



## Master Uniform Application

### I. Type of Application

<input type="checkbox"/> Annexation	<input checked="" 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 / LLA
<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 unless exempted by Staff. If any items are missing, the application will not be accepted. **ACCEPTANCE OF AN APPLICATION DOES NOT GUARANTEE PROJECT APPROVAL.**

- Completed Master Uniform Application indicating type of application being submitted
- Written Project Description
- One (1) Preliminary Title Report, not more than two months old, for all subject properties (if applicable)
- 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 (if applicable See Instructions for Mailing Labels)
- Signed Indemnification Agreement
- Signed Copyright Agreement (if applicable)
- Submittal Checklist and/or Required Exhibits Information corresponding with application type identified above

**CONSENT OF PROPERTY OWNER:** The consent of the property owner is required for filing an application for a land use development permit within the City of Wasco. The signature of the property owner(s) below constitutes 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: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

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

#### Property Owner Information

Name of Property Owner: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

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"> <li>- Digital submittal required.</li> <li>- Printed copies may be required by staff on a case by case basis</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Elevations: IF REQUIRED (refer to Require Information for Exhibits) <ul style="list-style-type: none"> <li>- Digital submittal required.</li> <li>- Printed copies may be required by staff on a case by case basis</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Landscape Plan: IF REQUIRED (refer to Require Information for Exhibits) <ul style="list-style-type: none"> <li>- Digital submittal required.</li> <li>- Printed copies may be required by staff on a case by case basis</li> </ul>	<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"> <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 conditional use permit (refer to Required Findings for Conditional Use Permit).</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 envelopes, which include 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.

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, addressed with mailing labels to all property owners within 300 feet (the same number as the total number of property owners).
- One (1) copy of the mailing labels. (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 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 requirements for public notice mailing 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.**



## 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: \_\_\_\_\_



**INDEMNIFICATION AND HOLD HARMLESS**

ORDINANCE No. 2013-631, adopted by the City Council of the City of Wasco on July 2, 2013, requires applicants for land use approvals, to sign the following Indemnification Agreement. Failure to sign this agreement will result in the application being considered incomplete and withheld from further processing.

**INDEMNIFICATION AGREEMENT**

As part of this application , applicant agrees to defend, indemnify, release and hold harmless the City of Wasco, its council members, agents, officers, attorneys, employees, boards and commissions, as more particularly set forth in the Wasco Municipal Code Chapter 17.04 Section, from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or adoption of the environmental document which accompanies it. The indemnification shall include, but not be limited to, damages, costs, expenses, attorney 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, its agents, officers, attorneys, employees, council members, boards and commissions.

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

\_\_\_\_\_  
Applicant

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

\_\_\_\_\_  
Property Owner