



PALMDALE
a place to call home

APPLICATION FOR:

- DEVELOPMENT AGREEMENT
- DENSITY BONUS AGREEMENT
- SPECIFIC PLAN
- SPECIFIC PLAN AMENDMENT
- GENERAL PLAN AMENDMENT
- PLANNED DEVELOPMENT

City of Palmdale
 Planning Division
 38250 Sierra Highway
 Palmdale, CA 93550
 (661) 267-5200
 planningdiv@cityofpalmdale.org

Case No.: _____

Date: _____

Received by: _____
Print Name

INSTRUCTIONS TO APPLICANT

The following application form is provided for all applicants requesting any of the above plans or agreements with the City of Palmdale.

The applicant must complete the attached form as prescribed and submit the following information before the application can be accepted by the Planning Division.

Designated numbers of items and/or documents required may vary significantly depending upon the project proposed. Please verify exact number and types of documents needed with case planner before formal submittal.

SUBMITTAL CHECKLIST

ALL MAPS MUST BE FOLDED BY APPLICANT TO A MAXIMUM 8½” x 11” SIZE

_____ The completed Application.

_____ A copy of the Development Advisory Board (DAB) letter (if applicable).

_____ A Title Report for the subject property prepared within the last six months which includes a declaration of all easements of record and copies of all easement/declaration instruments referenced. **Note: Preliminary Subdivision Reports are not acceptable.**

_____ 3 sets of property owners (including APN) and occupants mailing labels (self-sticking) within 500 feet of the subject property. Include all other persons to be notified. Labels must be numbered sequentially and cross-referenced to the radius map. **See attached example of mailing labels.**

_____ A copy of the mailing labels in tabular form.

- _____ A radius map showing the subject parcel(s), nearest major cross streets, all properties within 500 feet of the boundaries of the subject parcel(s), and indicating the Assessor's Parcel Number of every parcel within or touching the radius line. All parcels must be cross-referenced to the mailing list.
- _____ The original Certified Property Owners List Affidavit.
- _____ The original Letter of Authorization and attached legal description of the property.
- _____ The original Hazardous Waste Certification.
- _____ The original Public Hearing Sign Removal Authorization.
- _____ The Development Agreement and/or General Plan Amendment summary (less than one typed page).
- _____ Copies of the Screen Check Specific Plan. The actual number required to be determined by the Planning Manager. See City of Palmdale City Council Resolution Number 90-43 for submittal requirements for Specific Plans.
- _____ Copies of the Screen Check Planned Development. The actual number required to be determined by the Planning Manager. See Section 28.05.C for submittal requirements.
- _____ A vicinity map at a scale clearly indicating the subject parcel(s) and showing the existing major street patterns, zoning and land use designations, and actual land use (e.g.: projects, subdivision(s), creeks, railroads and other significant landmarks) within a minimum of one mile of the exterior boundaries of the site on 8½" x 11" paper.
Note: Thomas Guide maps are not acceptable.
- _____ 5 copies of the above vicinity map enlarged to a scale appropriate for a 2' x 3' display.

Pursuant to the California Environmental Quality Act, the Planning Division will review the project and determine areas of potential environmental impact. Special studies including, but not limited to, traffic, biological, noise, and archaeological may be required. This information may also be obtained through preliminary project review by the Development Advisory Board (DAB).

FEE CALCULATIONS*

***Additional City, State and/or County fees will be required prior to project approval. Fee calculations may vary if case is submitted concurrently with other cases.**

See next page for fee calculation worksheet.

If you have any questions regarding this application packet or required materials, please call the Planning Division.

FEE CALCULATIONS FOR:

DEVELOPMENT OR DENSITY BONUS AGREEMENT CASE NUMBER _____

Base Fee:	\$	<u>3,450.00</u>
Initial Environmental Study:		<u>950.00</u>
City of Palmdale Fish and Game Processing Fee:		<u>25.00</u>
_____ @ \$1.65 / label x 2:		_____
# of labels		
Public Hearing Notice:		_____
*City Attorney Deposit Fee:		_____
Computer Tracking Fee:		<u>10.00</u>
GIS Fee:		<u>173.00</u>
TOTAL FEE RECEIVED:		_____

***Note: City Attorney Fees to be paid from this account. Additional fees to be billed.**

SPECIFIC PLAN CASE NUMBER _____

Base Fee:	\$	_____	(A)
_____ @ \$15 / unit:		_____	(B)
# of residential units			
_____ @ \$25 / 1,000 sq. ft.:		_____	(B)
sq. ft. of commercial			
Initial Environmental Study:		<u>950.00</u>	
City of Palmdale Fish and Game Processing Fee:		<u>25.00</u>	
_____ @ \$1.65 / label x 2:		_____	
# of label			
Public Hearing Notice:		_____	
Computer Tracking Fee:		<u>10.00</u>	
GIS Fee (5% of (A) + (B):		_____	
TOTAL FEE RECEIVED:		_____	

APPLICATION FOR
 DEVELOPMENT AGREEMENT / **DENSITY BONUS AGREEMENT**
 SPECIFIC PLAN / **SPECIFIC PLAN AMENDMENT**
 GENERAL PLAN AMENDMENT / **PLANNED DEVELOPMENT**

Case No.: _____ Pre-Application No.: _____

Request to change Land Use Designation from _____
to _____ on _____ acres.

Existing Land Use: _____

ATTACH A BRIEF SUMMARY (LESS THAN ONE TYPED PAGE) OF DEVELOPMENT AGREEMENT OR GENERAL PLAN AMENDMENT.

Project Location (Address if Available): _____

Assessor's Parcel Number(s): _____

Approximately _____ Feet N or S of _____
(Circle) (Street Name)

Approximately _____ Feet E or W of _____
(Circle) (Street Name)

List all related project case numbers (current applications, previously submitted, and/or previously approved cases):

APPLICANT:

Name/Email: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone No.: () _____ Fax No.: () _____

OWNER:

Name/Email: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone No.: () _____ Fax No.: () _____

ENGINEER/REPRESENTATIVE:

Name/Email: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone No.: () _____ Fax No.: () _____

Use additional sheets in the case of multiple parcel numbers, owners, etc.

Please include in mailing list all other persons to be notified regarding this application.

CITY OF PALMDALE PLANNING DIVISION
OWNER AUTHORIZATION LETTER

CASE NUMBER(S): _____

ASSESSOR'S PARCEL NUMBER(S): _____

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. Note: All owners must sign as their names appear on the deed to the land.

This letter shall serve to notify and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize the applicant to file and represent my/our interest in the above referenced applications(s). I/we have read this Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

OWNER(S) OF RECORD (Include extra sheets if necessary):

Printed Name	Signature	Date
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Printed Name	Signature	Date
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I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

APPLICANT / APPLICANT'S REPRESENTATIVE:

Printed Name	Signature	Date
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Address	Telephone
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Printed Name	Signature	Date
--------------	-----------	------

Address	Telephone
---------	-----------

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 20__

NOTARY PUBLIC

NOTE: ATTACH LEGAL DESCRIPTION OF PROPERTY TO THIS DOCUMENT.

CITY OF PALMDALE PLANNING DIVISION
HAZARDOUS MATERIALS / WASTE PRODUCTS CERTIFICATION

Pursuant to Section 65962.5(f) of State Government Codes, project applicants must identify whether a project site contains any hazardous materials and/or wastes included on any list compiled by the State Department of Health Services, the State Water Resources Control Board or the California Integrated Waste Management Board or are known by the owner or applicant. These lists generally identify sites that have pending corrective action regarding leaks or migration of hazardous materials.

CERTIFICATION

I have consulted the list compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the project site and any alternatives to the project

- are
- are not

identified on any of these lists. I further certify that, to the best of my knowledge, there

- are
- are not

such hazardous materials on this site.

Assessor's Parcel Number(s): _____

Case Number(s): _____

Project Location (address if available): _____

Approximately _____ Feet N or S of _____
(Circle) (Street Name)

Approximately _____ Feet E or W of _____
(Circle) (Street Name)

Use additional sheets if necessary.

_____ Date _____ Owner's Signature

_____ Date _____ Owner's Signature

_____ Date _____ Applicant's Signature

If the site is listed, which listing agency has identified the site?

If the site is listed, what is the Regulatory Identification Number associated with the site?

NOTE: Before the Lead Agency can accept the application as complete, this certification must be reviewed and signed by the project owner(s) and applicant.

CITY OF PALMDALE PLANNING DIVISION
PROPERTY OWNERS CERTIFICATION

CASE NUMBER(S): _____

I certify under the penalty of perjury that on the _____ day of _____, 20____, the attached property owners list contains the names and addresses of persons to whom property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles within the subject property and for the parcels within 500 feet of the boundary of the subject property.

PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE.

Name: _____

Title: _____

Company: _____

Address: _____

_____ Phone: () _____

Signature: _____ Date: _____

CITY OF PALMDALE PLANNING DIVISION
PROCEDURES FOR PROJECT SITE SIGN POSTING

In order to increase public awareness of pending development proposals requiring public hearings, the City of Palmdale has included "Project Site Sign Posting" in its public hearing notice procedures. The applicant of a proposed project scheduled for a public hearing before the City Council, Planning Commission, or Planning Manager is required to post a sign with public hearing information, which will be visible to the public right-of-way from the subject site. Late or inaccurate sign posting will cause postponement of the public hearing for the case.

CASES REQUIRING SITE PLAN POSTING:

Conditional Use Permits
General Plan Amendments
Site Plan Reviews
Specific Plans
Subdivisions
Variances
Zone Changes
Amended or Revised Cases of any of the above
Annexations
Land Divisions
Prezone Changes

SIGN SPECIFICATIONS:

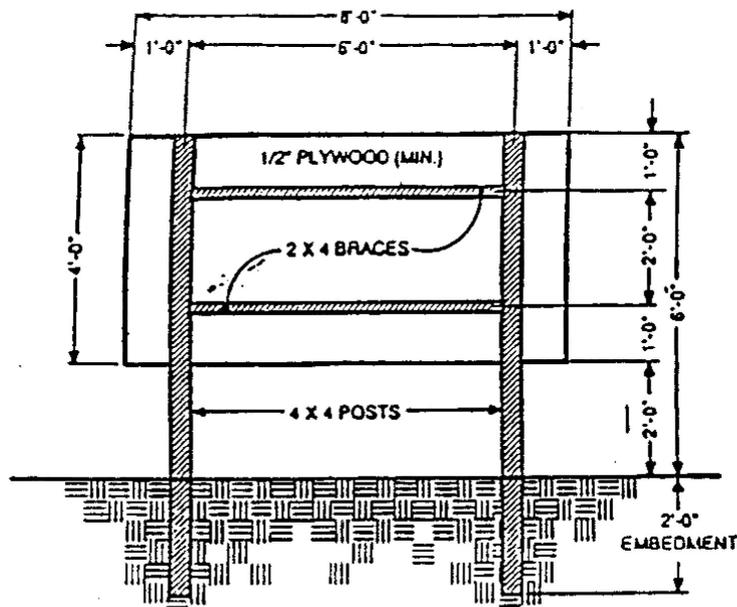
1. **SIZE:** Dimensions shall be four (4) feet by eight (8) feet.
2. **HEIGHT:** Sign shall be six (6) feet in height.
3. **MATERIALS:** ½ inch plywood (minimum).
Sign shall be constructed with 4" x 4" supporting posts placed at a minimum depth of two (2) feet with 2" x 4" cross supports as shown in the diagram.
4. **LOCATION:** NOT LESS THAN FIVE (5) feet inside the property line in residential zones, and not less than one (1) foot inside the property line in commercial and industrial zones. Shall be located in the area most visible to the public on the project site.
5. **COLOR:** Black letters on white background.
6. **LETTERING:** Shall be block style with 4" major letters and 2" minor letters.
7. **LIGHTING:** Shall **NOT** be illuminated.
8. Only one sign may be displayed per street frontage of the site. A site which is not visible from an existing street or not adjacent to an existing development

MAY be exempted from the site plan posting requirement at the discretion of the Planning Manager.

9. Sign shall include **ONLY** the information provided by the assigned planner. If it becomes necessary to revise the information required on the sign, such as a change in the number of lots or square footage of buildings, it shall be the responsibility of the applicant to obtain approval of such revision(s) from the assigned planner.
10. Sites with multiple cases shall combine the information for each case on the sign.

SIGN SCHEDULE:

1. Sign shall be posted no less than ten (10) days prior to the hearing date. It shall be the responsibility of the applicant to contact the Planning Division to obtain the appropriate date and time.
2. Hearing date on the sign shall be changed for Commission items which are continued or are to be heard by the City Council including, but not limited to, Zone Changes, General Plan Amendments, Specific Plans, and appealed items. Said date shall be changed a minimum of eleven (11) days prior to the hearing.
3. Sign shall be removed within fourteen (14) days following the Planning Commission hearing date or **IMMEDIATELY** following final City Council action. It is recommended that the cost of sign removal be included in a sign contract with the sign company.



<p>NOTICE OF PUBLIC HEARING ON PROPOSED DEVELOPMENT CASE NO. _____</p> <p>PROPOSED ON THIS SITE:</p> <p>_____</p> <p>_____</p>	
PUBLIC HEARING	FOR INFORMATION CALL :
DATE: _____	DEVELOPER _____
TIME: _____	Planning Division
LOCATION: CITY HALL	38250 Sierra Highway (651) 267-5200

CITY OF PALMDALE PLANNING DIVISION
PUBLIC HEARING SIGN REMOVAL AUTHORIZATION

Case Number(s): _____

Assessor's Parcel Number(s): _____

Location (address if available): _____

Approximately _____ Feet N or S of _____
(Circle) (Street Name)

Approximately _____ Feet E or W of _____
(Circle) (Street Name)

By this signature, I acknowledge that I understand the requirements for posting the subject property for public hearing and do agree to pay all costs for the removal and storage of said public hearing sign if it is not removed within 14 days of the final hearing for this/these case(s).

Applicant/Agent: _____ Date: _____

Owner: _____ Date: _____