



(Office Use Only)

CITY OF ARVIN
Application Form

Planning & Building Department
141 Plumtree Dr.
P.O. Box 548
Arvin, Ca 93203
Phone: (661)854-6183
Fax: (661)854-2969

APPLICATION TYPE
(Please check all that apply)

General Plan & Zone Changes

- General Plan Amendment (\$1,100 deposit)
- Specific Plan Amendment (\$1,100 deposit)
- New Specific Plan (\$1,100 deposit)
- Zone Change (\$1,750 deposit)
- Concurrent GPA/ZC (\$2,850 deposit)
- PUD Zone Changes (\$1,750 deposit)
- Other _____

Zoning Applications-Site Plan Reviews

- Conditional Use Permits (\$1,350 deposit)
- Variances/Modifications (\$1,105 (or \$250 when combined with other permits))
- Site Plan Review (\$1,250 deposit)
- PD Plan Review (New) (\$1,250 + \$25/lot)
- Sign Plan Application (\$85)
- Temporary Use Application (\$270)
- Other _____

Land Divisions

- Tract Map (\$2,300 per phase deposit)
- Revised Tract Map (\$2,000)
- Parcel Map (\$1,400 deposit)
- Revised Parcel Map (\$2,000)
- Parcel Map Waiver/Merger (\$1,100 deposit)
- Lot Line Adjustment (\$580)
- Certificate of Compliance (\$350)
- Final Tract Map (\$1,500)
- Final Parcel Map (\$750)

Miscellaneous

- Annexation (\$3,767)
- Initial Env. Study (\$2,000 deposit)
- EIR (\$10,000 deposit)
- Development Agreement (\$2,000 deposit)
- Other _____

APPLICANT/OWNER INFORMATION

APPLICANT CONTACT

Name: _____

Address: _____

Phone: _____

PROPERTY OWNER OF RECORD

Name: _____

FOR OFFICE USE ONLY	
<i>Fee Paid</i> _____	<i>Cash/Check:</i> _____
<i>Date Paid:</i> _____	<i>Processed By:</i> _____

Address: _____

Phone: _____

PROJECT INFORMATION

(Please fill out completely-put N/A if the item is not applicable)

A. Description of proposal (explain in detail; attach additional or supporting information as necessary):

B. Reason for request (explain in detail, attach additional or supporting information as necessary; if this is an extension of time, explain why the extension is necessary and why the project cannot be commenced within the allocated time):

C. Site Address (if none, general location): _____

D. Assessor's Parcel Number(s): _____

Please include with your application, a copy of the Assessor's map(s) that show the entire project boundary.
These maps may be obtained from the Kern County Assessor, 1115 Truxton Ave, Bakersfield, CA (661-868-3485)

E. Zoning: _____ General Plan Designation: _____

F. Project site size (acreage or square footage): _____

G. If this is a division of land, number of lots being created: Buildable _____ Nonbuildable _____

Is a modification or optional design being requested? Yes No

If yes, describe the modification: _____

H. Will the project (or map) be phased? Yes No

If yes, what is the anticipated schedule of development? (explain):

I. List and describe any other permits or other public agency approvals required for this project:

J. List any associated projects or relationship to a larger project or series of projects:

K. Proposed Use (Check use being proposed and provide all necessary information, attach additional sheets if necessary):

1. Residential: (Check type) Single Family Multiple Family

Number of units: _____ Number of floors: _____

Building height (feet from grade to highest point): _____

Square footage of units: _____

Number of bedrooms per unit: _____

Density (units per acre): _____

2. Commercial: (Check type) Retail Office Other (identify) _____

Describe in detail: _____

Gross square footage of floor area: _____ Number of floors _____

Building Height (feet from grade to highest point): _____

Total number of employees: _____ Number of employees on largest shift: _____

Hours of operation: _____

Describe size and type of loading facilities: _____

3. Industrial:

Describe in detail: _____

Gross square footage of floor area: _____ Number of floors _____

Building Height (feet from grade to highest point): _____

Total number of employees: _____ Number of employees on largest shift: _____

Hours of operation: _____

Describe size and type of loading facilities: _____

4 Institutional:

Describe in detail: _____

Gross square footage of floor area: _____ Number of floors _____

Building Height (feet from grade to highest point): _____

Total number of employees: _____ Number of employees on largest shift: _____

Hours of operation: _____

Describe size and type of loading facilities: _____

5. Other:

Describe in detail: _____

Gross square footage of floor area: _____ Number of floors _____

Building Height (feet from grade to highest point): _____

Total number of employees: _____ Number of employees on largest shift: _____

Hours of operation: _____

Describe size and type of loading facilities: _____

L. Hazardous waste verification:

California law requires that person applying for development projects review a listing of all hazardous waste sites. As part of this application, you must indicate whether or not your project site is included on the list of hazardous waste sites. Please review the list of hazardous waste sites and check the appropriate confirmation below (*note: a copy of this list and the law is available at the Planning Department*). By signing this application, you or your agent is verifying that the most current hazardous waste and substance site list from the State Environmental Protection Agency – Department of Toxic Substances Control has been reviewed in accordance with the California Government Code (§ 65962.5).

I or my agent confirms that the project site is (check one) **included** **not included** on this list.

M. Other Information:

List any other information or notes that you feel are necessary for review of this application
(*you may also attach additional sheets or information as needed*):

AUTHORIZED SIGNATURES

I/We certify that any statements contained in this application packet and any information attached as part of this application are true and correct to the best of my/our knowledge. I/We agree to comply with all city ordinances, state and other applicable laws relating to the development requested in this application.

The undersigned acknowledges that they are responsible for submitting required information on the most current City of Arvin planning application form. Any permit or approval issued by the city as a result of false information on this application, or, use of an altered, or out-of-date planning application, shall be void and subject to all penalties/remedies allowed by law.

Applicant:

Property Owner:

Print Name

Signature

Date

Print Name

Signature

Date

Note: In order for this application to be considered complete for processing, signatures of both the current property owner and applicant are required. A letter from the property owner authorizing or acknowledging that the applicant is acting on their behalf is acceptable in lieu of the owner signing this application; however, this acknowledgement must be included with the project information submitted to the City.

Indemnification Agreement

In consideration by the City of Arvin of a project, including any related environmental documents,

for a _____,
(Identify the type of project from page 1)

located at _____,
(Print name of property owner or authorized representative/applicant)

I/We, _____,
(Print name of property owner or authorized representative/applicant)

agree to indemnify, defend, and hold harmless the City of Arvin, its officers, officials, council members, agents, employees, departments, commissioners or boards ("City" herein) against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, in any way arising from, the terms and provisions of this application, including without limitation any CEQA approval or any related development approvals or conditions, whether imposed by the City or not, except for any liability, claims, actions, causes of action or demands arising out of the City's sole active negligence or willful misconduct.

This indemnification agreement does not prevent the property owner from challenging any decision by the City related to this project and the obligations of this condition apply regardless of whether any other permits or entitlements are issued.

The City will promptly notify property owner of any such claim. Action or proceeding, falling under this condition within thirty (30) days of actually receiving such claim. The City, in its sole discretion, shall be allowed to choose the attorney or outside law firm to defend the City at the sole cost and expense of the property owner and the City is not obligated to use any law firm or attorney chosen by the property owner and/or applicant.

_____ *Authorized Signature*

_____ *Date*

(If the owner is not an individual, the corporation name goes above and authorized signature goes below.)

By: _____

Title: _____

IMPORTANT NOTE:

In order for your project to be considered complete for processing, this properly executed form must be included with your project application. Please note that this agreement can only be signed by the property owner of record at the time this application is submitted to the City.

SUPPLEMENTAL INFORMATION CHECKLIST

It may be necessary for your application to include supplemental information such as site plans or special studies to ensure that the application can be adequately reviewed and processed. This information is necessary so that untimely delays may be avoided. Please review the following and include any additional items as directed to ensure that the application can be deemed complete for processing (check those that apply):

A. Land Divisions:

If you are making a land division application, you must also complete any required items in the "Land Division

Supplement” which is a separate packet from this application.
(Please obtain from the Planning Department)

B. Zone Changes (including those associated with General Plan Amendments):

Attach with this application packet a specific map and legal description for each zone district proposed on the project site. The legal description must be stamped and signed by a licensed land surveyor or registered civil engineer.

C. Street Renaming:

- Meet with Planning staff to review proposed name change and go through review process
- Identify new street name with alternatives if required by Planning staff

D. Development Agreement (discuss each on a separate attachment):

- Featured or amenities unique to the project;
- Provisions for the reservation and dedication of land for public purposes;
- Explain what conditions, terms, restrictions and requirements are being requested for the project; include any request to modify existing rules, regulations and policies applicable to the project and how subsequent changes to them will be applied to the project over the life of the agreement;
- Explain what public improvements, facilities, services or other public benefit would occur as a direct result of the City entering into a development agreement for this project;
- Explain the period of time the development agreement is to be affective and how that time frame relates to when the project will commence, when it will be completed and how it will be phased;
- Explain how the development agreement will promote investment in and commitment to comprehensive planning at the least economic cost to the public and the developer;
- Explain how the development agreement will promote the orderly development of the property and reduce the economic costs of development in a manner that is mutually beneficial to the City and the developer.

E. Items A-D are not applicable to this application.

SITE DEVELOPMENT PLANS

Please use the appropriate checklist which corresponds to the type of application you will be submitting. The checklist will help you in showing all information necessary to complete any site plans or other drawings required for your project. Please note that incomplete plans could delay review of your project.

(Note: Unless otherwise state, site development plans are not required to be drawn or stamped by a licensed engineer or architect).

Site Plan Review
Conditional Use Permit
Planned Commercial & Planned Unit Development (includes PD plan review)

Site Plan Review & Condition Use Permits

- 10 full-sized site plans neatly dimensioned and drawn to an appropriate scale (preferred scale is 1" = 20")
- 1 reduced site plan (8 ½" by 11")

PCDs & PUDs only (includes PD plan review)

- 8 full-sized site plans neatly dimensioned and drawn to an appropriate scale (preferred scale is 1" = 20")
- 1 reduced site plan (8 ½" x 11")
- 1 color rendition of the site plan and elevations indicating the colors and materials being processed (full size and 8 ½" x 11")

The site plan shall include the following (if applicable)

- Vicinity map
- North arrow, numerical scale and bar scale
- Existing property line
- Abutting streets
- Site address
- Legal boundaries of the site clearly delineated, including any interior parcel lines
- Location of all existing on and off-site improvements (show as existing)
- Type and location of any improvements to be removed
- Location of off-street parking, indicate the number of required parking spaces, the number of provided parking spaces, and the number and location of handicapped spaces, type of paving, direction arrows depicting traffic flow, and parking dimensions

- Location and type of parking lot lighting including pole Locations, pole height, light source, illumination level and fixtures types
- Locations and width of drive approaches
- Location, height and material of fences and walls
- Method of storm water disposal, on-site drainage
- Location of existing and/or proposed public Improvements (such as curbs, gutters, sidewalks, sewers, utility poles, fire hydrants, street lights, traffic-control signing, traffic signals, specific plan lines for streets & highways, etc.)
- Method of sewage disposal

- Locations of trash refuse areas**
- Landscaped areas**
- Summary of all proposed buildings including:**
 - a) Total gross floor area of all buildings and structures**
 - b) Number of floors and gross square footage of each**
 - c) Use and square footage of existing buildings**
 - d) Use and square footage of proposed buildings**
 - e) Required and provided parking ratios for use**
- Elevations and floor plans (including description of room use) of all proposed and/or existing buildings or additions to existing buildings; in the case of building additions the plans shall clearly show existing and proposed areas and any areas proposed for demolition**
- All applications – APN map(s) of project area**
- Second units only – in addition to the above, information required regarding architectural compatibility with the main home (elevations and/or photographs are recommended)**

City of Arvin

Planning Application

Comprehensive Sign Plan

(New or revised)

- 2 copies of the sign plan that includes plans, drawings lighting, building orientation, sign locations, materials, etc. (1 color and 1 black and white)
- Written justification explaining why deviations from the sign ordinance are needed
- Statement or letters that the sign plan is supported by a majority (+50%) of the property and business owners
- List of all property owners and business owners with their mailing addresses

Wall & Landscape Review

- 4 sets of plans neatly dimensioned and drawn to an appropriate scale (24" x 36" sheet-preferred scale is 1' = 10' or 1' = 20')
- 1 set of colored renderings (at the size noted above)
- 1 reduced site plan (8 1/2" x 11")

The plan shall include the following (if applicable)

- Location, height, elevation design of wall identifying all

Materials for a typical section

- Proposed subdivision/neighborhood corner wall signs
 - Existing and proposed uses adjacent to site
 - Existing property lines
 - Cross-Section showing dimensions of the street right-of-way, sidewalk, landscape area, wall, and any other proposed improvements

 - Layout and legend of all plant materials (state common and botanical names), and other decorative materials and/or

 - Actual number of trees, tree placement shown to scale, percentage of evergreen and deciduous tree species, number and placement of shrubs, and groundcover; all must be shown at mature spread and must meet the minimum requirements of Chapter 17.61

 - If applicable, include a detail of street corner treatments-clear site views at intersections and median islands must meet minimum city standards

 - Any other improvements that may have an impact on the design, including existing adjacent walls, curbs, gutters, sidewalks, utility poles, street lights, traffic signals, traffic control signs, etc.

 - If hardscape is proposed for arterial streets, show the amount of square footage and percent of hardscape with all materials and design
-
-

SPECIAL STUDIES

The City requires that all environmental impacts be evaluated for a project. We have identified on this and the following page those specific studies that are necessary for most projects. If required, these studies need to be completed and included with your application before it can be further processed (this will depend on the application type selected so please read each carefully). Please note that during the course of review of your project or as part of the environmental analysis, the Planning Department may determine that the preparation of additional studies (eg. Noise, agricultural land conversion, land use studies, parking analysis, etc.) may be necessary, or if impacts are found to be significant, the preparation of an environmental impact

report (EIR).

ARCHAEOLOGICAL EVALUATION/STUDY:

If you checked an application type in the **General Plan & Zone Changes category, tract map, or parcel map**, please consult with the Archaeological Information Center (AIC) at California State University – Bakersfield, located at 9001 Stockdale Highway, (661) 664-2289/FAX (661) 664-2415. The AIC will provide you with a letter informing the City as to how to proceed regarding the archaeological impacts of your project. If the AIC recommends that an archaeological study and/or evaluation be completed, you must retain a qualified archaeological consultant to prepare the analysis. You will be responsible to pay any fees for this work directly to the AIC and/or consultant.

If your project is a **site plan review or conditional use permit**, you do not need to contact the AIC. Staff will first evaluate your project and determine if consultation with the AIC is necessary.

TRAFFIC STUDY:

If you checked an application type in the **General Plan & Zone Change category**, or your project is a **site plan review or conditional use permit that is a large retail or shopping center**, please contact the City Planning Director at (661) 854-6183. The City Planning Director will determine if a study is required (*please include a copy of his/her determination with your application*). If a study is required, you must:

- Retain a qualified traffic engineering consultant at your expense (*the City Planning Director can provide a list of the minimum acceptable qualifications for the consultant*).
- Submit six (6) copies of the draft study with your project application.
- Allow a minimum of five (5) weeks for the review of this study by the City and other agencies (Caltrans, Kern County, and the Kern Council of Governments).
- Submit six (6) copies (*or more as determined by the City Planning Director*) of the final study which responds to agency comments.
- Enter an agreement and provide security for traffic impact mitigation as may be identified in the study (*if the project is approved*).

WATER “WILL SERVE” LETTER:

If you checked an application type in the **General Plan & Zone Change category, tract map or parcel map**, you must include with your application a “will serve” letter (*on their official letterhead*) from the appropriate water purveyor. This letter must be dated within 60 days of submitting the application. You will be responsible for contacting the water purveyor and paying any fee they may charge for preparing this letter.

AIR QUALITY IMPACT STUDY:

If you checked an application type in the General Plan & Zone Change category, tract map or parcel map, and the size of your project is at or above one of the levels shown in the following tables, you are required to submit an Air Quality Impact Study with your application that uses the most currently available emissions model. The preparer of this study must be qualified to prepare an air quality analysis in accordance with the San Joaquin Valley Air Pollution Control District (APCD) “Guide for Assessing and Mitigating Air Quality Impacts.” At a minimum, the study shall include an project description, a discussion of the environmental setting, and an evaluation of the following items: (1) short and long term project

emission impacts, (2) cumulative impacts, and (3) proposed mitigation measures. Any adjustments to the default settings of the emissions model shall be clearly identified and presented along with summary printouts from the model run that support the conclusions in the report. If you have any questions regarding the thresholds study, the contact person for the APCD is Heather Ellison, 2700 M Street #275, Bakersfield, CA 93301; (661) 326-6980. You may contact the Planning Department at (661) 854-6183 for a list of consultants qualified to prepare this analysis.

Generally, projects at or above the levels indicated in the tables below are likely to exceed the recommended threshold of significant impact of 10 tons per year for Reactive Organic Gases (ROG) and Oxides of Nitrogen (NOx). However, there may be some projects that are less than the levels shown that may still require an air quality study to be prepared. In this case, the Planning Department will notify you after preliminary review your application if additional analysis is necessary.

SMALL PROJECT ANALYSIS LEVEL (SPAL) IN VEHICLE TRIPS*

LAND USE CATEGORY	PROJECT SIZE
Residential Housing	1,453 trips per day
Commercial	1,676 trips per day
Office	1,628 trips per day
Institutional	1,707 trips per day
Industrial	1,506 trips per day

** Source: San Joaquin Valley Air Pollution Control District*

SMALL PROJECT ANALYSIS LEVEL (SPAL) BY PROJECT TYPE*

HOUSING TYPE	PROJECT SIZE
Single Family	152 Units
Apartments, Low Rise	220 Units
Apartments, High Rise	345 Units
Condominiums, General	270 Units
Condominiums, High Rise	335 Units
Mobile Homes	330 Units
Retirement Community	460 Units

**Source: San Joaquin Valley Air Pollution Control District*

MITIGATION AGREEMENT

Property owners or applicants with projects requiring mitigation measures (as typically identified in a traffic study, biological report or EIR) to reduce potential impacts to a level less than significant, **must** sign this form and submit it **prior to project consideration**, in order for the City to process the environmental document for the project.

I, _____, representing _____
(Print name of owner or applicant) *(Print name of owner of N/A)*
am applying to the City of Arvin for _____
(Identify type of project)
at _____
(General location)

Check one of the following and complete, if applicable:

- My application materials specifically identify impacts and mitigation for:**

(Traffic, biological resources, other - - please specify)

- An Environmental Impact Report prepared for the above referenced project identifies mitigation for the environmental impacts.

I hereby agree to incorporate all of the mitigation measures referenced in the materials identified above and from any other applicable environmental documents into this project.

Property Owner's or Applicant's Signature

Date

*NOTE: In order for your project to be advertised and set for hearing with an environmental document, this properly executed form must be submitted prior to consideration of the project by the City. **Although you may sign and submit this form with your application, it is not required until such time during processing when mitigation has been identified and required to become part of the project.** Staff can provide further assistance and advice regarding this document as the project moves forward.*

References: Section 21080© Public Resources Code and Section 15070(b) of the California Environmental Quality Act (CEQA)

City of Arvin

Planning Application

REVIEW/PUBLIC HEARING PROCESS

The City has three different hearing boards that review and approve projects. In addition, some of the reviews are handled administratively with only a staff review. The following indicate the type of process, its estimated time for processing based on submitting the application by the deadline, and its tentative public hearing date. Please note that additional environmental studies or delays on your part may extend these times. If your project is subject to a public hearing by one of these boards, please refer to the applicable schedule to determine the deadline to submit your application packet and hearing dates.

(Note: Staff review items have no deadlines for submitting applications; processing begins as soon as they are received.)

<i>Application Type</i>	<i>Administrative Staff Review</i>	<i>Public Hearings</i>
		<i>Planning Commission</i>
<i>Site Plan Review Small Projects</i>	<i>30 working days</i>	
<i>PD Plan Review (PCD/PUD overlay) ⁽¹⁾</i>		<i>60-90 days</i>
<i>Conditional Use Permit</i>		<i>60-90 days</i>
<i>Modification</i>		<i>40-60 days</i>
<i>Comprehensive Sign Plan</i>		<i>45-60 days</i>
<i>Tract Map (Includes revised)</i>		<i>90-120 days</i>
<i>Parcel Map (Includes revised)</i>		<i>90-120 days</i>
<i>Parcel Map Waiver</i>	<i>50 days</i>	
<i>Parcel Merger</i>	<i>50 days</i>	
<i>Lot Line Adjustment</i>	<i>50 days</i>	
<i>General Plan Amendment ⁽²⁾ (Includes Concurrent & Specific Plan)</i>		<i>180 days</i>
<i>Zone Change ⁽²⁾</i>		<i>90-120 days</i>

<i>Administrative Review</i> <i>(Includes Plan & Map Changes)</i>		<i>45-60 days</i>
<i>Annexation (Pre-zoning)</i> ⁽²⁾		<i>90-120 days</i>
<i>Extension of Time</i> ⁽³⁾	<i>2-5 days</i> <i>(Site Plan Review)</i>	<i>45-60 days</i>
<i>Street Renaming</i>		<i>90-120 days</i>
<i>Wall and Landscape Review</i>		<i>60-90 days</i>

(1) Add 60-90 days for final City Council action/review.

(2) Because the final determination is made by the Local Agency Formation Commission (LAFCo) their process will take an additional 90 - 180 days.

(3) The extension processing time is dependent upon the hearing body that initially approved the project.