



PALMDALE
a place to call home

APPLICATION FOR TEMPORARY DEPENDENT HOUSING (TDH)

Planning Department
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 persons who propose to file requests for Temporary Dependent Housing (TDH) with the City of Palmdale.

The applicant must complete the attached forms as prescribed and incorporate all requested information before the application is accepted for processing by the Planning Department.

SUBMITTAL CHECKLIST

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

- _____ The completed Application.
- _____ 2 copies of a deed restriction specifying the use limitations for the TDH (one for file and one to send to the attorney).
- _____ The original owner’s statement indicating the limitations of the project approval are understood.
- _____ The original Owner’s Authorization Letter and attached legal description of the property.
- _____ A vicinity map showing the existing major street patterns, railroads, and other significant landmarks within a minimum of one mile of the exterior boundaries of the site on 8½” by 11” paper.
- _____ 4 copies of the Plot plan. **See attached requirements.**
- _____ 4 copies of the Elevations. **See attached requirements.**
- _____ 4 copies of the Floor plans. **See attached requirements.**

FEE CALCULATIONS*

Base Fee:	\$	_____
Computer Tracking Fee:		_____ 5.00 _____
GIS Fee:		_____ 15.00 _____
Attorney Review Deposit:	\$	_____
TOTAL DEPOSIT/FEES RECEIVED:	\$	_____

*Additional utility, City, State and/or County fees and/or approvals may be required prior to obtaining building permits.

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

Case No.: _____

Request to construct a _____ square foot structure on property located at _____
(Street Address)

Assessor's Parcel Number(s): _____

Will structure be freestanding? _____ Will structure be attached? _____

List any structures, other than primary residential unit, existing on the parcel:

Existing Zoning: _____

Existing General Plan Designation: _____

APPLICANT:

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

CONTACT PERSON:

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

ARCHITECT / REPRESENTATIVE:

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

OWNER AUTHORIZATION LETTER
ADMINISTRATIVE APPROVAL APPLICATION

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
Printed Name	Signature	Date

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
Address		Telephone
Printed Name	Signature	Date
Address		Telephone

INFORMATION REQUIRED FOR TDH APPLICATION

A. SITE PLANS:

1. Title Block containing:
 - a. Name, address, and phone number of developer and/or owner.
 - b. Name, address, phone number, license number, expiration date, and stamp of person preparing plan.
 - c. Address of project.

2. Legend containing:
 - a. The Assessor's Parcel Number (APN).
 - b. Scale.
 - c. A legal description of the property sufficient to locate the property.
 - d. Existing and proposed zoning and General Plan designations.
 - e. Date of plan preparation with revision date plate.
 - f. Statement indicating current and proposed land uses.
 - g. Gross square footage of structure(s) (existing and proposed).
 - h. Lot coverage (area of site covered by structures) expressed as percentage of site.
 - i. Square footage of back yard (existing and proposed); if slopes occupy a portion of the parcel, indicate the square footage of the useable area.
 - j. Type of building construction.
 - k. Type of building occupancy.

3. Plot Plan Showing:
 - a. North-arrow.
 - b. Boundaries - Existing lot lines.
 - c. Easements - Locations, dimensions, and type of all easements including fault setbacks.
 - d. Grades - Existing and proposed.
 - e. Structures - Locations, footprints, dimensions, distances between structures and property lines and use of existing and proposed structures. Show open stairways and other projections from exterior buildings walls, including entrances and exits.
 - f. Fences and Walls - Location, elevation, height, and composition of all existing and proposed walls, fences, and retaining walls.
 - g. Circulation/Parking - All proposed and existing driveways, parking stalls, and sidewalks or other pedestrian walkways.
 - h. Streets - Location and improvements (sidewalks, curbs, and driveways).

- i. Drainage Facilities - Location of graded swales, ditches, or pipes.
- j. Adjacency Items - All existing uses, structures, walls, fences, yards, drainage facilities, parking, driveways, trees, and grades which may affect the construction of this project.
- k. Hazards - the presence of an Alquist-Priolo Special Studies Zone or other geologic hazards zone on or within 50 feet of the site and the boundaries of structural setbacks required from active faults.

4. Vicinity Map:

- a. A vicinity map of the area to be developed showing adjoining projects, creeks, railroads, major cross streets, and other data sufficient to locate the proposed project in relationship to the surrounding community.

B. BUILDING ELEVATIONS:

- 1. All pertinent horizontal and vertical dimensions of existing and proposed structures. Height measurements shall be made from grade to the highest point of construction.
- 2. Architectural elevations of each exposure (front, rear, both sides) of each building or structure type:
 - a. Rooftop equipment shall not be allowed on new structures.
 - b. Show adjacent structures on street elevation.
 - c. Include a composite elevation from street level if multiple buildings are proposed (incorporate the profile of landscaping and structures or equipment adjacent to such elevations).
 - d. Label each elevation with a directional (north, south, etc.) orientation.
- 3. Type of roof, window (reflectively), and wall materials (finished surface) to be used.
- 4. A statement indicating the color and materials will be the same as the primary structure.

C. FLOOR PLANS:

- 1. All room and area dimensions, including existing rooms/areas, adjacent to the proposed construction and overall dimensions.
- 2. The proposed use of all rooms and areas identified and the amount of gross floor area for each proposed use.

3. Provisions for accessibility to the elderly and physically disabled if applicable.
4. Statement indicating whether or not automatic fire sprinkler systems will be used in the structure.