



Master Uniform Application

I. Type of Application

<input type="checkbox"/> Annexation	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Tract Map	<input type="checkbox"/> Zone Variance
<input type="checkbox"/> Zone Change	<input type="checkbox"/> Specific Plan	<input type="checkbox"/> Williamson Act Contract	<input type="checkbox"/> Lot Line Adjustment
<input type="checkbox"/> Parcel Map	<input type="checkbox"/> Zone Text Amendment	<input type="checkbox"/> Parcel Map Waiver	<input type="checkbox"/> Parcel Merger
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Precise Development Plan	<input type="checkbox"/> Reversion to Acreage	<input type="checkbox"/> 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)
- Mailing Address Labels (See Instructions)
- Signed Indemnification Agreement
- Copyright Agreement
- 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: _____

Phone Number: _____ Fax Number (optional): _____

Signature: _____

Property Owner Information

Name of Property Owner: _____

Address: _____ Email Address: _____

Phone Number: _____ Fax Number (optional): _____

Signature: _____

For Staff Use Only:

Application No.:	Related Files:
Date Received:	Received By:
Fee Amount:	Receipt No.:



Conditional Use Permit Submittal Checklist

All items 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
Complete Master Uniform Application	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Assessment Form (unless exempted by Planning Staff)	<input type="checkbox"/>	<input type="checkbox"/>
300-foot Radius Map from external property boundaries and property owner mailing lists (refer to Instructions for Mailing Labels)	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan (refer to Required Information for Exhibits) <ul style="list-style-type: none"> - ___ full size copies – maximum 24" x 36" - One (1) 11" x 17" copy 	<input type="checkbox"/>	<input type="checkbox"/>
Elevations: IF REQUIRED (refer to Required Information for Exhibits) <ul style="list-style-type: none"> - ___ full size copies – maximum 24" x 36" - One (1) 11" x 17" copy 	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Landscape Plan: IF REQUIRED (refer to Required Information for Exhibits) <ul style="list-style-type: none"> - Two (2) full size copies – maximum 24" x 36" - One (1) 11" x 17" copy 	<input type="checkbox"/>	<input type="checkbox"/>
One (1) copy of a written statement describing the important characteristics of proposed use, including the following information: <ul style="list-style-type: none"> - 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 conditional use permit (refer to Required Findings for Conditional Use Permit). 	<input type="checkbox"/>	<input type="checkbox"/>

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:

- One (1) set of postage-paid envelopes without a return address (the same number as the total number of property owners). A second set may be required for projects that are appealed or for those that require a public hearing before the Wasco City Council.
- 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, Elevations, Site Plans & Architectural 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 centerline.
- 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.
- All proposed landscape areas. A separate landscape plan may be required.
- Proposed dedications and improvements in accordance with applicable improvement standards for the area.
- Location, Height, and materials of walls and fences.
- Location of proposed trash bin enclosure. Location must facilitate right side pick-up. City refuse vehicles are not permitted to back up.
- Proposed size and location of all on-site drainage basins. On-site retention is required.
- Existing and proposed signs, including location, size and height. A separate Sign Permit Application may be required.

Elevations & Architectural Plans (Scale shall be at minimum 1/4"=1')

- Floor 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, railing, chimneys, decks, and similar projections.
- Enclosure design for trash area (see City Standards), 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.



Required Findings Conditional Use Permit

The Planning Commission must make the following findings in order to approve a Conditional Use Permit. These findings are required per Section 17.70.040 of the Wasco Municipal Code.

Use these findings to complete your explanation as to why a proposed use meets the code requirements when submitting the required information for a Conditional Use Permit request.

REQUIRED FINDINGS

Section 17.70.040 Basis for Approval for Conditional Use Permits

Following a hearing, the commission shall record the decision in writing and shall recite therein the findings upon which the decision is based. The commission may approve and/or modify a conditional use permit application in whole or in part, with or without conditions, only if all of the following findings are made:

- A. The proposed use is conditionally permitted within, and would not impair the integrity and character of the subject land use district and complies with all of the applicable provisions of this zoning ordinance;
 - B. The proposed use is consistent with the goals and policies in the general plan;
 - C. The approval of the conditional use permit for the proposed use is in compliance with the requirements of the California Environmental Quality Act (CEQA), this chapter, and other applicable codes and ordinances;
 - D. There will be no potentially significant negative impacts upon environmental quality and natural resources that could not be properly mitigate and monitored;
 - E. The location, size, design, and operating characteristics of the proposed use are compatible with the existing and futures land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic, or other conditions or situations that may be objectionable or detrimental to other permitted uses in the vicinity or adverse to the public interest, health, safety, convenience, or welfare of the city;
 - F. The subject site is physically suitable for the type and density/intensity of the use being proposed;
 - G. There are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety; and
 - H. The propose use meets the minimum requirements of this chapter applicable to the use and complies with all other laws, ordinance, and regulations of the city of Wasco and the state of California.
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