



Master Uniform Application

I. Type of Application

- | | | | |
|---|---|--|---|
| ☐ Annexation | ☐ Conditional Use Permit | ☐ General Plan Amendment | ☐ Precise Development Plan |
| ☐ Site Plan Review (Non SFR) | ☐ Specific Plan | ☐ Williamson Act Contract | ☐ Zone Variance |
| ☐ Zone Change | ☐ Zone Text Amendment | ☐ Parcel Map Waiver | ☐ Lot Line Adjustment |
| ☐ Parcel Map | ☐ Tract Map | ☐ Reversion to Acreage | ☐ 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.:

Date Received:

Fee Amount:

Related Files:

Received By:

Receipt No.:



Variance 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	☐	☐
Environmental Assessment Form (unless exempted by Planning Staff)	☐	☐
300-foot Radius Map from external property boundaries and property owner mailing lists (refer to Instructions for Mailing Labels)	☐	☐
Site Plan (refer to Required Information for Exhibits) - Five (5) full size copies – maximum 24" x 36" - One (1) 11" x 17" copy	☐	☐
Elevations (refer to Required Information for Exhibits) - Five (5) full size copies – maximum 24" x 36" - One (1) 11" x 17" copy	☐	☐
Preliminary Landscape Plan (refer to Required Information for Exhibits) - Two (2) full size copies – maximum 24" x 36" - One (1) 11" x 17" copy	☐	☐
Three (3) copies of a written statement describing the important characteristics of proposed use, including the following information: - Proposed product or services offered. - Description of operation including the nature of the proposed use of development, hours of operation, number of employees in total and at this location at any one time, number of clients/customers at any one time, other pertinent information. - Outdoor activities including work, storage, display and services. - Construction and/or site plan change. - Materials being stored on-site. - Delivery methods. - Odors, noise, dust or glare produced. - Hazardous or volatile materials or chemicals involved. - Type of vehicle traffic involved including means of access, available parking, drop-off/pick-up, truck deliveries, refuse pick-up, etc. - Description of lease controls or other private provisions affecting the proposed use. - Brief description of prior use of property. - Additional written information, as deemed necessary by the Community Development Director. - Reasons applicant feel justify the granting of the variance (refer to Required Findings for Variance).	☐	☐

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 John Smith 12 Some Street Anywhere, CA 93246
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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.



Required Information for Exhibits Site Plans, Elevations, Landscape Plans

All information identified below must be included on the relative exhibit. If items are missing, the application will be considered incomplete. **ADDITIONAL INFORMATION MAY BE REQUIRED, AS DETERMINED BY THE COMMUNITY DEVELOPMENT DEPARTMENT, TO FACILITATE COMPLETE REVIEW OF THE PROPOSAL REQUEST.**

Site Plan (Scale shall be at minimum 1" = 60')

- Vicinity map depicting the subject parcel(s) in relationship to surrounding properties and streets within 300 feet, including existing zoning and uses.
- North arrow.
- All property lines and easements.
- All structures to be removed.
- Setbacks of all buildings relative to property lines and on-site structures.
- Location, ground floor areas, dimensions, and uses of all existing and proposed buildings and structures including decking and similar projections.
- Other specified uses of the property.
- Width, location, and names of all surrounding streets, and alleys including location of centerlines.
- Existing and proposed street and off-site improvements, including sidewalks, driveways and curb cuts.
- Location, configuration and size of all parking areas and spaces including striping, curbing, and wheel stops.
- Parking calculations relating to the required and proposed number of spaces.
- Location of all internal driveways, walkways, outside stairs and landings.
- Location of loading and storage areas, mechanical and utility equipment structures and poles, meters, and transformers.
- Existing and proposed utility connections.
- Proposed dedications and improvements in accordance with applicable improvement standards for the area.
- Location, height, and materials of walls and fences.
- Topography, preliminary grading and drainage, and on-site detention area.
- Location, configuration and type of all natural and water features.
- Existing and proposed signs, including location, size and height.

Elevations (Scale shall be at minimum 1/4" = 1'0")

- Floors plans.
- Building elevations showing height from finished floor and width of all exterior walls labeled by orientation.
- All rooftop equipment, including enclosures or screening (a roof plan may be required).
- Type and treatment of elevations, including trim.
- Location and treatment of stairs, landings, railings, chimneys, decks, and similar projections.
- Enclosure design for trash area, mechanical and utility equipment, meters, transformers, and roof equipment.
- One materials sample board mounted with samples of proposed exterior materials showing type, texture, and color.

Landscape Plans (Scale shall be at minimum 1" = 60')

- All proposed landscape areas.
- Location, type, and dripline of all existing trees noting which are to be trimmed or removed.
- Location, type (both botanical and common name) and size at planting of all plant materials, area and type of top dressing, and mounding.
- Location and type of landscape curbing, planting area separators, raised planters, fencing, walls and screening.
- Location and design of all lighting and street furniture (benches, waste receptacles, etc.) proposed.
- Open space calculations relating to the required and proposed open space.



Required Findings Variance

The Planning Commission must make the following findings in order to approve a Variance. These findings are required per Section 17.71.040 of the Wasco Municipal Code.

Use these findings to complete your explanation as to why a proposal meets the code requirements when submitting the required information for a Variance request.

REQUIRED FINDINGS

Section 17.71.040 Basis for Approval for Variances

The planning commission may approve or conditionally approve an application for a variance if it finds all of the following:

- A. Special circumstances exist applicable to the subject property, including size, shape, topography, location, or surroundings, such that the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and in the same zoning district or districts.
 - B. The granting of the variance does not constitute a grant of special privileges inconsistent with the limitations upon other property in the vicinity and zoning districts in which such property is located.
 - C. The granting of the variance will not be detrimental to the public health, safety, or welfare or to property or residents in the vicinity.
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