



## Community Development Department

11 English Street  
 Petaluma, CA 94952  
 Phone: 707-778-4301

Email: [cdd@ci.petaluma.ca.us](mailto:cdd@ci.petaluma.ca.us)  
 Web: [www.cityofpetaluma.net/cdd](http://www.cityofpetaluma.net/cdd)



Building ♦ Geographic Information Systems ♦ Housing  
 Neighborhood Preservation ♦ Planning

### DEVELOPMENT PERMIT APPLICATION

Permit # \_\_\_\_\_

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"/> ABANDONMENT	<input type="checkbox"/> GENERAL PLAN MAP AMENDMENT	<input type="checkbox"/> SPECIFIC PLAN AMENDMENT			
<input type="checkbox"/> ADDRESS CHANGE	<input type="checkbox"/> GENERAL PLAN TEXT AMENDMENT	<input type="checkbox"/> STREET NAME CHANGE			
<input type="checkbox"/> ADDITION/REMODEL/HISTORIC DIST	<input type="checkbox"/> INITIAL STUDY	<input type="checkbox"/> SUBDIVISION ORDINANCE AMENDMENT			
<input type="checkbox"/> ANNEXATIONS	<input type="checkbox"/> LOT LINE ADJUSTMENT/LOT MERGER	<input type="checkbox"/> TELECOMMUNICATION REGISTRATION FEE			
<input type="checkbox"/> APPEAL	<input type="checkbox"/> MITIGATION MONITORING	<input type="checkbox"/> TELECOMMUNICATION REMOVAL AGREEMENT			
<input type="checkbox"/> CATEGORICAL EXEMPTION	<input type="checkbox"/> OUTSIDE SEWER	<input type="checkbox"/> TENTATIVE PARCEL MAP (4 OR FEWER LOTS)			
<input type="checkbox"/> CERTIFICATE OF COMPLIANCE	<input type="checkbox"/> OUTSIDE WATER	<input type="checkbox"/> TENTATIVE SUBDIVISION MAP (5 OR MORE LOTS/UNITS)			
<input type="checkbox"/> CONDITIONAL USE PERMIT (MINOR)	<input type="checkbox"/> PRELIMINARY REVIEW (SPARC)	<input type="checkbox"/> VARIANCE			
<input type="checkbox"/> CONDITIONAL USE PERMIT (MAJOR)	<input type="checkbox"/> PRELIMINARY REVIEW (STAFF)	<input type="checkbox"/> ZONING MAP AMENDMENT			
<input type="checkbox"/> EXCEPTION	<input type="checkbox"/> PUBLIC CONVENIENCE & NECESSITY	<input type="checkbox"/> ZONING AMENDMENT -TEXT			
<input type="checkbox"/> EXTENSION OF TIME	<input type="checkbox"/> PUBLIC IMPROVEMENT PLANS	<input type="checkbox"/> ZONING AMENDMENT – MINOR REVISION-PUD/PCD/SPPUD			
<input type="checkbox"/> FINAL PARCEL MAP	<input type="checkbox"/> PUBLIC NOTICE	<input type="checkbox"/> 1% RECORDS MANAGEMENT FEE			
<input type="checkbox"/> FINAL SUBDIVISION MAP	<input type="checkbox"/> SITE PLAN/ARCHITECTURAL REVIEW (MINOR)	<input type="checkbox"/> 5% TECHNOLOGY FEE			
<input type="checkbox"/> FINAL MAP AMENDMENT	<input type="checkbox"/> SITE PLAN/ARCHITECTURAL REVIEW (MAJOR)	<input type="checkbox"/> OTHER:			
<input type="checkbox"/> FLOOD DETERMINATION	<input type="checkbox"/> SPECIFIC PLAN	<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				
<b>DENSITY:</b>					
GROSS DENSITY (DWELLING UNITS/ACRE):					
<b>HISTORIC STATUS:</b>					
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:					
<b>PARKING SPACES PER UNIT:</b>					
EXISTING SPACES (COVERED + OTHER):			PROPOSED SPACES (COVERED + OTHER):		
NON-RESIDENTIAL PROJECTS (COMMERCIAL OR INDUSTRIAL)					
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"/>	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:				
<b>PARKING (PER USE FOR MIXED OR MULTI-USE PROPOSALS):</b>					
SQUARE FEET:		EXISTING SPACES :		PROPOSED SPACES:	
SQUARE FEET:		EXISTING SPACES :		PROPOSED SPACES:	
SQUARE FEET:		EXISTING SPACES :		PROPOSED SPACES:	
SQUARE FEET:		EXISTING SPACES :		PROPOSED SPACES:	
<b>EMPLOYEES AT MAXIMUM SHIFT:</b>					
EXISTING:		PROPOSED:			
<b>HOURS OF OPERATION:</b>					
EXISTING:		PROPOSED:			
<b>HISTORIC STATUS:</b>					
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	SPARC <sup>1</sup>	ADMIN CUP	ADMIN PUD	ADMIN SPARC	LLA LM
PROJECT DESCRIPTION	X	X	X	X	X	X	X	X	X	X	X	X
SITE PLAN	X	X	X	X	X	X	X	X	X	X	X	X
BUILDING ELEVATIONS	X				X			X				
LANDSCAPE PLAN	X				X			X				
GRADING PLAN		X	X		X			X				
FLOOR PLAN	X				X			X	X	X	X	
CONTEXT PLAN <sup>2</sup>	X			X	X	X	X	X				
TENTATIVE MAP <sup>3</sup>		X	X									
FINAL MAP		X	X									
FENCE DETAIL	X				X			X				
STREET SECTIONS		X	X		X							
COLORS & MATERIALS							X	X		X	X	
SITE CONTOURS		X	X		X			X				
TITLE REPORT		X	X	X	X	X	X					X
LEGAL DESCRIPTION		X	X									X
COST BASED FEE SYSYEM FORM	X	X	X	X	X	X	X	X				
ENVIRONMENT IMPACT QUESTIONNAIRE	X	X	X	X	X	X	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.**

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

<sup>2</sup> 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.

<sup>3</sup> PURSUANT TO REQUIREMENTS OF THE STATE SUBDIVISION MAP ACT AND PETALUMA MUNICIPAL CODE TITLE 20



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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