



City of Reedley

Community Development Department
1733 Ninth Street
Reedley, CA 93654
(559) 637-4200
<https://reedley.ca.gov/>

ZONE CLEARANCE APPLICATION FOR PROPERTY DEVELOPMENT STANDARDS (PDS)

Filing Fee: \$ 27.00 (Non-refundable)

A Zone Clearance is the procedure used by the City to verify that a proposed structure is allowed as a matter of right and that such a project is compliant with, and without any deviations from, all applicable development standards of the zone district prior to securing a building permit.

The following items must be submitted in order to process your application. If you have any questions about any item requested or if you wish to obtain information on processing schedules, please contact the Community Development Department at (559) 637-4200, Option 3, Press 1 or via e-mail at planning@reedley.ca.gov.

- ☐ Site Plan
- ☐ Floor Plan
- ☐ Elevations
- ☐ Submit a flash drive containing all of the above requested documents in a PDF format, or PDFs can be e-mailed to planning@reedley.ca.gov
- ☐ Zone Clearance Application Fee

The following information shall be shown on the plans:

- ☐ Parcel Coverage (percentage of parcel area covered by structures)
- ☐ Distance between Structures
- ☐ Primary Structure Building Height (measured from finished grade to highest point)
- ☐ Accessory Structure Building Height (measured from finished grade to highest point)
- ☐ Number of Stories
- ☐ Front Yard-Setback
- ☐ Front Yard Garage Setback
- ☐ Front Yard Setback for curved lot and cul-de-sac
- ☐ Side Yard Setback, Interior Parcel
- ☐ Side Yard Garage Setback, corner lot (street side)
- ☐ Side Yard Setback, corner lot
- ☐ Rear Yard Setback
- ☐ Height of Fences, Walls and Hedges
- ☐ Landscaping Area and Type (include square footage of grass, mulch, shrubs, trees, etc.)
- ☐ Number of Parking Spaces (9' wide x 20' deep)

Project Information:

Assessor's Parcel Number(s) (APN): _____

Project Site Address (if applicable): _____

Construction Location: ☐ Attached (Addition) ☐ Detached

Project Description, including structure type (e.g. patio cover, trellis, gazebo, storage shed, garage, house addition, new dwelling unit, etc.), number of structures, square footage (e.g. living area, garage, patio, etc.):

***-This Zone Clearance application is required to be completed and signed by the Property Owner.
The Property Owner shall be required to submit proof of ownership to the City of Reedley upon request.-***

PROPERTY OWNER INFORMATION AND ACKNOWLEDGEMENTS:

Property Owner's Name

Property Owner's Address

Property Owner's Phone Number

Property Owner's E-mail Address

By signing below, I hereby acknowledge the following:

1. I am the owner of certain real property listed in this application.
2. I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review this project.
3. I understand that this form only verifies that the zoning of this property allows what is described in this application. Other permits such as building, fire, or other county/state permits may be required prior to construction. I also understand that it is my responsibility to contact the appropriate agency to determine if further permits are needed.
4. I hereby accept and approve of the Standard Conditions of Approval as follows:
 - a) *Applicant shall read and fully understand all of the requirements related to the application, approval/denial, building, and maintenance of structures located on the real property identified above, as per city zoning ordinance requirements and standards.*
 - b) *The structure(s) shall not be built over existing easements. The applicant shall be responsible for determining the existence and location of any easements on their property prior to application submittal.*
 - c) *Applicant hereby agrees to indemnify, defend, and hold harmless the City from any claims, demands, liabilities, losses, causes of action of any nature whatsoever arising out of or in connection with this application or any part thereof, from and against all cost, fees, expenses, claims, liabilities, orders, judgments, or decrees which may be entered, and from against all cost for attorney's fees, expenses and liabilities incurred in the defense of such claim or in the investigation thereof.*
 - d) *Approval of this application shall be considered null and void in the event of failure by the applicant and/or the authorized representative, architect, engineer, or designer to disclose and delineate all facts and information relating to the subject property and the proposed development including, but not limited to, the following:*
 - i. *All existing and proposed improvements including but not limited to buildings and structures, signs and their uses, trees, walls, driveways, outdoor storage, and open land use areas on the subject property and all of the preceding which are located on adjoining property and may encroach on the subject property; and*
 - ii. *All public and private easements, rights-of-way and any actual or potential prescriptive easements or uses of the subject property; and*
 - iii. *Existing and proposed grade differentials between the subject property and adjoining property zoned or planned for commercial use.*
 - e) *Approval of this application may become null and void in the event that development is not completed in accordance with all the conditions and requirements imposed on this special permit, the Zoning Ordinance, and all Public Works Standards and Specifications. The Community Development Department shall not assume responsibility for any deletions or omissions resulting from the application review process or for additions or alterations to construction plans not specifically submitted and reviewed and approved pursuant to this application or subsequent amendments or revisions.*
 - f) *Development shall take place in accordance with all city, county, state and federal laws and regulations.*

- g) Applicant understands that if a new dwelling unit is proposed, or if additional nonresidential square footage is proposed, prior to allowance of final occupancy, the property owner shall provide written consent to the City of Reedley to initiate proceedings for annexing the subject property into the City's Community Facilities District No. 2005-01 (Public Services) for the maintenance and operation of public services and facilities. Annexation of the property into the City's CFD is a condition precedent to the City's obligation to issue any certificate of final occupancy for development or improvement of the parcel within the scope of this Zone Clearance, and the Developer acknowledges and agrees that if this property were not part of the CFD, the City might lack the financial resources to operate facilities and provide adequate public services to the property.
 - i. Willdan Financial Services (WFS) will serve as the primary contact and liaison between the City of Reedley and the developer and coordinate the CFD annexation process from start to finish. A representative from Willdan can be reached at (951) 972-8106 or via e-mail at cgano@willdan.com.
 - ii. Said special tax shall be levied when a building permit has been issued prior to July 1 of the Fiscal Year and may increase each Fiscal Year thereafter by an inflation factor determined by City Council of the City of Reedley and adopted by resolution.
- h) Applicant understands that if a new dwelling unit is proposed, or if additional nonresidential square footage is proposed, City of Reedley Development Impact Fees (DIF) in accordance with the City of Reedley Master Fee Schedule shall be paid prior to building permit issuance.
- i) Applicant shall provide to the City written certification of payment of Kings Canyon Unified School District (KCUSD) facilities fees prior to the issuance of any building permit. New development on the subject property will be subject to the fee in place at the time school facilities are paid.
- j) Acknowledgment of Regional Transportation Mitigation Fees (RTMF) shall be signed prior to issuance of building permits. Regional traffic impact fees shall be paid (if required) prior to the issuance of a certificate of occupancy.
- k) Applicant shall have the option to tie into water and sewer service lines that currently exist on the property unless the service lines are determined to be inadequate. I also understand that if the same water line that serves a primary dwelling unit on site is used by any proposed structures, there may be changes in the existing water pressure of the primary dwelling unit.
- l) Applicant acknowledges that adding additional permeable surface to the property, such as covered structures and paved parking spaces, may change the drainage patterns on the property and cause standing water to form after storm events. Applicant also acknowledges that no on-site surface drainage shall be allowed to drain over sidewalk, driveways, alleys, or onto adjacent property.
- m) Applicant shall consent to the physical inspection of the premises, if deemed necessary.
- n) After receiving Planning Approval, applicant shall submit construction documents and a building permit application to the Building Division. Building permit applications can be submitted online at the following link: <https://reedley.portal.iworq.net/portalhome/reedley> For questions regarding the City's building permit, please contact the Building Division at (559) 637-4200 x 225 or via email at BuildingDepartment@reedley.ca.gov.
- o) Applicant acknowledges that any Construction within public right-of-way including off-site City streets, easements, and alleys shall be subject to an encroachment permit issued by the Engineering Department. For questions regarding submitting an encroachment permit, please contact the Engineering Department at (559) 637-4200 Option 4 or via e-mail at angelina.barajas@reedley.ca.gov.

Property Owner's Signature _____

Date _____

PRIMARY CONTACT PERSON INFORMATION:

- ☐ Check this box if the property owner authorizes a primary contact person (i.e. contractor or relative) to communicate on the property owner's behalf with City of Reedley staff regarding this Zone Clearance application.
- ☐ Check this box if the property owner would like to be included in any e-mail correspondence between the City of Reedley and the primary contact person regarding this Zone Clearance application.

Name: _____

Mailing Address: _____ City/Zip: _____

Phone Number(s): _____

E-mail: _____

-CITY STAFF USE ONLY-

By signing this form, the Planning Division is verifying that the proposed use and/or structure(s) is in compliance with the Zoning Regulations of the City of Reedley.

Zone District:		Approval:	
ZC #:			
Conditions of Approval:			