



CITY OF OAKDALE
Community Development & Services Department
455 South Fifth Avenue
Oakdale, CA 95361

Phone: (209) 845-3625 • www.oakdalegov.com

UNIFORM APPLICATION FORM

<input type="checkbox"/> ANNEXATION	<input type="checkbox"/> DEVELOPMENT AGREEMENT	<input type="checkbox"/> MINOR VARIANCE	<input type="checkbox"/> TIME EXTENSION
<input type="checkbox"/> AMEND PLANNED DEVELOPMENT	<input type="checkbox"/> GENERAL PLAN AMENDMENT	<input type="checkbox"/> PREZONE	<input type="checkbox"/> VESTING TENT. SUBDIVISION MAP
<input type="checkbox"/> AMEND USE PERMIT	<input type="checkbox"/> LOT LINE ADJUSTMENT	<input type="checkbox"/> PARCEL MAP	<input type="checkbox"/> OTHER
<input type="checkbox"/> APPEAL	<input type="checkbox"/> LOT MERGER	<input type="checkbox"/> REZONE	—
<input type="checkbox"/> ARCHITECTURAL REVIEW	<input type="checkbox"/> LOT SPLIT	<input type="checkbox"/> SITE PLAN REVIEW	—
<input type="checkbox"/> CERT. OF COMPLIANCE	<input type="checkbox"/> MAJOR USE PERMIT	<input type="checkbox"/> SPECIFIC PLAN	—
<input type="checkbox"/> CODE TEXT AMENDMENT	<input type="checkbox"/> MINOR USE PERMIT	<input type="checkbox"/> TEMPORARY USE PERMIT	—
<input type="checkbox"/> DESIGN REVIEW	<input type="checkbox"/> MAJOR VARIANCE	<input type="checkbox"/> TENTATIVE SUBDIVISION MAP	

(PLEASE TYPE OR PRINT INFORMATION)

APPLICANT*:

PHONE NO.

ADDRESS OF APPLICANT:

EMAIL:

PROPERTY OWNER:

PHONE NO.

ADDRESS OF PROPERTY OWNER:

PROPERTY ADDRESS:

ASSESSOR'S PARCEL NUMBER:

AREA OF PROPERTY (ACRES OR SQUARE FEET):

EXISTING ZONING OF PROPERTY:

GENERAL PLAN DESIGNATION OF PROPERTY:

DESCRIBE PROPERTY REQUEST:

***The Applicant will be considered the primary point for all correspondence and contact from the City unless other arrangements are made in writing.**

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF PROPERTY OWNER

DATE

FOR OFFICE USE ONLY

CASH: CREDIT CARD: CHECK NO. _____ AMOUNT RECEIVED: \$ _____

PROJECT NO. _____ ACCOUNT #: CD _____

RECEIVED BY: _____ DATE RECEIVED: _____

PROJECT INFORMATION CHECKLIST

PROJECT APPLICATION: All of the following listed items must be included when you submit your application, unless indicated otherwise.

- 1. [UNIFORM APPLICATION] One (1) completed copy of the uniform application form.
- 2. [FILING FEE] Appropriate filing fees (make check payable to the City of Oakdale).
- 3. [AGREEMENT TO PAY PROCESSING COSTS] One (1) completed and signed copy of the Agreement to Pay Processing Costs.
- 4. [SIGN PROPOSAL APPLICATION] One (1) completed copy of the sign proposal application form.
- 5. [TREE REMOVAL PERMIT] One (1) completed copy of the tree removal permit.
- 6. [SITE PLANS] Digitally submitted to scale. See page 5
- 7. [ELEVATIONS] Digitally submitted to scale. See page 6
- 8. [FLOOR PLANS] Digitally submitted to scale. See page 7
- 9. [MAPS] Digitally submitted to scale. See page 7
- 10. [HAZ. WASTE DISC. FORM] Hazardous Waste and Substances Site List Disclosure Form, completed and signed.
- 11. [VICINITY MAP] Digitally Submitted to scale. See page 5.
- 12. [LETTER OR AUTHORIZATION] A letter signed by the property owner authorizing representation by a person or agency other than him/herself (if this representation is intended or if the applicant is not the property owner).
- 13. [LEGAL DESCRIPTION] Legal description of the entire project site in a mete and bounds format.
- 14. [PRELIMINARY TITLE REPORT] Preliminary title report, chain of title guarantee or equivalent documentation not older than six (6) months which shows any and all easements affecting the project site.
- 15. [EXHIBIT MAP] Exhibit Map (Digitally Submitted) identifying the proposed Lot Line Adjustment, Parcel Merger or Parcel or Parcel Unmerger, and all existing features, including but not limited to easements, utilities, and structures.
- 16. [EXHIBIT DESCRIPTION] Identification of existing and proposed lot area(s).
- 17. [LETTER WAIVING RIGHT TO HEARING] When a property owner requesting a Lot Merger owns all properties to be merged, they may submit a letter waiving their right to a Hearing before the Subdivision Committee.

[OTHER] _____

APPLICATION REQUIREMENTS

Use this table to determine the documents/maps needed to complete your application package. Incomplete application packets will delay the processing of your application.

X – Information is required.
O – Other Information may be required.
SEE PLANNING STAFF

	Uniform Application	Filing Fee	Environmental Documents	Site Plans	Elevations	Floor Plans	Sign Information	Letter of Authorization	Legal Description	Preliminary Title Report	Maps
Annexation	X	X	X						X	X	X
Amend Planned Development / Use Permit	X	X	X	X	O	O	O				
¹ Appeal	X	X		O							O
Certificate of Compliance	X	X							X	X	X
Code Text Amendment	X	X	O					X		X	
Design Review	X	X	X	X	X	O	X			X	
Development Agreement	X	X							X	X	
General Plan Amendment	X	X	X								
Lot Line Adjustment	X	X							X	X	X
Lot/Merger/Unmerger	X	X							X	X	X
Major Use Permit	X	X	O	X	O	O	O			X	
Minor Use Permit	X	X	O	X	O	O	O			O	
Parcel Map	X	X							X	X	X
Planned Development	X	X	X	X	X					X	
Pre-zone	X	X	X								
Rezone	X	X	X						X	X	X
Site Plan Review	X	X	O	X	O	O	O		O	X	
² Specific Plan	X	X	X								
Temporary Use Permit	X	X	X	X	X	O	X			O	
Tentative Subdivision Map	X	X	X							X	X
Time Extension	X	X									
Variance	X	X	O	X	O						

¹ Additional information is required refer to Oakdale City Code Section 36-22

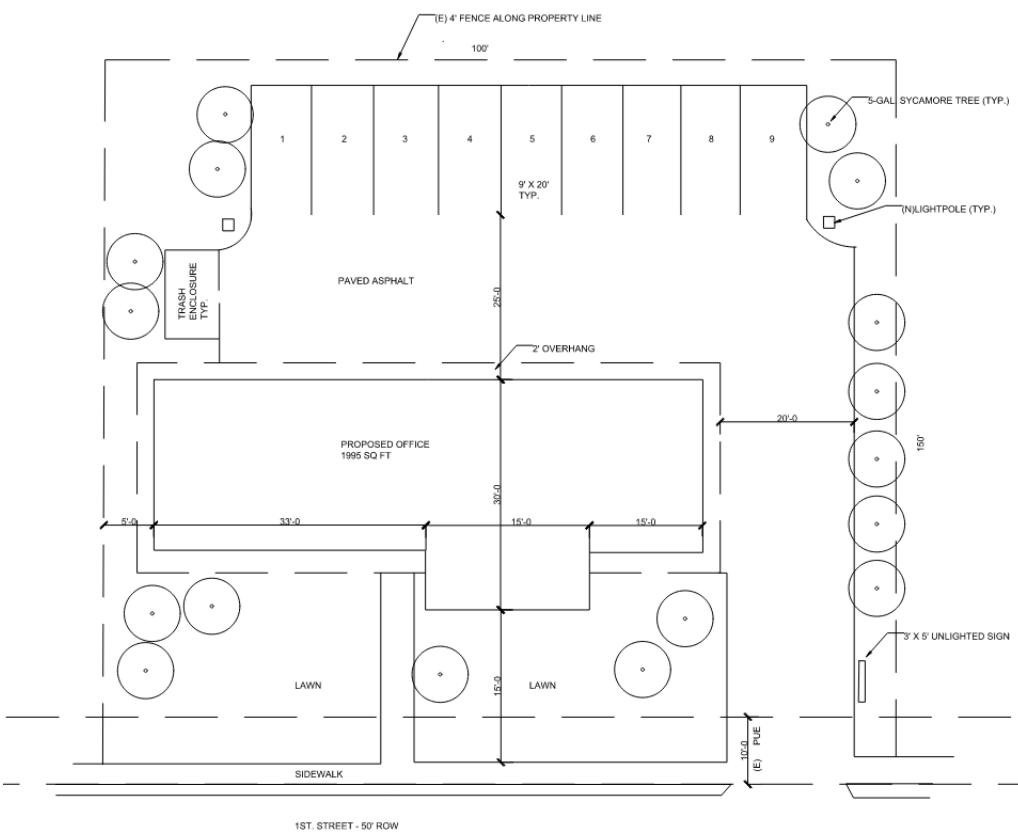
² Additional information is required refer to Oakdale City Code Section 36-21.6

SITE PLAN REQUIREMENTS CHECKLIST

The following listed items must be shown on your site plan before your application will be accepted as complete, unless stated otherwise or if they are inapplicable (as determined by City staff). Plans must be drawn in ink or preprinted.

- 1. Address and Stanislaus County Assessor's Parcel Number of project.
- 2. Name, address and telephone number of applicant, architect and/or engineer.
- 3. Summary legend describing project information including zoning and lot size. For new construction, provide summary of units permitted and proposed building coverage permitted and proposed off-street parking permitted and proposed, unit square footage breakdown.
- 4. Vicinity Map (showing property location to major roads and major landmarks).
- 5. Scale of plot plan, north arrow, existing property lines and dimensions.
- 6. Names and full widths of all adjacent streets and alleys (indicate location of any medians and curb cuts). Required right-of-way dedications, if any, and location of ultimate property lines.
- 7. Show location of existing and proposed structures and walls (identify existing as a dashed line and proposed as a solid line).
- 8. Label the use of all existing and proposed structures and areas.
- 9. Indicate setbacks, yard areas, distances between structures (setbacks to be measured from ultimate property lines if dedication is required).
- 10. Show square footage of the structure(s) and percentage of structure coverage in relationship to the entire lot.
- 11. Show location and dimensions of adjacent street rights-of-way, property lines, building setback lines, sidewalks and easements.
- 12. Show off-street parking. Designate open parking, carports, and garages, include dimensions of parking stalls, maneuvering areas, driveways, specify paving materials; identify all curbing and wheel stops.
- 13. Show loading areas, including dimensions and screening.
- 14. Show location of trash enclosures and indicate materials.
- 15. Show location and size of all existing and proposed signs, walls and fences.
- 16. Indicate existing and proposed landscape areas. Preliminary landscaping should include trees and major planting areas (specific materials, sizes, and numbers will be required on detail plans following Planning Commission, City Council or Site Plan Committee approval).
- 17. Show exterior lighting proposed.
- 18. Show location and general dimensions of any existing irrigation facilities, natural drainage ways and storm drainage facilities on the site, including any proposed modifications.
- 19. Show size and species of all trees 6 inches and greater in diameter at 3 feet. Indicate whether to be removed or retained.
- 20. Show location of curb cuts on neighboring properties; and, in commercial and industrial zones, within 300 feet of adjacent properties and properties across the street.
- 21. Location of buildings on adjacent properties (sides and rear) within 25 feet of the project site.
- 22. Include development-phasing schedule (if proposed and/or applicable), including those portions of the project included in each phase, and estimated start and completion dates.

SITE PLAN



SITE PLANS MUST INCLUDE

1. Title Block (Name and date shown)
2. Scope of work
3. Scale & North Arrow
4. Public improvements
5. Property lines and Dimensions
6. Locations of existing and proposed buildings
7. Proposed use of buildings
8. Street locations and size of the Right of Way
9. Easement locations, purposes, and dimensions
10. Locations of existing and proposed access, driveways, and curb cuts.
11. Locations of existing and proposed parking spaces
12. Fence locations
13. Sign location and size
14. Landscaping (to include trees and major plants only)
15. Trash collection area
16. Exterior lighting
17. Existing vegetation

VICINITY MAP

A vicinity map specifies the location of a proposed project in relation to major streets in the area. It is not required to have this map drawn to scale, but it should be proportional. Show at least two major cross streets and all other roadways leading to the site. A north arrow is also required. See Figure 1 and 2 for an example.

Figure 1

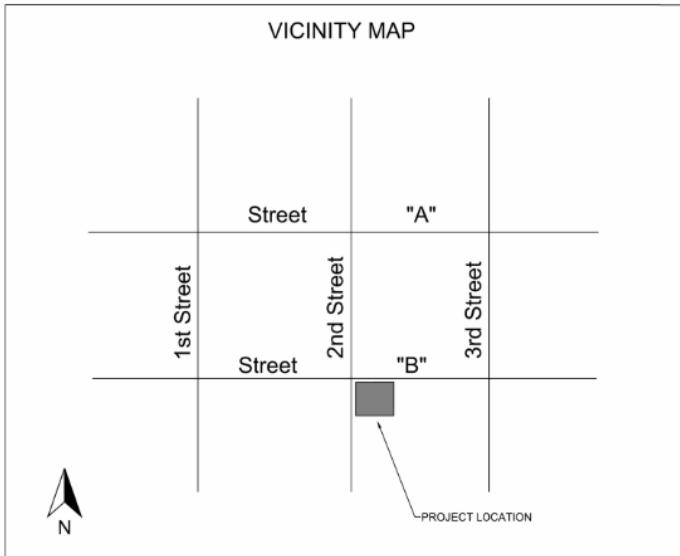
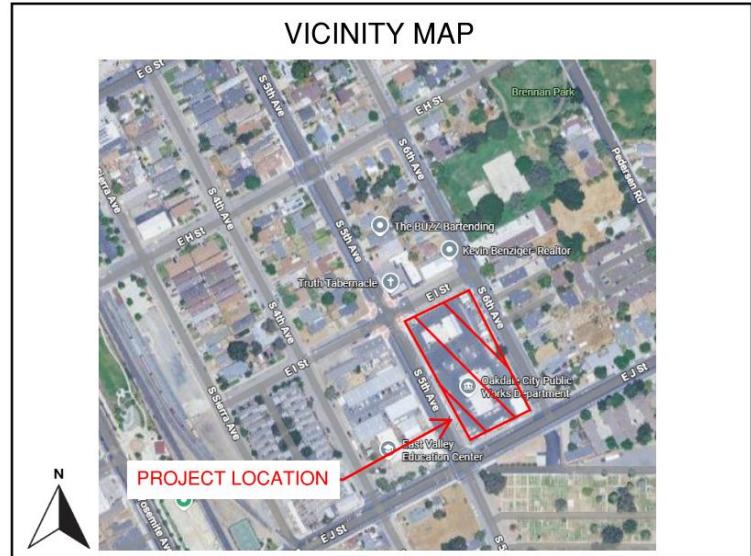


Figure 2



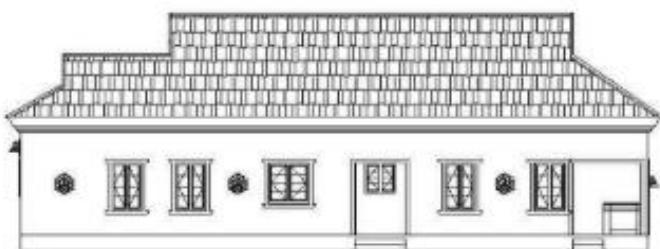
ELEVATIONS



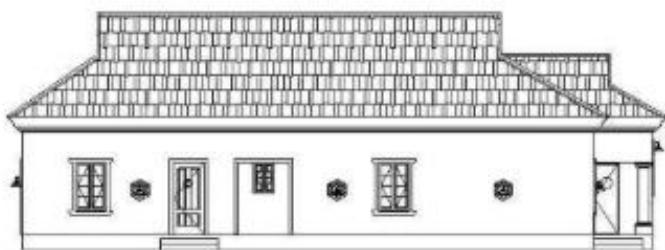
SOUTH



NORTH



EAST



WEST

ELEVATIONS MUST SHOW:

1. Buildings (Existing and Proposed) as seen from all four directions.
2. Heights and other dimensions of existing and proposed buildings.
3. Location, dimensions and materials/colors of all signs.
4. Fence/wall locations, heights and materials. Fences/walls (patio, pool, parking lot, etc.) should match building architecture including trim boards, colors, etc.
5. Building Materials and colors.
6. Mechanical equipment and appurtenances including roof vents, air conditioner, gas and water meters, and electrical boxes etc.
7. Exterior lighting
8. Carport details - materials to match building architecture, etc.
9. Site plan review (SPR) applications, as a minimum, contain one street side elevation; conditions use permit requires to show all elevations.

NOTE: elevations must not show site or background details (e.g. mounding, trees, planting, mountains, etc.)

REQUIRED DETAILS OF MAPS AND PLANS

Below are items which may be required to be submitted with the application. Items that are not pertinent to the request may be omitted with staff approval; however, all relevant information must be included. Plans that are incomplete may delay application processing.

LOCATION MAP: Dimensioned map showing the subject properties and surrounding properties within 150 feet of the subject property. An Assessor's parcel page or City Street map may be acceptable if it shows the proper information.

SITE PLAN: Location, size, shape and proposed use of all structures and improvements on the site, including (1) square footage devoted to buildings, (2) location and height of walls and fences, (3) facilities for the handicapped, (4) trash enclosures, (5) pedestrian and vehicular circulation patterns including points of ingress and egress, building entrances and exits, location and dimension of streets, walks and bikeways (6) dimensions, number and arrangement of parking spaces and loading areas, (7) exterior lighting and (8) location and sizes of signs.

PROJECT ELEVATIONS: Drawings of the front, back and side views of all proposed buildings with enough details to show design intent. Exterior materials and colors must also be shown.

SITE UTILIZATION PLAN: Shows all information listed under the site plan for the entire Planned Development zone.

PARCEL MAP AND RECORD OF SURVEY: Maps shall be prepared by a registered civil engineer or licensed surveyor and contain the appropriate information required by the Subdivision Map Act and the City's Subdivision Ordinance Chapter 31.

LANDSCAPE PLAN: A complete landscaping scheme including spacing, quantity, size and location of all plant materials. Plants should be identified by botanical common name and keyed by number to the location on the plan. A complete sprinkler plan should be included and any trees to be removed must be identified.

SIGNING PLAN: Location of signs and other outdoor advertising with sign elevations, colors and materials.

EXAMPLES OF CONSTRUCTION MATERIALS: On 8 1/2 x 11 cardboard, affix samples of actual paint color, stain, roofing and fencing color and any other descriptive element of a project. Paint and stain colors can be paint/stain chips available at hardware stores. The purpose of the materials board is to show an exact reproduction of the colors involved.

SEQUENTIAL STEPS IN THE APPLICATION PROCESS

FOR SUBDIVISION APPLICATIONS: (Tentative Maps, Final Maps and Parcel Maps)

- Applicant has preliminary discussion with a staff member to discuss the project.
- Applicant submits appropriate application, maps, fees and any other information required to Community Development.
- The Site Plan Review Committee establish Conditions of Approval.
- Planning staff prepares environmental documents and staff reports.
- Planning staff schedules a public hearing date
- Public hearing meeting is held and the approving agency approves or denies the request.
 - If an appeal is made, the applicant may appeal within 10 days of action.
 - If a request requires Planning Commission and City Council approval, staff prepares a report and City Council holds public hearing and either approves or denies recommendations from the Planning Commission.
- City notifies applicant of actions taken.
- If request is approved, Applicant prepares improvement plans and submits Final Map.
- Engineering Department reviews plans and notifies applicant of any corrections.
- Applicant posts bonds and submits corrected plans (if needed)
- City Council approves or denies the subdivision map.
- If City Council approves subdivision map, Engineering Department records map.

FOR ALL OTHER COMMUNITY DEVELOPMENT APPLICATIONS

- Applicant has preliminary discussion with a staff member to discuss the project.
- Applicant submits appropriate application, plans, fees and any other information required to Community Development.
- The Site Plan Review Committee establish Conditions of Approval
- Planning staff prepares environmental documents and staff reports.
- Planning staff schedules a public hearing date
- Public hearing meeting is held and the approving agency approves or denies the request.
 - If an appeal is made the applicant may appeal within 10 days of action.
 - If a request requires Planning Commission and City Council approval, staff prepares a report and City Council holds public hearing and either approves or denies recommendations from the Planning Commission.
- City notifies applicant of actions taken.

AGREEMENT FOR PAYMENT OF APPLICATION PROCESSING COSTS

TO BE COMPLETED BY APPLICANT OR AUTHORIZED AGENT:

TO: City of Oakdale
Community Development Department
455 South Fifth Avenue
Oakdale, CA 95361

Project Address/Description: _____

I agree to pay all costs for the review and processing of application(s) for the subject project, at such time as requested by the City of Oakdale Community Development Department.

Additional deposits may be requested by the Director at such time as the initial deposit has been expended. Such requests for additional monies shall be due upon notice by the Staff/Director. Failure to deposit requested funds may cause processing delay of the project.

Final payments are due and payable within 30 days. Interest will accrue on all costs unpaid 30 days after final billing at the maximum legal rate and the City is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts. Surplus deposits will be returned to the applicant upon completion of processing and appeal periods.

If the City is unable to collect all costs from the applicant or the authorized agent, the Property Owner may be responsible for the amount due. The Property Owner understands that delinquent accounts may result in a lien being placed on the property.

Applicant agrees to hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of City in connection with the City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the applicant's project.

APPLICANT/AUTHORIZED AGENT

SIGNATURE OF APPLICANT

PRINT NAME OF APPLICANT

DATE

APPLICANT'S ADDRESS

CITY, STATE, ZIP

APPLICANT'S EMAIL ADDRESS

APPLICANT'S TELEPHONE

PROPERTY OWNER

SIGNATURE OF PROPERTY OWNER

PRINT NAME OF PROPERTY OWNER

DATE

PROPERTY OWNER'S ADDRESS

CITY, STATE, ZIP

PROPERTY OWNER'S EMAIL ADDRESS

PROPERTY OWNER'S TELEPHONE

FOR CITY USE ONLY:

Finance Account Number: _____

Project Number: _____

Address of Project: _____

Total Deposits / Fees Received: _____ Received by: _____

ENVIRONMENTAL REVIEW CHECKLIST APPLICATION

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

CONTACT PERSON: _____ **TELEPHONE NUMBER:** _____

PROJECT LOCATION: _____ **ASSESSOR'S PARCEL NUMBER:** _____

TYPE OF PROJECT: _____

An Environmental Impact Report must be prepared for any activity which may have a significant effect on the environment. Effects include environmental consequence of both primary and secondary nature, as well as cumulative effects. An Environmental Impact Report must be prepared for any project which is inconsistent with the City's General Plan and/or may have a significant effect in the environment.

In order to determine whether a significant environmental effect may result from the proposed project, the following Environmental Review Checklist must be filled out and returned to the Oakdale Planning Department. As soon as possible, the City's Responsible Official (Environmental Review Committee) will determine whether or not the project will require an Environmental Impact Report and will notify the applicant accordingly.

Applicant, please complete each of the following (Note: Maps mentioned below may be viewed at the Oakdale City Planning Department, 120 South Sierra Avenue, Oakdale, California 95361).

1. **Describe the proposed project below and include a clear site plan with your submittal:** _____

2. **Size of parcel (square feet or acres):** _____

3. **Square feet of building area:** _____ **Number of Floors:** _____

4. **Existing zoning**:** _____

5. **Land use designation on General Plan Map**:** _____

6. General existing use of the site: _____

7. Describe in general the existing use to the:

North: _____

South: _____

East: _____

West: _____

8. Are there any natural or man-made water channels through or adjacent to the site? _____

If so, where? _____

9. Grading – Amount of dirt/fill material being moved (check one):

0 – 500 cubic yards _____ 5,000 – 20,000 cubic yards _____

500 – 5,000 cubic yards _____ over 20,000 (indicate amount) _____

10. Number of existing trees on the site greater than 6 inches in diameter: _____

11. Number, size, and type of trees being moved: _____

12. Describe other vegetation on the site: _____

13. Distance from project to nearest elementary school: _____ Jr. High: _____

Existing Park: _____ Shopping Facility: _____ Fire Station: _____

14. Describe noise sources generated by your project other than construction: _____

15. LAND USE WEEKDAY TRIP GENERATION RATES ASSUMING 100% OCCUPANCY

Single-Family	11.1 trips/dwelling unit
Patio Homes/Duplexes	9.5 trip/dwelling unit
Townhouses	7.5 trips/dwelling unit
Condominiums	6.0 trips/dwelling unit
Apartments	6.8 trips/dwelling unit
Mobile Homes	3.3 trips/dwelling unit
Retirement Communities	11 trips/room
Motel	553.0 trips/1,000 square feet building area
Fast-Food Restaurant	46.6 trip/1,000 square feet building area
Retail Commercial	45.0 trips/1,000 square feet building area
Sit-Down Restaurant	38.2 trips/1,000 square feet building area
Office	
Institutions (Schools/Churches)	18.4 trips/1,000 square feet building area
Industrial Plant under 500,000 square feet	8.5 trips/1,000 square feet building area
Industrial Warehouse	4.7 trips/1,000 square feet building area
Project vehicle trips/day =	_____

16. What are the nearest major streets? _____

Distance from project? _____

17. Amount of off-street parking provided: _____

18. If new paved surfaces are involved, describe them and give amount of square feet involved: _____

19. Source of water: _____

<u>Land Use</u>	<u>Estimated Water Consumption Rates (Gallons/Day)</u>
Single-Family Residential	606/DU or 190/resident
Multi-Family Residential	240/DU or 125/resident
Commercial	120 gallons/day/1,000 sq. ft. floor area
Office	120 gallons/day/1,000 sq. ft. floor area
Industrial	Variable – Please describe the water requirements for any industrial use in your project. (General Projection = 3,000 gallons/day/acre)

Estimated gallons per day: _____

20. Will sewage treat facilities be utilized? _____

<u>Land Use</u>	<u>Estimated Sewage Generation Rate (Gallons/Day)</u>
Single-Family Residential	354 gallons/DU or 111 gallons/day/resident
Multi-Family Residential	213 gallons/DU or 111 gallons/day/resident
Commercial	108 gallons/day/1,000 sq. ft. floor area
Office	108 gallons/day/1,000 sq. ft. floor area
Industrial	Variable – Please describe the sewage requirements for any industrial uses in your project. (General Projection = 2,500 gallons/day/acre)

Describe the type of sewage to be generated: _____

Estimate the amount (gallons/day) sewage to be generated: _____

21. Describe the type and estimated amount in pounds/day of solid waste to be generated by your project.

<u>Land Use</u>	<u>Estimate Solid Waste Generates Rates (lb/Day)</u>
Single-Family Residential	8.9/DU
Multi-Family Residential	5.3/DU
Retail Commercial	20.9/550 sq. ft. floor area
Industrial/Heavy Commercial	Variable – Please describe the projected solid waste to be generated by your project.

Type: _____

Amount: _____

22. Height of the tallest structure involved in the project: _____

23. Are special architectural or landscaping feature involved? _____

Briefly describe: _____

24. Describe the type and amount of outdoor lighting involved: _____

Could this lighting annoy area residents? _____

25. Could any kind of wildlife such as birds, rodents, or predators inhabit or use the project site? _____

Describe: _____

26. **Proposed Scheduling:** _____

27. **Anticipated incremental development:** _____

28. **Residential**
a. **Number of dwelling units:** _____

b. **Unit size(s):** _____

c. **Range of sales prices and/or rents (projected):** _____

d. **Type of household size expected:** _____

29. **Commercial**

a. **Orientation:** **Neighborhood** _____
City or Regional _____

b. **Square footage of sales area:** _____

c. **Square footage of loading area:** _____

30. **Industrial**

a. **Type:** _____

b. **Estimated employment per shift:** _____

c. **Square footage of loading facilities:** _____

d. **Will project involve the use or disposal of potentially hazardous material?** _____

If yes, please explain. _____

31. **Institutional**

a. **Major function:** _____

b. **Estimated employment / shift:** _____

c. Estimated occupancy: _____

d. Square footage or loading facilities: _____

e. Community benefits to be derived from project: _____

32. Why do you feel your project is justified now and in this location? _____

33. Are there any feasible and less environmentally offensive alternatives to your project? _____
Explain: _____

34. What additional special feature in your project plan will help reduce noise pollution, water consumption and pollution, solid waste, fossil fuel consumption, and energy use? _____

35. Do you believe an Environmental Impact Report is needed for your project? _____
Why? _____

I certify that the above answers are true and correct to the best of my knowledge and belief, and I understand that the subsequent action to rescind any permit based upon this questionnaire may be possible if evidence is uncovered to the contrary.

Signed: _____

Date: _____

Name (Print): _____

Title: _____

Firm: _____

Phone Number: _____

PLEASE NOTE: This is an initial deposit against which all processing costs will be charged. Depending upon the individual project, additional fees may be required.

**The maps are available at the City of Oakdale Community Development Department.

HAZARDOUS WASTE AND SUBSTANCES SITE DISCLOSURE

Pursuant to California Government Code Section 65962.5(e): "Before a local agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the "lists" sent to the appropriate city or county and shall submit a signed statement to the local agency indicating whether the project is located on a site which is included on any of the lists compiled pursuant to this section. If the site is included on a list, the list shall be specified on the statement."

Note: The Hazardous Waste and Substances Sites List is available for review at the Community Development Department. Please contact the Community Development Department for assistance. Also, please refer to the following website for more specific list information:

<http://www.calepa.ca.gov/SiteCleanup/CorteseList/default.htm>

I HEREBY CERTIFY THAT:

The project is located on a site which is included on one or more of the list compiled pursuant to California Government Code Section 65962.5(e). The site is included on the following list(s) specified below:

OR,

The project is not located on a site which is included on one or more of the list compiled pursuant to California Government Code Section 65962.5(e).

I hereby certify that the statement furnished above presents the information required by California Government Code Section 65962.5(e) to the best of my ability and that the statement and information presented is true and correct to the best of my knowledge and belief.

SIGNATURE

DATE