



## Master Uniform Application

### I. Type of Application

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Annexation                 | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> General Plan Amendment  | <input type="checkbox"/> Precise Development Plan |
| <input type="checkbox"/> Site Plan Review (Non SFR) | <input type="checkbox"/> Specific Plan          | <input type="checkbox"/> Williamson Act Contract | <input type="checkbox"/> Zone Variance            |
| <input type="checkbox"/> Zone Change                | <input type="checkbox"/> Zone Text Amendment    | <input type="checkbox"/> Parcel Map Waiver       | <input type="checkbox"/> Lot Line Adjustment      |
| <input type="checkbox"/> Parcel Map                 | <input type="checkbox"/> Tract Map              | <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)
- 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: \_\_\_\_\_

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### For Staff Use Only:

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



## Billing Authorization Form

As partial performance related to application processing, the Applicant (and/or Property Owner of the subject property of the project application) shall make a deposit (funds) in the amount of \$\_\_\_\_\_ to the City upon filing of their application. City shall charge all lawful expenses incurred in providing Application processing services against Applicant's deposit and any other required City fees. City expenses may include, though not be limited to, City staff time and directly related expenses for application review for completeness, application referrals, noticing of meetings and hearings, site inspections, staff report preparation, preparation of correspondence, response to public inquiries related to the Application, copying and mailing charges, and attendance at meetings.

The undersigned Applicant assumes full responsibility for all costs incurred by the City in the processing of this application. The Applicant further acknowledges and agrees that the fees posted herewith may not be adequate to fully reimburse the City for costs incurred in connection with the Application process, and that periodically, as the need arises, Applicant(s) may be called upon to make further deposit of funds.

Applicant agrees that there shall always remain on deposit with the City sufficient funds to cover the anticipated costs to be incurred with the Application process for a period of thirty (30) business days. (Note: in some instances, funds may be required to cover a period of time beyond 30 days, particularly when consultant services are being used and significant expenses are incurred.) In the event, for any reason, a City request for further deposit of funds from Applicant is not fully satisfied, within thirty (30) business days the City shall cease processing of this Application and the related project, and shall record the failure to make the requested deposit of funds as the Applicant's request to cease processing the Application. In addition, should the funds on deposit ever fall below an amount, estimated by the City in its sole discretion, sufficient to cover the anticipated costs to be incurred in the Application process for a period of thirty (30) business days, the City shall cease processing of the Application and cancel same, and shall record the lack of funds as the Applicant's request to cease processing the Application.

The advance of funds shall not be dependent upon the City's approval or disapproval of the Applicant's application, or upon the result of any action, and shall in no way influence the project. Further, neither Applicant nor any other person providing funding for the Application shall, as a result of such funding, have any expectation as to the results of the Application process or the selection of an alternative favorable to or benefiting the Applicant.

Upon conclusion of processing services and full reimbursement to the City for any outstanding costs that may have been incurred in Application processing, any remaining deposit monies with the City shall be returned to the Applicant. The City may withhold final approval of any project/permit until all fees/invoices are paid in full.

*I certify under proof of perjury that I am the property owner or that I am authorized, as project Applicant, to enter into this funding agreement on his/her behalf. I agree to advise the City in writing should I no longer be associated with the below-referenced property/project.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Relationship to Application:  Applicant  Property Owner

Application No.: \_\_\_\_\_ Address/APN: \_\_\_\_\_

### Billing Contact Information (for mailing of invoices)

Name : \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_



## Precise Development Plan 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	<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"> <li>- Ten (10) full size copies – maximum 24" x 36"</li> <li>- One (1) 11" x 17" copy</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Elevations (refer to Required Information for Exhibits) <ul style="list-style-type: none"> <li>- Ten (10) full size copies – maximum 24" x 36"</li> <li>- One (1) 11" x 17" copy</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Landscape Plan (refer to Required Information for Exhibits) <ul style="list-style-type: none"> <li>- Two (2) full size copies – maximum 24" x 36"</li> <li>- One (1) 11" x 17" copy</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) copies of a written statement describing the important characteristics of proposed use, including the following information: <ul style="list-style-type: none"> <li>- Proposed product or services offered.</li> <li>- 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.</li> <li>- Outdoor activities including work, storage, display and services.</li> <li>- Construction and/or site plan change.</li> <li>- Materials being stored on-site.</li> <li>- Delivery methods.</li> <li>- Odors, noise, dust or glare produced.</li> <li>- Hazardous or volatile materials or chemicals involved.</li> <li>- Type of vehicle traffic involved including means of access, available parking, drop-off/pick-up, truck deliveries, refuse pick-up, etc.</li> <li>- Description of lease controls or other private provisions affecting the proposed use.</li> <li>- Brief description of prior use of property.</li> <li>- Additional written information, as deemed necessary by the Community Development Director.</li> <li>- Reasons applicant feel justify the granting of the precise development plan (refer to Required Findings for Precise Development Plan)</li> </ul>	<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:

- 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 Precise Development Plan

The City must make the following findings in order to approve a Precise Development Plan. These findings are required per Chapter 17.54 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 Precise Development Plan request.

### REQUIRED FINDINGS

Section 17.54.130(B) Special Review Procedures and Development Standards for Precise Development Plans

The applicable approval authority of the City shall record the decision in writing and shall recite therein the findings upon which the decision is based. The City may approve and/or modify a precise development plan application in whole or in part, with or without conditions, only if all of the following findings are made:

1. All development shall be consistent with the goals and policies of the general plan and with the uses and density and intensity standards of the general plan land use category applicable to the area in which the property is located.
2. All development proposed shall be superior to development that could occur under the development standards of the base zone district in at least two of the following ways:
  - a. Greater open space and common areas than required;
  - b. Greater landscaping than required that enhances the public street appearance (including street trees, benches, lights, special paving, water fountains, etc.) or increases landscape buffers with adjacent properties;
  - c. Design features beyond those required through the design district or subdivision regulations to achieve superior site and/or building design;
  - d. Greater connectivity to surrounding public streets, bike paths, pedestrian walkways, and public open spaces than required by zoning or subdivision regulations;
  - e. Enhanced environmental preservation by clustering development to preserve sensitive plant or wildlife habitat, biological resources, or contiguous open space;
  - f. Reduced impacts on surrounding properties, in terms of privacy, access to sunlight, shadow, views, building bulk, noise, or other types of negative impacts, beyond what would be achieved under existing requirements.
3. All development shall comply with any conditions deemed necessary or appropriate to promote the public health, safety and welfare.
4. Development standards and criteria may be deviated; provided, that such deviations are identified in the permit application and justification provided to support all requested deviations to standards to the satisfaction of the planning commission and/or city council.