

PLANNING APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT
221 W. PINE STREET, LODI, CA 95241 WWW.LODI.GOV/187/PLANNING-DIVISION



APPLICATION REQUEST

☐ Administrative Deviation	☐ Environmental Review	☐ Preliminary Environmental Assessment (<i>Required</i>)	☐ Time Extension
☐ Annexation	☐ General Plan Amendment	☐ Rezone/Prezone	☐ Use Permit
☐ Appeal	☐ Lot Line Adjustment/Merger	☐ Site Plan Architectural Review (SPARC)	☐ Variance
☐ Density Bonus	☐ Minor Use Permit	☐ Tentative Map/ Tentative Parcel Map	☐ Zoning Verification
☐ Development Agreement	☐ Pre-Application Review		

GENERAL INFORMATION

APPLICANT

Name		Email	
Address		Phone	
City		State	
		Zip	

PROPERTY OWNER OF RECORD (if different from applicant)

Name		Email	
Address		Phone	
City		State	
		Zip	

STATEMENT OF INTENT/PROJECT DESCRIPTION

(Provide a detailed description of the project below or on a separate attachment.)

Need Assistance? Reach out to Planning Staff at (209) 333-6711

PLANNING FEES ARE DUE AT TIME OF APPLICATION SUBMITTAL, SEE: <https://www.lodi.gov/187/Planning-Division>

OFFICE USE ONLY

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DATE RECEIVED:	RECEIVED BY:	APN:	PROJECT #:
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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 Director, shall be considered incomplete pending completion of the plan review process.

PROPERTY OWNER ACKNOWLEDGMENT

Before the application can be accepted, the owner of each property involved must provide their signature below to verify that the application is being filed with their knowledge. Staff will confirm ownership based on the records of the County Assessor. In the case of partnerships, corporations, LLCs or trusts, an officer of the ownership entity so authorized may sign provided that a letter of authorization is included, along with a copy of the current partnership agreement, corporate articles, or trust document as applicable. If the ownership of the property does not match City Records, a Grant Deed must correspond with the ownership listed on the application.

APPLICANT DECLARATION

A separate signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.

- I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the state information be found false or insufficient to fulfill the requirements of the Planning Division, I agree to revise the information as appropriate.
- I understand the Preliminary Environmental Review associated with this application is preliminary, and that after further evaluation, additional reports, studies, applications and/or fees may be required.
- I understand that there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
- I understand that if this application is denied, there is no refund of fees paid.
- I understand and agree to defend, indemnify and hold harmless, the City of Lodi, its agents, officers, attorneys, and employees from any claim, action, or proceeding brought against any of the above, the purpose of which is to attack, set aside, void, or annul the approval of this application and/or the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney's fees, or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent passive or active negligence on the part of the City of Lodi, its agents, officers, attorneys, or employees.

Executed at:

(City/State)

Dated:

Applicant's Name

Date

Property Owner's Name

Date

Applicant's Signature

Property Owner's Signature

Applicant's Title

Property Owner's Title

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REQUIRED ATTACHMENTS + PROCESS

For Planning staff to accurately review projects in a timely manner, plan sets submitted with Planning applications must be complete and thorough. A checklist of supplemental application requirements are listed below. More in-depth handouts for each type of Planning application can be found on Planning's website. A comprehensive understanding these requirements for plans to be reviewed by Planning ensures an efficient staff review of each proposal.

Every set of plans should contain a title bar on each sheet that includes the person who prepared the plans, the project address, the date the plans were prepared, the drawing scale, the sheet number, and (if applicable) a professional certification stamp. For revisions, plans should clearly indicate the revision number in the title block with a date indicating when the revision was made.

Note: the items below are the minimum required. After review of the submitted application, staff may request additional informational information necessary to determine compliance with the Lodi General Plan and Lodi Municipal Code (LMC).

All applications are *required* to submit a Preliminary Environmental Assessment. Generally, most applications will *require* one (1) electronic plan set (e.g., site plan, floor plan, elevations), *plus* additional documentation/information as described below.

Administrative Deviation - Written justification responding to LMC §17.40.050, as applicable.

Annexation - Pre-application review recommended. Generally, proposed boundary maps, fiscal impact analysis, Rezone/Prezone, General Plan Amendment, CEQA Review, and LAFCO Application.

Density Bonus - Proposed Affordable Housing Agreement. LMC §17.36.050

General Plan Amendment - Findings responsive to LMC §17.72.070, existing/proposed APNs/land uses, related maps.

Lot Line Adjustment /Merger - As required by LMC §17.72.070 & the Subdivision Map Act, including legal descriptions, existing/proposed parcel maps/APNs, title reports.

Minor Use Permit - As required by LMC §17.40.040

Pre-Application Review - Accurate, scaled site plan showing details such as parcel lines, area(s) proposed for development, roads, physical features and generalized topography.

Preliminary Environmental Assessment (Required) - to assist Staff in determining the appropriate environmental clearance for a project, include applicable information in narrative form within the Form.

Rezone/Prezone - Findings responsive to LMC §17.72.070, existing/proposed APNs/land uses, related maps.

Site Plan Architectural Review (SPARC) - Electronic material board, color renderings, photographs of property and structures, landscape plans with plant legend, parking/circulation plan, lighting plan, and roof plan showing mechanical screening.

Tentative Map/ Tentative Parcel Map - As per LMC Title 17, Article 5 & the Subdivision Map Act, including legal descriptions, existing/proposed parcel maps/APNs, title reports.

Use Permit - Description of proposed use activity, any special equipment, number and location of proposed parking spaces available for proposed use, hours of operation, employee number, enrollment number, ABC License Type, etc.

Variance - Written justification responding to LMC §17.40.050, as applicable.

 **Public Hearings** - Many project types require one or more Public Hearings at Planning Commission, SPARC, or City Council. Attendance is required unless directed otherwise. Remote attendance is available.



Public Outreach - At the discretion of staff, applicants may be required to hold a neighborhood meeting, depending on the nature of the project.