



# ADMINISTRATIVE PERMIT APPLICATION CHECKLIST

The following checklist is intended to identify the standard information and items that are necessary for the Planning Division to process your Use Permit application. Additional information may be required for certain types of projects, such as those related to major commercial or industrial uses. Please contact the Planning Division for details on your specific use.

## The following items are required for a complete application:

1.  **COMPLETED AND SIGNED PLANNING PERMIT APPLICATION FORM.**
2.  **PROJECT DESCRIPTION** that details the proposed use and activity and the basis for any proposed exceptions to established development standards.
3.  **TITLE REPORT AND/OR DEED.** For new construction, a preliminary title report prepared within three months of filing application, including a complete legal description; for use of an existing building, a deed indicating property ownership.
4.  **SITE PLAN drawn to scale** that illustrates the proposed development, particularly the location and size of proposed and existing structures, driveways, public utility lines, septic systems, etc., and their distance from property lines. Indicate any other information pertinent to the project. For properties within a Design Review District provide information from the attached Design Review Checklist.
5.  **REDUCTION.** All plans submitted shall include legible reductions no larger than 11" x 17" to provide for photocopying on standard office equipment.
6.  **AUTHORIZATION FORM** to enter private property.
7.  **PROPERTY OWNER'S AUTHORIZATION LETTER** is required if the applicant is not the owner of the subject property, including a statement that the property owner authorizes someone else to act on their behalf in all or partial dealings with the application.
8.  **ENVIRONMENTAL ASSESSMENT FORM** and studies/reports indicated on the attached Environmental Review Checklist must be completed and submitted with each application for projects that are not exempt from CEQA.
9.  **APPLICATION AND ENVIRONMENTAL REVIEW FEES** are required at the time the application is submitted to the Planning Division.
10.  **OTHER:**