

**City Use Only – do not write in this area**

124 N. Cloverdale Blvd., Cloverdale CA 95425  
Ph. 707 894-1700 Fx. 707 894-3451

Date Received \_\_\_\_\_  
Case Number(s) \_\_\_\_\_  
Land Use Designation \_\_\_\_\_  
Zoning \_\_\_\_\_

Mark	Application Type	Fee	Account No.
	Appeal: If fee based application has been filed and paid	\$870* + project fees	100-00-000-34147
	Appeal: If application is City initiated	\$220* per appeal	
	Annexation/Prezone; Zoning Text or Map Amendment	\$8,040* minimum	100-00-000-34133
	CEQA: Categorical Exemption	\$75*	100-00-000-34139
	CEQA: Initial Study w/Negative Declaration (ND) or Mitigated Negative Declaration (MND)	\$5,095* minimum + DFW fee and County Recording fee	
	CEQA: Initial Study w/EIR	\$15,000* deposit + cost to prepare EIR	
	CEQA: Addendum to an EIR	\$13,010* minimum	
	CEQA: Addendum to ND or MND	\$2,250* minimum + DFW fee & County Recording fee	
	Certificate of Compliance	\$2,765* minimum per parcel	100-00-000-34130
	Changes to an Approved Project – Council	\$1,925* minimum	100-00-000-34147
	Changes to an Approved Project – Commission	\$960* minimum	
	Changes to an Approved Project - Staff	\$480* minimum	
	Conditional Use Permit	\$3,070* minimum	100-00-000-34131
	Conditional Use Permit Modification	\$1,695* minimum	
	Design Review: Major	\$4,430* minimum	100-00-000-34138
	Design Review: Minor	\$1,845* minimum	
	Design Review Modification: Major	\$2,010* minimum	
	Design Review Modification: Minor	\$775* minimum	
	General Plan Amendment	\$5,195* minimum	100-00-000-34134
	Home Occupation Permit	\$145* minimum	100-00-000-34131
	Lot Line Adjustment	\$2,415* minimum	100-00-000-34135
	Lot Merger	\$1,135* minimum	100-00-000-34135
	Minor Exception	\$385* minimum	100-00-000-34132
	Plot Plan Review	\$630* minimum	100-00-000-34131
	Pre-Application Meeting	\$960* minimum	100-00-000-34138
	Pre-Submittal Project Assistance	Case by Case Basis – To be Determined	100-00-000-34145
	Precise Development Plan	\$5,910* minimum	100-00-000-34130
	Preliminary Development Plan	\$5,910* minimum	
	Preliminary and/or Precise Development Plan - Amendment	\$2,740* minimum	
	Public Hearing Notice	\$150* minimum per notice	100-00-000-36620
	PUD Permit	\$2,740* minimum	100-00-000-34149
	Reversion to Acreage	\$1,695* minimum	100-00-000-34148
	Sign Permit: Administrative Program	\$305* minimum	100-00-000-32214
	Sign Permit: Planned Program	\$1,385* minimum	
	Specific Plan	\$9,870* minimum	100-00-000-34150
	Tentative Subdivision Map: Major	\$13,615* minimum	100-00-000-34130
	Tentative Subdivision Map: Minor	\$3,900* minimum	
	Tentative Map Time Extension: Major	\$6,050* minimum	
	Tentative Map Time Extension: Minor	\$1,020* minimum	
	Final Subdivision Map	\$10,975* minimum	
	Final Parcel Map	\$3,875* minimum	
	Variance	\$3,585* minimum	100-00-000-34132
	Zoning Ordinance Determination	\$920* minimum	100-00-000-34147
	Zoning Verification Letter	\$295* minimum	100-00-000-34145
<b>TOTAL FEES*:</b>			

\* Note: The Fee Schedule reflects the City's minimum processing costs. If there are costs incurred in excess of the minimum, a deposit for future processing will be required. City services over and above the minimum project costs specified herein are recoverable on a time and materials bases. Failure to timely replenish deposits may delay project processing. All fees are charged per the current City of Cloverdale billing rates applicable to the position and department completing the service. Overtime rates apply. For services requested of City staff for which no fee is listed on the Master Fee Schedule, the Director of the Department whose services are requested shall determine the appropriate fee based on hourly rates for staff time involved in the service or activity.

**Application Details:**

**Project title** \_\_\_\_\_

**Project address** \_\_\_\_\_ **APN(s)** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ , \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (list all)

**Existing Use(s) of Property** \_\_\_\_\_

**Project Description** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ATTACH A SEPARATE SHEET FOR EXPLANATION IF NECESSARY

**Applicant** \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

**Property Owner** \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

**Applicant/Owner Certifications, Agreements and Acknowledgements:**

- a) In the event the Property Owner is different from the Applicant, the Applicant must provide satisfactory evidence of authorization to sign on behalf of the Property Owner. If the Property Owner is an entity, satisfactory evidence must also be provided the individual acting on behalf of the entity is authorized to do so.
- b) In the event the Property Owner is different from the Applicant, the Property Owner must sign to indicate their consent to the filing and agreement to be liable with the Applicant for payment of the processing fees.
- c) Additional property owners and/or applicants (name, address, telephone number, and signature) shall be included on the application. In the case of a partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.
- d) If you desire project correspondence and notice of meetings to be sent to parties other than the Applicant and Property Owner, please list their names, address and telephone numbers below.
- e) As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Cloverdale, its agents, officers, employees, boards, commissions and Council 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 any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, councilmembers, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.
- f) The City of Cloverdale shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or the City's outside counsel if the City chooses to appear and defend itself in the litigation.
- g) The fees reflect the City's minimum processing costs including, but not limited to, all fees that will be recovered. If there are costs incurred in excess of the minimum, a deposit for future processing will be required. Failure to timely replenish deposits may delay project processing. All fees are charged per the current City of Cloverdale billing rates applicable to the position and department completing the service. Overtime rates apply.

**I have read and agree with all of the above.**

<b>Property Owner Signature(s)</b>	_____	<b>Date</b>	_____
	_____	<b>Date</b>	_____
<b>Applicant Signature(s)</b>	_____	<b>Date</b>	_____
	_____	<b>Date</b>	_____

Additional space provided to list the following as applicable:

Partnerships: All general and limited partners shall be identified.

Corporations: All shareholders owning 10% or more of the stock and all officers and directors shall be identified.

Name	Address	Telephone No.	Signature
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**Project correspondence to be provided to (in addition to the Applicant and Property Owner):**

Name	Address	Telephone No.
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**City of Cloverdale**

**Minimum Information for Filing a Complete**

**PLANNING PERMIT APPLICATION**

Each **Planning Permit Application** must contain the following information, as noted (inquire with Planning staff). Some specialized applications may require additional information. Consult with the Planning Department to determine whether additional materials are required. Incomplete applications will not be scheduled for Planning Commission and/or City Council action.

- Completed application form**, with all Applicant and Property Owner signatures, including all parties holding a title interest
- A signed and dated written statement** if a new business activity is proposed, describing its purpose, proposed hours of operation, number of full-time employees, number of part-time employees, type of business (i.e., type of office space, type of products, type of manufacturing or processing, etc.)
- Mailing list** inclusive of all property owners within a 300'-radius of the subject property, and two sets of **mailing labels** prepared and certified by a title company within the last 6 months. The mailing labels should include all of the property owners within the 300' radius of the subject property.
- 2 copies of the **Preliminary Title Report** not more than 6 months old.
- Location of the backflow prevention device** for multi-family residential and commercial properties.
- A statement of how the project will meet Inclusionary Housing Ordinance requirements** for projects with 5 or more residential units.
- 3 Dimension Simulation of the project and surroundings (see staff).
- A minimum of five (5) copies of each of the following on sheets with a dimension of 24" x 36", stapled in sets, and folded to a maximum size of 8-1/2" x 14":
  - Dimensioned plot plan** (site plan), drawn to scale depicting:
    - the boundaries of the site
    - the location and names of adjacent and abutting streets
    - all existing on-site improvements (buildings, paving, driveways, walkways, etc.) and all existing trees
    - all proposed new improvements including but not limited to buildings, roads, paving, driveways, walkways
    - all required and proposed setbacks from all property lines
  - Fully-dimensioned building elevations** for all four sides of each building, including:
    - the finish material and color of all exterior surfaces and roofs
    - all exterior mechanical, ductwork, and utility boxes
    - roof pitch
    - details of all windows and doors
  - A minimum of 2 **fully-dimensioned cross sections**, with at least one across each building axis
  - Fully-dimensioned roof plan** showing direction of slope and location of mechanical equipment, ducts and vents
  - Fully-dimensioned floor plans** depicting all rooms, doors, windows, etc.

- Sign plans** depicting the design(s) of all proposed signs, including locations, dimensions, height, materials, colors, and illumination
- Landscape and irrigation plan** that fully complies with the requirements of Division 2, Title 23 of the California Code of Regulations, §490 through §495 inclusively
- Grading plan** depicting all proposed site work including grading (depicting existing and finish contours at 1-foot intervals, limits of all earthwork, and cut and fill amounts)
- Drainage plan** depicting all existing and proposed drainage-ways
- Fully-dimensioned fence/wall plan**, including the finish material and color of all fences and walls
- Lighting plans**, including proposed locations and manufacturer’s specifications for all exterior lighting fixtures
- One 8½” x 11” or 11” x 17” **reduction** of each of the above required exhibits.
- PDF copy of plans** submitted on a flash drive or emailed to the project Planner in the following format:
- Materials and colors** depicting all exterior finish materials and colors.
- One set of 8½” x 11” or 11” x 17” exhibits for filing that show all of the information on the color board (e.g. catalog cuts, color chips, material sheets, etc.)
- Colored rendering** of project
- Site photographs** depicting representative views of and from the site.
- Findings for Variance request**
- Other \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Processing fees** of \$ \_\_\_\_\_

**ITEMS REQUIRED FOR ENVIRONMENTAL REVIEW:**

- 2 copies of a Preliminary Soils Report
- Archaeology Report (Preliminary data search)
- Arborist Report (ID of all trees on the site over 6” DBH)
- Traffic Report
- Biologist/Wetlands Report
- Phase I Environmental Site Assessment
- If a stream exists, contact a City Planner at 894-1701 to discuss possible additional requirements.
- Note: California Department of Fish and Wildlife (CDFW) No Effect Determination Request Form must be approved by CDFW, or fees are due when the Notice of Determination is filed at the County Clerk’s Office (see staff for explanation).