



ADMINISTRATIVE APPLICATION

Community Development Department
Planning Division

This form is part of your Planning submittal. Attach additional sheets of paper to answer questions if needed. If a question is not applicable, write "N/A." Contact Planning Division staff for questions or assistance filling out the application.

Project Address _____

Request

- Administrative Use Permit (Alcohol, Setbacks, Drive-Through, Outdoor Dining)
- Design Review
- Extension of Time
- Lot Merger / Lot Line Adjustment
- Other _____
- Minor Modification
- Signage / Master Sign Program
- Site Plan Review
- Temporary Use Permit
- Wireless Telecommunications

Applicant

- Owner
- Design Professional
- Agent of Owner
- Architect
- Other _____

Name: _____

Address: _____

Phone #: _____ Email: _____

Development Proposal

Zoning: _____ General Plan Designation: _____ Lot Size: _____

Existing Land Use: _____ Assessor Parcel #: _____

Area and Dimensions: _____ Existing/Proposed Floor Areas _____

Existing # Parking Spaces _____ Parking Required _____

Other _____

If applicant will be represented by someone else, a notarized Letter of Authorization (LOA) must be submitted separately. The LOA must include the applicant or owner's signature, as well as a statement authorizing the representative to represent them in all matters pertaining to the application. The LOA must also include complete contract information for the representative.

Applicant's Signature: _____ Date: _____

Print Name/Title of Signer _____

Submittal Checklist

Req'd	Rec'd	Submittal Materials	Required Copies
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Detailed Operations Statement *	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Site Plans/Elevations/Floor Plans	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Colored Elevations	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Grading Plan	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Landscape Plan	1 digital
<input type="checkbox"/>	<input type="checkbox"/>	Site Photos	1 digital

* **Detailed Operations Statement** shall include but not be limited to the following:
(Hours and days of operation, number of employees, services or products provided, etc.).

PROPERTY OWNER'S ACKNOWLEDGMENT

I/We _____ am/are the owner(s) of property involved in this application. The statements, answers and information contained in this/these application(s) checked are true and correct to the best of my/our knowledge. I/We agree to any and all improvements as may be required.

Property Owner's Signature: _____

Date: _____

Do Not Write Below This Line

Case Number

Initials _____

Date Stamp