on the sign. Once the signs are posted, you must provide proof of posting to the Planning Division by submitting pictures, and a signed declaration that the signs were posted. If this proof is not submitted to the city within specified time, the public hearing will be continued or rescheduled to a later date.

Signs shall be designed in accordance with the diagram below and must be posted between 20-60 days before the public hearing date. One (1) sign shall be posted for every 300 feet of street frontage but no more than two (2) signs are required. Signs shall not be setback more than 30 feet from the street. Sign permits are not required for the installation of these signs.

All signs shall be maintained in readable condition and remain on the property until the end of the appeal period or until final action is taken by the City Council, whichever is later. At the end of that period, the applicant/developer must remove the sign within 10 days.

CITY OF RIDGECREST DESIGN STANDARDS FOR ON-SITE POSTING

City of Ridgecrest NOTICE OF PUBLIC HEARING FILE NO. _____ PROPOSED ON THIS SITE: _____		
Public Hearing Date: _____ Time: _____ Location: City Hall 100 W. California Ave.	For Information Contact: Developer _____ Planning Department (760) 499-5063	