



Community Development Department

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Building ♦ Geographic Information Systems ♦ Housing
 Neighborhood Preservation ♦ Planning

DEVELOPMENT PERMIT APPLICATION

Permit #:

Date Filed:

PROJECT NAME:			
PROJECT ADDRESS:		AP No:	
APPLICANT/AGENT:	PHONE NO:	FAX NO:	E-MAIL ADDRESS:
ADDRESS:		CITY:	STATE/ZIP:
PROPERTY OWNER IF OTHER THAN APPLICANT:	PHONE NO:	FAX NO:	E-MAIL ADDRESS:
ADDRESS:		CITY:	STATE/ZIP:
PLEASE LIST THE NAME OF THE PERSON TO WHOM THE CHECK WILL BE PAID AND A MAILING ADDRESS, SHOULD A REFUND BE NECESSARY:			
HAVE YOU PREVIOUSLY SPOKEN TO STAFF REGARDING THIS PROJECT? IF SO, WHO?			
HAS PROJECT RECEIVED A PRELIMINARY REVIEW? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> ADDITION/REMODEL/HISTORIC DIST	<input type="checkbox"/> LIMITED TERM PERMIT-CPSP	<input type="checkbox"/> TELECOMMUNICATION REGISTRATION FEE	
<input type="checkbox"/> ANNEXATIONS	<input type="checkbox"/> LOT LINE ADJUSTMENT/LOT MERGER	<input type="checkbox"/> TELECOMMUNICATION REMOVAL AGREEMENT	
<input type="checkbox"/> APPEAL	<input type="checkbox"/> MITIGATION MONITORING	<input type="checkbox"/> TENTATIVE PARCEL MAP (4 OR FEWER LOTS)	
<input type="checkbox"/> CATEGORICAL EXEMPTION	<input type="checkbox"/> PRELIMINARY REVIEW (SPARC)	<input type="checkbox"/> TENTATIVE SUBDIVISION MAP (5 OR MORE LOTS/UNITS)	
<input type="checkbox"/> CONDITIONAL USE PERMIT (MINOR)	<input type="checkbox"/> PRELIMINARY REVIEW (STAFF)	<input type="checkbox"/> VARIANCE	
<input type="checkbox"/> CONDITIONAL USE PERMIT (MAJOR)	<input type="checkbox"/> PUBLIC CONVENIENCE & NECESSITY	<input type="checkbox"/> ZONING MAP AMENDMENT	
<input type="checkbox"/> EXCEPTION	<input type="checkbox"/> PUBLIC NOTICE	<input type="checkbox"/> ZONING AMENDMENT -TEXT	
<input type="checkbox"/> EXTENSION OF TIME	<input type="checkbox"/> SITE PLAN/ARCHITECTURAL REVIEW (MINOR)	<input type="checkbox"/> ZONING AMENDMENT – MINOR REVISION-PUD/PCD/SPPUD	
<input type="checkbox"/> FLOOD DETERMINATION	<input type="checkbox"/> SITE PLAN/ARCHITECTURAL REVIEW (MAJOR)	<input type="checkbox"/> 9% ADMINISTRATIVE OVERHEAD FEE	
<input type="checkbox"/> GENERAL PLAN MAP AMENDMENT	<input type="checkbox"/> SPECIFIC PLAN		
<input type="checkbox"/> GENERAL PLAN TEXT AMENDMENT	<input type="checkbox"/> SPECIFIC PLAN AMENDMENT	<input type="checkbox"/> OTHER:	
<input type="checkbox"/> INITIAL STUDY	<input type="checkbox"/> SUBDIVISION ORDINANCE AMENDMENT	<input type="checkbox"/> OTHER:	

PROJECT DESCRIPTION

Not completing the following section could result in the rejection of the application.

RESIDENTIAL PROJECTS					
ASSESSOR'S PARCEL NO(S):					
ADDRESS/LOCATION:					
GENERAL PLAN LAND USE:			ZONING DISTRICT:		
TYPE: (PLEASE CHECK THE TYPE MOST APPLICABLE TO YOUR PROJECT)					
<input type="checkbox"/>	SINGLE-FAMILY RESIDENTIAL	NO. OF LOTS/UNITS:		LOT AREA:	
<input type="checkbox"/>	DUPLEX	NO. OF LOTS/UNITS:		LOT AREA:	
<input type="checkbox"/>	MULTI-FAMILY	NO. OF LOTS/UNITS:		LOT AREA:	
<input type="checkbox"/>	PLANNED UNIT DEVELOPMENT (PUD)	NO. OF LOTS/UNITS:		LOT AREA:	
<input type="checkbox"/>	RESIDENTIAL ADDITION/REMODEL	SQUARE FEET:		LOT AREA:	
<input type="checkbox"/>	ACCESSORY DWELLING/STRUCTURE	SQUARE FEET:		LOT AREA:	
<input type="checkbox"/>	OTHER				
DENSITY:					
GROSS DENSITY (DWELLING UNITS/ACRE):					
HISTORIC STATUS:					
CITY DESIGNATED HISTORIC PROPERTY?		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
IN CITY DESIGNATED HISTORIC DISTRICT?		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO IF YES,
YEAR BUILT?					
PARKING SPACES PER UNIT:					
EXISTING SPACES (COVERED + OTHER):			PROPOSED SPACES (COVERED + OTHER):		
NON-RESIDENTIAL PROJECTS (COMMERCIAL, INDUSTRIAL, OR MIXED USE)					
ASSESSOR'S PARCEL NO(S):					
ADDRESS/LOCATION:					
GENERAL PLAN LAND USE:			ZONING DISTRICT:		
TYPE: (PLEASE CHECK THE TYPE MOST APPLICABLE TO YOUR PROJECT)					
PUBLIC ART: (COMMERCIAL, INDUSTRIAL, AND MIXED USE PROJECTS OF A TOTAL CONSTRUCTION COST OF \$500,000 OR MORE ARE SUBJECT TO THE REQUIREMENTS OF THE CITY'S PUBLIC ART ORDINANCE. PLEASE SEE THE PUBLIC ART INFORMATION PACKET FOR DETAILS AND CHECK THE BOX FOR THE EXPECTED METHOD OF COMPLIANCE.)					
<input type="checkbox"/> PROVISION OF PUBLIC ART ON-SITE OR <input type="checkbox"/> PAYMENT OF THE PUBLIC ART IN-LIEU FEE					
<input type="checkbox"/>	NEW RETAIL	SQUARE FEET:		LOT AREA:	
<input type="checkbox"/>	NEW OFFICE (BUSINESS/PROFESSIONAL)	SQUARE FEET:		LOT AREA:	
<input type="checkbox"/>	NEW OFFICE (MEDICAL/DENTAL)	SQUARE FEET:		LOT AREA:	
<input type="checkbox"/>	NEW MANUFACTURING/WAREHOUSE	SQUARE FEET:		LOT AREA:	
<input type="checkbox"/>	CHANGE OF USE IN EXISTING BUILDING	SQUARE FEET:		LOT AREA:	
<input type="checkbox"/>	ADDITION/REMODEL	SQUARE FEET:		LOT AREA:	
<input type="checkbox"/>	MIXED USE (PLEASE DESCRIBE):				
<input type="checkbox"/>	OTHER:				
PARKING (PER USE FOR MIXED OR MULTI-USE PROPOSALS):					
SQUARE FEET:		EXISTING SPACES :		PROPOSED SPACES:	
SQUARE FEET:		EXISTING SPACES :		PROPOSED SPACES:	
SQUARE FEET:		EXISTING SPACES :		PROPOSED SPACES:	
SQUARE FEET:		EXISTING SPACES :		PROPOSED SPACES:	
EMPLOYEES AT MAXIMUM SHIFT:					
EXISTING:		PROPOSED:			
HOURS OF OPERATION:					
EXISTING:		PROPOSED:			
HISTORIC STATUS:					
CITY DESIGNATED HISTORIC PROPERTY?		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
IN CITY DESIGNATED HISTORIC DISTRICT?		<input type="checkbox"/>	YES	<input type="checkbox"/>	NO IF YES
YEAR BUILT:					

SUBMITTAL REQUIREMENTS

ENVIRONMENTAL REVIEW REQUIRED:

<input type="checkbox"/>	CATEGORICAL EXEMPTION (NO FURTHER ENVIRONMENTAL ANALYSIS REQUIRED)		
<input type="checkbox"/>	STATUTORY EXEMPTION (NO FURTHER ENVIRONMENTAL ANALYSIS REQUIRED)		
<input type="checkbox"/>	INITIAL STUDY: THE FOLLOWING STUDIES ARE REQUIRED AS PART OF YOUR SUBMITTAL PACKAGE; ADDITIONAL ENVIRONMENTAL STUDIES OR ANALYSIS MAY BE REQUIRED ONCE THE PROJECT IS REVIEWED BY STAFF.		
<input type="checkbox"/>	TRAFFIC	<input type="checkbox"/>	SOILS/GEOTECHNICAL
<input type="checkbox"/>	NOISE	<input type="checkbox"/>	WETLANDS DELINEATION/DETERMINATION
<input type="checkbox"/>	AIR QUALITY	<input type="checkbox"/>	ARBORIST REPORT
<input type="checkbox"/>	HISTORIC RESOURCE	<input type="checkbox"/>	OTHER: _____
<input type="checkbox"/>	HYDROLOGY		

ITEMS MARKED (X) ARE TYPICALLY REQUIRED FOR A COMPLETE APPLICATION; OTHER INFORMATION MAY BE REQUIRED AT THE DISCRETION OF STAFF:

APPLICATION TYPE:	CUP	TSM	TPM	VAR	PUD	REZ	GPA	SPAR ¹	ADMIN CUP	ADMIN PUD	ADMIN SPAR	LLA LM
PROJECT DESCRIPTION ²	X	X	X	X	X	X	X	X	X	X	X	X
ENVIRONMENT IMPACT QUESTIONNAIRE ²	X	X	X	X	X	X	X	X	X			
TITLE REPORT ²		X	X	X	X	X	X					X
LEGAL DESCRIPTION ²		X	X									X
COST BASED FEE SYSTEM FORM ²	X	X	X	X	X	X	X	X	X	x	x	x
COLORS & MATERIALS ²							X	X		X	X	
SITE PLAN ³	X	X	X	X	X	X	X	X	X	X	X	X
GRADING PLAN ³		X	X		X			X		X	X	
CONTEXT PLAN ^{3,4}	X	X	X	X	X	X	X	X		X	X	
TENTATIVE MAP ^{3,5}		X	X									
BUILDING ELEVATIONS ³	X				X			X	X	X	X	
FLOOR PLAN ³	X				X			X	X	X	X	
LANDSCAPE PLAN ³	X				X			X		X	X	
FENCE DETAIL ³	X				X			X		X	X	
STREET SECTIONS ³		X	X		X							
NUMBER OF FULL SIZE PLAN SETS	7	14	7	14	14	14	10	7	7	7	7	5

PRIOR TO A PUBLIC HEARING, AN ELECTRONIC VERSION OF PLANS AND REPORTS IS REQUIRED.

¹ IF LOCATED IN A HISTORIC DISTRICT OR IS A HISTORIC LANDMARK, SUBMIT TWO ADDITIONAL SETS OF PLANS

² NEED ONE OF EACH WHERE INDICATED WITH "X"

³ THIS ITEM IS PART OF A PLAN SET

⁴ CONTEXT PLAN INCLUDES INFORMATION ON PROPERTIES SURROUNDING THE PROJECT SITE, INCLUDING BUT NOT LIMITED TO: ADJACENT STRUCTURES, DISTANCES FROM PROPERTY LINE TO ADJACENT STRUCTURES, BUILDING ELEVATIONS, ZONING, LAND USE, ETC.

⁵ PURSUANT TO REQUIREMENTS OF THE STATE SUBDIVISION MAP ACT AND PETALUMA MUNICIPAL CODE TITLE 20

Community Development Department · City of Petaluma, California

I, _____, OWNER, AUTHORIZE _____
TO ACT ON MY BEHALF FOR THIS PROJECT AND I HAVE READ AND AGREE WITH ALL OF THE ABOVE. (APPLICATION MUST BE SIGNED BY OWNER).

PROPERTY OWNER SIGNATURE

DATE

I, _____, AM THE OWNER/AUTHORIZED AGENT OF THE PROPERTY FOR WHICH THE DEVELOPMENT IS PROPOSED. THE ABOVE INFORMATION AND ATTACHED DOCUMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I HAVE READ AND AGREE WITH ALL OF THE ABOVE.

I HEREBY AUTHORIZE EMPLOYEES OF THE CITY OF PETALUMA TO ENTER UPON THE SUBJECT PROPERTY, AS NECESSARY, TO INSPECT THE PREMISES AND PROCESS THIS APPLICATION.

PROPERTY OWNER (OR) AUTHORIZED AGENT

DATE