



CITY OF DUNSMUIR
5915 Dunsmuir Avenue, Dunsmuir CA 96025
Phone: (530) 235-4822 / Fax: (530) 235-4824

LAND USE APPLICATION

Type of application(s) for which you are applying:

- | | | |
|--|---|--|
| ☐ Historic Site Alteration Permit | ☐ Lot Line Adjustment | ☐ Zoning Text Amendment |
| ☐ Sign Permit | ☐ Parcel Merger | ☐ Annexation |
| ☐ Tentative Parcel Map | ☐ Variance | ☐ Out of Area Service Agreement |
| ☐ Tentative Subdivision Map | ☐ General Plan Amendment | ☐ Extension |
| ☐ Conditional Use Permit | ☐ Zoning Map Amendment | ☐ Map Check |
| ☐ Other (specify) _____ | | |

Project Description _____

PROPERTY INFORMATION

Assessor's Parcel No(s): _____

Site address(es): _____ Acreage(s): _____

Existing Land Use: _____ Proposed Land Use: _____

Current General Plan Designation: _____ Current Zoning District: _____

Current Water Source: _____ Current Sewage Disposal: _____

APPLICANT / PROPERTY OWNER / REPRESENTATIVE INFORMATION

Applicant Name(s): _____

Applicant Mailing Address: _____

Telephone #: () _____ E-Mail: _____

Property Owner(s) Full Names: _____

Property Owner Mailing Address: _____

Telephone #: () _____ E-Mail: _____

Name of Representative (if applicable): _____

Address of Representative: _____

Telephone #: () _____ E-Mail: _____

FOR OFFICE USE ONLY

Application No. _____ Date Filed _____

Fees Paid: _____ Receipt No. _____

AUTHORIZATION AND CONSENT

- A. **APPLICANT:** *In signing this application, I, as applicant, represent to have obtained authorization from the property owner to file this application.*
- B. **PROPERTY OWNER:** *In signing this application, I, as property owner, have full legal capacity to, and hereby do, authorize the filing of this application. I understand that if the property owner is an LLC, trust, or corporation, authorization will be required.*
- C. **PROPERTY OWNER AND APPLICANT:** *I understand that conditions of approval are binding and agree to be bound by those conditions, subject only to the right to object at the hearings or during the appeal period. I hereby certify that the facts, statements, and information presented within this application form are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in the application being delayed or not approved by the City. I hereby certify that I have read and fully understand all the information required in this application form and the associated application guidelines. I further agree and grant authorization to enter said property to the City for the limited purpose of examining the property with respect to the proposed project/land use. The authorization is valid from the date of this application until the date of project determination or withdrawal. In applying for this application(s), I also agree to diligently process and complete all requirements necessary for said application(s) to be considered complete and ready for processing and I hereby do agree that failure to do so constitutes an abandonment of said application(s) and my desire to withdraw said application(s).*

I further agree to defend, indemnify and hold harmless the City of Dunsmuir, its agents, officers, consultants, and employees from any legal challenge resulting from this application. I further stipulate that if I fail to comply with said agreement that I agree and consent to the City rescinding any and all approvals that are subject to this application.

Property Owner Date _____

Applicant Date _____

AGREEMENT TO PAY

City of Dunsmuir fees are based on City Council-approved fee schedules. Hourly fees and fees for services in excess of a minimum fee collected are billed to the applicant based on the City-approved fee schedule in effect at the time the work is performed by staff. I/We agree to pay such billing within thirty (30) days of the mailing of such billing for the project/permit. If payments on outstanding invoices are not made within thirty (30) days after the date of the invoice, City staff may cease work on the project until the required payment is made, subject to any other provisions of the law. All fees must be paid prior to the granting of any permits, approvals, or any land use entitlement for which services are required. The collection of fees, however, does not guarantee the granting of any permits, approvals, or land use entitlements for which I/We are applying.

Invoices to be Mailed to:

Name: _____

Address: _____

Phone Number: _____ Email: _____

I certify under proof of perjury that I am the property owner or that I am authorized to enter into this fee agreement on his/her behalf. I have read the conditions concerning City of Dunsmuir fees, and I understand that in the event that the billing party I have indicated does not pay required fees, I will be responsible for payment. I further agree to advise the department in writing should I no longer be associated with the above-referenced project/property, rendering this agreement invalid as of the change of the date that the letter is received by the City of Dunsmuir.

Printed Name: _____ Dated: _____

Signature: _____

LEVINE ACT DISCLOSURE STATEMENT

(The completed form submitted to the City of Dunsmuir is a public record.)

California Government Code Section 84308, commonly referred to as the "Levine Act," requires that parties to a proceeding involving a license, permit, or other entitlement for use disclose if they made contributions over \$250 within the prior 12 months to any City officer. Parties and participants with a financial interest are prohibited from making more than \$250 in contributions to a decisionmaker for the 12 months after the final decision is rendered on the proceeding. The above contribution disclosures and restrictions do not apply when the proceeding is competitively bid or involves a personnel or labor contract.

City Officers are listed at the following sites:

- Members of the City Council: <https://www.ci.dunsmuir.ca.us/city-council>
- Boards & Commission Members: <https://www.ci.dunsmuir.ca.us/commissions-committees>

Parties and their Agents are responsible for reviewing and disclosing their applicable contributions to City Officers on the record of a proceeding.

1. Have you or your entity, or any agent on behalf of you or your entity, made any political contribution(s) totaling more than \$250 to any City Officer in the twelve (12) months preceding the date of the submission of your license, permit, or contract, or the anticipated date of any City Council, Board, or Commission consideration or action related to this license, permit, or contract?

☐ YES ☐ NO

If yes, please identify the City Officer(s) and the amount of the contribution(s): _____

2. Do you or your entity, or any agent on behalf of you or your entity, anticipate or plan to make any political contribution(s) totaling more than \$250 to any City Officer in the twelve (12) months following any City Council, Board, or Commission consideration or action related to this license, permit, or contract?

☐ YES ☐ NO

If yes, please identify the City Officer(s) and the amount of the contribution(s): _____

Answering yes to either of the two questions above does not preclude the City of Dunsmuir from considering and/or taking action on a license, permit, or contract. It does, however, potentially preclude the identified City Officers from participating in consideration of and in taking any actions related to the license, permit, or contract. Please accurately complete and sign this form, under the penalty of perjury:

(Date)

(Printed Name/Title of Authorized Representative)

(Name of business/legal entity)

(Signature)

(Type of Transaction - e.g. contract, permit, or license)

You must submit a new statement if you make any new reportable contribution(s) while the contract, license, permit, or other entitlement is being considered and is pending. Submit the completed form to the City Clerk Department on the date the proceeding is initiated (e.g. the date the permit application is filed): City of Dunsmuir Attn: City Clerk, 5915 Dunsmuir Avenue, Dunsmuir, CA 96025; bmichaelsen@ci.dunsmuir.ca.us.

Term	Definition	Law
Covered "proceedings"	A proceeding to grant, deny, revoke, restrict, or modify a license, permit or other entitlement for use, that does not solely involve purely ministerial decisions and is: (1) Applied for by the party; (2) Formally or informally requested by the party; or (3) A contract between the agency and the party or a franchisee granted by the agency to the party, other than a contract that is competitively bid, a labor contract, or a personal employment contract.	FPPC Reg 18438.2(a)
Party	Any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.	Gov. Code 84308(a)(1)
Participant	Any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision. A person actively supports or opposes a particular decision in a proceeding if that person lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.	Gov. Code 84308(a)(2) FPPC Reg 18438.4
Agent	A person who represents a party or participant for compensation and appears before or otherwise communicates with the governmental agency for the purpose of influencing the pending proceeding. See FPPC Reg 18438.3 for exceptions for certain consultants.	FPPC Reg 18438.3
Competitively Bid	A contract required by law to be awarded to the lowest responsible bidder with a responsive bid, or, if the successful bidder refuses or fails to execute the contract, to the next lowest bidder with a responsive bid.	FPPC Reg 18438.2(a)(3)(A)
Labor Contract	A contract or agreement reached through collective bargaining or with a representative group regarding the salary, benefits, or terms and conditions under an employment or retirement policy for employees or retirees, including a project labor agreement entered under Public Contract Code Section 2500.	FPPC Reg 18438.2(a)(3)(B)
Personal Employment Contract	A contract for employment, including the terms and conditions of employment, between the agency and an agency employee. A contract with an independent contractor is NOT a personal employment contract.	FPPC Reg 18438.2(a)(3)(C)-(D)

A **party** to a proceeding before an agency involving a license, permit, or other entitlement for use **shall disclose on the record of the proceeding** any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party or the party's agent.

A **party, or agent to a party**, to a proceeding involving a license, permit, or other entitlement for use pending before any agency or a participant, or agent to a participant, in the proceeding **shall not make a contribution** of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for 12 months following the date a final decision is rendered by the agency in the proceeding.

(Gov. Code, § 84308, emphasis added.)