

CITY OF GONZALES
REQUEST FOR SUBDIVISION APPROVAL
Submittal Information Package

Attached is the Development Application Package for the submission of a Tentative Map or Parcel Map Subdivision Approval application to the Planning Department.

The following documents are enclosed as part of the submittal package:

- Subdivision Approval Submittal Information Sheet (This document)
- Development Application (4 Sheets)
- Application Package Check List
- Environmental Assessment Questionnaire
- Hazardous Materials Questionnaire (If applicable)
- Landscape and Irrigation Plan Requirements
- Development Application Fee Worksheet
- Administrative Process for Deposit Accounts
- Development Plan Submittal Checklist

In addition, the following information is provided to assist you in filing the application package and guide you through the approval process.

1. **WHEN APPLICATION REQUIRED.** Each parcel in the City has been assigned a zoning designation. For each zoning designation, the Gonzales Municipal Code identifies which uses are permitted without discretionary approval, and which uses can only be approved upon the submission and approval of a site plan permit application. Staff will review the code with you to determine whether or not a site plan permit application is required for your proposal.
2. **APPLICATION PROCESS.** Site Plan Permit applications are normally approved by the Planning Director. A brief summary of the application process is as follows:
 - a. Preapplication meeting(s) to review development proposal on an informal basis with staff to work out details early in process and to help insure a complete submittal.
 - b. Formal submittal of application package with plans and filing fees.
 - c. Review of project and environmental assessment questionnaire with staff Project Review Committee. Usually occurs within two (2) weeks of submittal of completed application.
 - d. If project not subject to further environmental review, Committee either determines that submittal is complete and makes recommendation for approval, or determines what information is deficient or needs clarification. A written determination of this action is provided to the applicants.
 - e. If project subject to further environmental review, Planning Department staff prepares or requires preparation of required environmental documentation.
 - f. Once the City determines that the project application is complete and the environmental documentation is approved, Planning Department staff will prepare approval documents with conditions of approval as appropriate.

3. **PREAPPLICATION REVIEW.** You may request a preapplication review of your project by staff of the Planning, Public Works, Building, Engineering, and Fire Departments. Depending upon the complexity of the project, this process can take from one to three weeks but can save time later by resolving issues in the review process. One pre-application meeting can be requested without fee. Any staff time beyond two (2) hours for preapplication review requires the submittal of an application and payment of fees.
4. **APPLICATION.** The submittal requirements for a site plan permit application are set forth in the section entitled "Site Plan Approval: Submittal Requirements" (see next page). Incomplete applications are often the main cause of delays in processing any application. Please submit each of the items listed. In addition, attached is a copy of the Development Plan Submittal Checklist. This document lists the items most frequently required on plans submitted for approval. Call the Planning Department if you have any questions. Staff will review the application for completeness. State law requires that a determination be made on the completeness of an application within 30 days of submittal. You will be notified by mail of the status of your application.
5. **DEVELOPMENT APPLICATION FEES.** Development application fees are specified by the City Council and must be submitted with the application package. Development application fees are placed in a deposit account upon received. All costs to process that application are then paid from that deposit account. If, during the processing of that application it is determined that there will be insufficient funds to cover the total cost, the applicant will be required to place additional funds in that account before the processing can continue. A complete description of this fee process is contained in a separate handout that is available upon request.
6. **JOINT APPLICATIONS.** In many cases, two or more development applications may be required for a specific project. While separate fees are assessed for each development application and the fees placed in the same deposit account, it is noted that certain economies of scale take place in joint application processing. Therefore, staff will insure that the applicant is not charged two or more times for the same work.
7. **ENVIRONMENTAL REVIEW.** All development applications are subject to the Environmental Review process, as required by the California Environmental Quality Act (CEQA). If staff determines that your project is not a listed exempt project, additional environmental review and documentation will be required before the project application process can be continued. If additional environmental review is required, you will be notified in writing. Additional forms and fees will be required.
8. **SCHEDULING.** When it has been determined that a complete application has been submitted, and if the project does not require the preparation of a Negative Declaration or an Environmental Impact Report, *the project can normally be acted upon by the Planning Direction shortly upon completion of the review by the Project Review Committee.* Where the Planning Determines that the project should be considered by the Planning Commission, the Planning Director will schedule the matter for the next available Planning Commission meeting. Where a Negative Declaration or Environmental Impact Report is required, no action will be taken on the application until those documents are completed.
9. **PLANNING COMMISSION MEETING.** Where the staff determines that a public hearing would be appropriate, or where the application is part of a larger process that requires a

public hearing, Planning Commission action will be required. If Planning Commission review is required, the matter will be set for a public hearing upon completion of all application requirements and environmental documentation. Staff will prepare a written staff report and recommendation for the Planning Commission. The applicant will receive a copy of the written staff report and the Planning Commission agenda prior to the public hearing. At the public hearing, the Planning Commission will hear all appropriate testimony, and will normally come to a decision at that hearing.

10. APPEALS. Any person may appeal any action of the Planning Director/Planning Commission. Such an appeal must be filed on a written form, with a filing fee, and filed within 15 calendar days of the Planning Director/Planning Commission action. No action on the project becomes effective until after the appeal period has passed.

11. RESULTS. No development application shall have any force or effect until the applicant acknowledges receipt thereof and acceptance of all conditions applicable thereto. Any project approval granted in accordance with the provisions of the zoning code shall, without further action, become null and void if not used within one year from the date on which it was granted, or within any longer or shorter period of time specified in said permit; provided, however, that the Planning Commission shall have the authority to extend the time limit in the case of unavoidable delay.

12. OTHER PERMITS. Prior to construction, a building permit must be secured. Prior to operation of a business, a business license must be secured.

SUBDIVISION APPROVAL APPLICATION SUBMITTAL REQUIREMENTS

In order to file a Site Plan Approval Application, you must submit the following. A checklist of these items is attached.

1. A completed Development Application.
2. Eight (8) blueprint-sized (24" by 36") copies* of the site plan, scaled using an architect's scale (i.e. 1/4" = 1' or 1/8" = 1') and drawn accurately and clearly showing all required information as described in the City handout: (Plans are to be folded to an approximately 8 1/2 " x 11" size.)

***NOTE:** Blueprint requirement will be necessary for all applicants proposing new construction, remodels, etc.; requirements for other projects will be based on the discretion of the staff. Attached to this package is a copy of the Development Plan Submittal Checklist describing the minimum information normally required on plans.

3. Filing Fees.
4. A written statement describing the characteristics of the use proposed, including but not limited to the following:
 - a. Number of people involved, whether as employees, clients, students, customers, etc.
 - b. Type of vehicular traffic involved; i.e., auto only, truck deliveries, etc.
 - c. Outdoor activities; i.e., storage, work, auto stacking for drive-up windows, etc.

5. Completed Hazardous Materials Questionnaire.
6. Completed Environmental Assessment Questionnaire.
7. One complete set of photographs of site and all structures on site.
8. Preliminary title report or property report dated within 30 days of the date of application documenting ownership, legal description and all easements.
9. Such additional information as the applicant deems appropriate to support the conditional use permit application.

If it is determined that a public hearing is required, the following additional items must be submitted:

10. Two additional full sized copies of the plan set, including all sheets.
11. Sixteen (16) copies of the project plans in an 11"x17" photographic reduction format.
12. A list of all property owners of parcels within 300 feet of the boundaries of the subject property, including their assessor's parcel numbers (APN) and mailing addresses.
13. A photocopy of the Assessor's Parcel Map(s) showing the parcel involved and all parcels within 300 feet of the boundaries of the subject property. Indicate on the map(s) which parcels are included on the list of property owners.
14. A sheet of stick-on address labels or preaddressed envelopes (no return address) of all property owners within 300 feet of the boundaries of the subject property.

For further information, please contact the City of Gonzales Planning Department at 147 Fourth Street, P.O. Box 647, Gonzales, CA 93926, or call (831) 675-4203.