REVIEWED BY: _____

PROJECT NUMBER: _____

DATE: _____

DEVELOPMENT APPLICATION

CITY OF FOLSOM

APPLICATION SUBMITTAL MATRIX

	REQUESTED ENTITLEMENT						
SUBMITTAL MATERIALS	STREET NAMES	CONDITIONAL USE PERMIT	PLANNED DEVELOPMENT PERMIT	VARIANCE	TENTATIVE MAPS	REZONE	GP/SP AMENDMENT
APPLICATION	X	X	X	X	X	X	X
FEES	X	X	X	X	X	X	X
AGENT AUTHORIZATION	X	X	X	X	X	X	X
RADIUS MAP		X	X	X	X	X	X
RADIUS LIST		X	X	X	X	X	X
ENVELOPES		X	X	X	X	X	X
VICINITY MAP	X	X	X	X	X	X	X
CURRENT TITLE REPORT (1)					X		
SITE PLANS	X	X	X	X	X	X	X
REDUCTIONS (8.5 x11)	X	X	X	X	X	X	X
PROJECT NARRATIVE		X	X	X	X	X	X
ENVIRONMENTAL INFO FORM		X	X	X	X	X	X
ELEVATION PLANS		1	X	X			
LANDSCAPING PLANS		1	X	X			
GRADING & UTILITY PLANS		1	X	1	X		
UNIFORM SIGN CRITERIA			X				
COLORS/MATERIALS BOARD		1	1				
INCLUSIONARY HOUSING PLAN			1		1		
COLOR RENDERING/ PHOTOGRAPH		1	1	1	1		
DESIGN GUIDELINES/ DEVELOPMENT STANDARDS		1	1		1		

X = REQUIRED ITEM
1 = ITEM MAY BE REQUIRED; CHECK WITH A PLANNER

(1) For all tentative maps, a preliminary title report showing the legal owners at the time of submittal is required.

CHECK LIST OF REQUIRED MATERIALS

Applicant	Staff	
____	____	Completed and signed Development Permit Application
____	____	Planning application fees
____	____	Property owner's signature on the "Agent Authorization Form" (if necessary)
____	____	List of all property owners within 300 feet from subject property, by assessors parcel number, including mailing addresses (may be obtained from a title company)
____	____	Radius Map of all properties located within 300 feet from any part of the obtained from a title company)
____	____	A supply of envelopes that are addressed to the owners of property within 300 feet from subject property. Envelopes must be legal size, stamped with sufficient postage and include the following return address: City of Folsom, Community Development Department, 50 Natoma Street, Folsom, CA 96530. All information must be typed.
____	____	Site Plans, Tentative Maps (15 folded copies - size 24" x 36")
____	____	Current Title Report (for all Tentative Maps)
____	____	Building Elevation Plans (15 folded copies - size 24" x 36")
____	____	Preliminary Landscaping, Grading and Infrastructure Plans (15 folded copies - size 24" x 36")
____	____	One set of all plans either PDF or reduced to 8 ½" x 11"
____	____	Project Narrative explaining the major concepts of the project
____	____	Environmental Information Form with applicant's signature

IN ADDITION, THE FOLLOWING ITEMS MAY BE REQUIRED FOR THE PUBLIC HEARING.

____	____	Colors/materials board
____	____	Color renderings - site plans, landscaping plan, elevations, signage (size 24" x 36) for display purposes
____	____	Three-dimensional modeling or photo-montage
____	____	Inclusionary Housing Plan
____	____	Uniform Sign Criteria Plan

DEVELOPMENT PERMIT APPLICATION
CITY OF FOLSOM COMMUNITY DEVELOPMENT DEPARTMENT

Project Name: _____

Project Location: _____

Assessor's Parcel Number: _____

Total Size of Property: _____

Applicant Name: _____

Applicant Address: _____

Phone Number: _____ Email Address: _____

Property Owner Name: _____

Property Owner Address: _____

Phone Number: _____ Email Address: _____

Project Description: _____

_____

Current Zoning: _____Current General Plan: _____

Proposed Zoning: _____Proposed General Plan: _____

Adjacent Land Uses and Zoning:

North: _____

South: _____

East: _____

West: _____

Any applicant or agent who is not the property owner must submit a signed Agent Authorization Form along with this applicant.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date:_____

CITY OF FOLSOM
AGENT AUTHORIZATION FORM

_____is the owner of the property for which the attached application is being submitted:

_____ General Plan Amendment
_____ Rezone
_____ Tentative Subdivision Map (Vesting map? _Yes _No)
_____ Tentative Parcel Map (Vesting map? _Yes _No)
_____ Planned Development Permit/Modification
_____ Use Permit
_____ Variance
_____ Other: _____

The property is located at: _____
The agent for this project is:

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Signature(s) of Owner(s)*

_____

_____
Type or print name

_____

_____
Type or print name

*** Owner of record as shown on the latest equalized assessment rolls of the County of Sacramento. (An option to purchase does not constitute ownership). If ownership has been recently transferred, a copy of the deed must accompany this authorization.**

NOTE: **A recent Preliminary Title Report showing legal ownership at the time of submittal is required with all applications for Tentative Parcel or Subdivision Map approval. (Folsom Municipal Code, Chapter 16.16.030 (4.))**

CITY OF FOLSOM
ENVIRONMENTAL INFORMATION FORM

(TO BE COMPLETED BY APPLICANT)

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____
_____

2. Address/location of project: _____
_____

3. Name, address, and telephone number of person to be contacted concerning this project:
_____

4. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state, and federal agencies:
_____

5. Existing zoning: _____

6. Proposed use of site (project for which this form is filed): _____
_____

PROJECT DESCRIPTION (ATTACH ADDITIONAL SHEETS IF NECESSARY)

7. Site size: _____

8. Square footage of building(s): _____

9. Number of floors of construction: _____

10. Amount of off-street parking provided: _____

11. Proposed Phasing: _____

12. Associated project: _____

13. If residential, include the number of units and sizes: _____

14. If commercial, indicate type, square footage of sales area, and loading facilities: _____
_____

15. If industrial, indicate type, estimated employment per shift, and loading facilities: _____

_____

16. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:

_____

Are the following items applicable to the project or its effects? Discuss below all items checked <u>yes</u> (attach additional sheets as necessary).

		YES	NO
17.	Change in exhibit features of any bays, tidelands, beaches, lakes, hills or substantial alteration of ground contours.	____	____
18.	Change in scenic views or vistas from existing residential areas or public lands or roads.	____	____
19.	Change in pattern, scale or character of general area of project.	____	____
20.	Significant amounts of solid waste or litter.	____	____
21.	Change in dust, ash, smoke, fumes or odors in vicinity.	____	____
22.	Change in ocean, bay, lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns.	____	____
23.	Substantial change in existing noise or vibration levels in the vicinity.	____	____
24.	Site on filled land or on slope of ten percent or more.	____	____
25.	Use or disposal of potentially hazardous materials such as toxic substances, flammable or explosives.	____	____
26.	Substantial change in demand for municipal services (police, fire, water, sewage, etc.)	____	____
27.	Substantial increase of fossil fuel consumption (electricity, oil, natural gas, etc.)	____	____
28.	Relationship to a larger project or series of projects.	____	____

ENVIRONMENTAL SETTING

29. Describe the project site as it exists before the project, including information on topography, soil stability, plants, and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. (Attach additional sheets if necessary.)

_____

_____

30. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.) (Attach additional sheets if necessary.)

_____

_____

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

_____ _____

Signature Date

_____

Type or print name

_____

For

CITY OF FOLSOM
HAZARDOUS WASTE AND SUBSTANCES DISCLOSURE

PLEASE COMPLETE THIS SECTION FOR ALL PROJECTS

First, consult the most recent Hazardous Waste & Substances Site list located at the Planning Division Counter or through Sacramento County, then check the following applicable box.

PURSUANT to Government Code, Section 65962.5(f):

☐ The subject property IS listed on the Hazardous Waste and Substances Sites List.
(Data source: California State Water Resources Control Board; Leaking Underground Storage Tanks)

☐ The subject property IS NOT listed on the Hazardous Waste and Substances Sites List.

COMPLETE THIS SECTION FOR NON-RESIDENTIAL PROJECTS

Examples of commonly handled hazardous materials are listed below. If your proposed use involves one of these materials, or a similar material, you must, under State law, acknowledge the use or handling of such materials on this form.

1. Motor fuels, oils, solvents, thinners, paints (except latex), lacquers, kerosene, and other petroleum products.

2. Acids, caustics, and other corrosive materials.

3. Poisons and toxic materials such as pesticides and herbicides.

4. Oxidizers and oxidizing materials such as liquid oxygen, concentrated sulfuric and nitric acid, chlorates, permanganates, etc.

5. Compressed gases such as oxygen, acetylene, nitrogen, argon, and hydrogen.

6. Flammable solids, explosives, organic peroxides.

7. Toxic gases such as chlorine, ammonia, ethylene oxide, arsine, phopine, etc.

8. Radioactive materials.

9. Infectious/etiologic materials such as needle syringes, cultures, anatomical parts, etc.

10. Other

PURSUANT to Section 65850.2 of the Government Code, declare as follows:

Hazardous Materials:

☐ I WILL be using or handling hazardous materials in my proposed use.

☐ I WILL NOT be using or handling hazardous materials in my proposed use.

☐ Unsure

Acutely Hazardous Materials:

☐ I WILL be using or handling acutely hazardous materials in my proposed use.

☐ I WILL-NOT be using or handling acutely hazardous materials in my proposed use.

☐ Unsure

Proximity of Property to a School:

☐ The property in which my use is proposed IS within 1,000 feet of a public or private school.

☐ The property in which my use is proposed IS NOT within 1,000 feet of a public or private school.

Air Contaminants:

☐ My proposed use WILL involve machinery, equipment or other contrivances that may cause release or emission of air contaminants.

☐ My proposed use WILL NOT involve machinery, equipment or other contrivances that may cause release or emission of air contaminants.

Date: _____

Signature of applicant: _____

PROPERTY OWNERS LIST

Project Name: _____ Project Location _____

The purpose of the Property Owners List is to ensure that all adjacent property owners are notified, as required by law, of the hearing to be held on the proposal for the subject property. Map(s) showing all parcels within 300 feet of all property lines of the subject property must be submitted. The list of these parcels is to be taken from the County Assessor's latest equalized assessment rolls and must be complete and correct to avoid delays in the hearing process. The property for which application is made should be listed first. A stamped, addressed (include zip code) legal-size #10 envelope for each owner, bearing the appropriate parcel number(s), is to be submitted with the list and map(s). The return address should be “Community Development Department, City of Folsom, 50 Natoma Street, Folsom, CA 95630”. The information may be obtained through a title company or at the Sacramento County Assessor's Office, 3701 Power Inn Rd, STE 3000, Sacramento, CA.

ASSESSORS PARCEL NO.			PROPERTY OWNER	MAILING ADDRESS
BOOK	PAGE	PARCEL		

* Use of this form is not required as long as the necessary information is provided in a clear and concise format.

MAILING ADDRESSES NOT SHOWN ON COUNTY ASSESSOR'S ROLL

In preparing the Property Owners List for your project you may find that some properties within 300 feet of your property are listed on the assessment roll without a mailing address. For the City's purposes, however, these property owners must still he notified and thus must be included on the Property Owners List. Therefore, we have prepared the following list of addresses for your use, if needed. If you should encounter others, we may be able to help you in determining an appropriate mailing address.

1. United States of America
   c/o Central California Area
   Manager Bureau of Reclamation
   794 Folsom Dam Rd.
   Folsom, CA 95630

2. State of California
   Folsom lake State Recreation Area
   7806 Folsom-Auburn Road
   Folsom, CA 95630

3. Facilities Planning Manager
   Folsom-Cordova Unified School District
   125 East Bidwell Street
   Folsom, CA 95630

4. Regional Engineer
   Southern Pacific Transportation Co.
   1200 Corporate Center Drive
   Monterey Park, CA 91754

5. Warden
   Folsom State Prison
   P.O. Box W
   Represa, CA 95671

6. Warden
   California State Prison Sacramento
   P.O. Box 290002
   Represa, CA 95671-0002

7. General Manager
   Prison Industry Authority
   560 E. Natoma St.
   Folsom, CA 95630-2200

8. Assistant Chancellor
   Administration & Operations
   Los Rios Community College District
   1919 Spanos Court
   Sacramento, CA 95825

9. San Juan Water District
   P.O. Box 2157
   Granite Bay, CA 95746-2157

ENTITLEMENTS

Street Name Review: is required by the Planning Commission prior to Final Map approval. The Planning Commission encourages use of names from the City's Historical Street Names list.

Use Permit: is a conditional approval to conduct a use in a zone, which requires a special review of the proposed use.

Planned Development Permit: is a design review process required in commercial, business/professional, industrial, residential and open space zoning districts which have a "PD" designation.

Variance: is an exception from zoning standards, which would otherwise apply. Extraordinary circumstances related to the land, building or use must exist.

Tentative Maps: allow subdivision of property. After a tentative map is approved, a final map must be approved prior to formal completion and recordation. For more information about final maps, contact the Engineering Division. A recent Preliminary Title Report, showing the legal owners at the time of submittal, is required with all applications for approval of tentative maps.

Rezone: is a change of zoning on a property. The proposed zone must be consistent with the General Plan.

Plan Amendment: is a change to the General Plan an Area Plan or a Specific Plan. Plan amendments can change land uses and/or policies.

Explanation of Submittal Requirements

Application: provides general and background information about the proposed project. Includes names of applicant and owner, project location and description, requested entitlements and other site information.

Fees: are required for each individual entitlement requested. A fee schedule is attached to the Development Application for your reference.

Agent Authorization Form: allows an agent or representative to apply on the owner's behalf; requires the signature of the property owner of record.

Radius Map: shows the subject parcel and all other parcels within a 300 foot radius of the subject parcel's property lines. Be sure map is to scale and includes all streets and alleys with their dimensions indicated (refer to the- County Assessor's Parcel Maps).

Radius List: includes the Assessor's Parcel Number, owner's name, and owner's mailing address for each parcel indicated on the radius map.

Envelopes: should be standard business size, containing the assessor's parcel number, owner's name, and address for each parcel on the radius list. Envelopes must be stamped, and have the following return address: “Community Development Department, City of Folsom, 50 Natoma Street, Folsom, CA 95630”. The mailing address and return address need to be typed.

Vicinity Map: indicates relationship of subject parcel to surrounding neighborhood. Typically, this map should show all neighborhoods with adjacent major streets and highways within a 1 to 2 mile radius of the project site. Use an arrow to identify the project site on the map.

Site Plans: (Requirements for residential and commercial projects) Copies: 15 full-size (24" x 36"), collated, stapled on left-hand corner, and folded to 8 1/2" x 11" size, indicating:

a. Site address, subdivision and lot number, and assessor's parcel number
b. Lot dimensions showing property lines of subject property and adjacent properties within 100 feet of subject property lines; adjacent streets, railroads, and bodies of water
c. Building footprint and square footage; provide dimensions to property lines
d. Location within building footprint where work is being done
e. Building orientation, North arrow and scale
f. Location of:
   -Electric meters and transformers
   -Sewer and water lines and drainage facilities
   -Water meters
   -Cleanouts
   -Backflow preventers
   -Fire department connections, hydrants, and post indicator valves
   -Gas meters
   -Trash enclosures
   -Retaining walls (show height)
   -Direction of lot drainage
g. Neighborhood design review/Homeowners association approval (where applicable)
h. Easements and setback requirements
i. Lot coverage percentage
j. Proposed use of structure and current zoning designation
k. Grading plans - show existing and proposed grade contours and tree locations/sizes

<u>Commercial Projects - Additional Requirements</u>

l. Fire lanes
m. Handicapped accessible pathways and parking spaces
n. Parking area with dimensions of typical parking stalls and drive aisle widths and traffic control signs and markings
o. Lighting plan
   -Include cut sheet with fixture type/model and wattage
   -Show building and pole-mounted lights, landscape and parking area lights
p. Freestanding sign locations
q. Uniform sign criteria for multi-tenant development projects

Tentative Map: shows a plan for subdividing land into lots; Tentative Parcel Maps are filed for commercial projects and residential projects containing four or fewer lots; Tentative Subdivision Maps are filed for residential projects containing five or more lots. Copies: 15 full-size (24" x 36"), collated, stapled on left-hand corner, and folded to 8 1/2" x 11” size, indicating:

a. Subdivision name and assessor's parcel number(s)
b. North arrow and scale

c. Boundary lines of subdivision (heavy lines) and adjacent properties within 100 feet of subject property (light dashed lines)
d. Names and assessor's parcel numbers of adjacent subdivisions
e. Streets and lot lines
f. Location, dimensions, and boundaries of all utilities, railroads, bodies of water, and direction of flow of watercourses
g. Easements (location, dimension, and type)
h. Number, dimensions, and sizes of lots
i. Proposed building footprints and square footage; provide dimensions to property lines.
j. Existing structures; provide dimensions to property lines
k. Setback requirements
l. Proposed use and current zoning designation for each lot
m. Locations and sizes of each parcel to be dedicated for public use
n. Centerlines of adjacent streets
o. Existing and proposed street cross sections
p. Proposed street names (use of the City's Historical Street Name List is encouraged)
q. Dimensions and locations of sidewalks, bicycle and pedestrian trails
r. Boundaries of areas of special flood hazards. along with base flood elevation data; if no special flood hazards exist, a statement to this effect shall be made

Additional Reports

s. Current Title Report
t. Preliminary soils and geology report
u. Preliminary noise analysis
v. Arborist's report
w. Additional technical reports including, but not limited to environmental, traffic and parking may be required at the discretion of the Community Development Director

Reductions: high gloss reductions (8 1/2" x 11 ") of the above plans, photographically reproduced, usually made at a blueprint company

Project Narrative: includes a description and purpose of the request, indicating how the community will benefit from the project and how the project will avoid or mitigate negative effects on the community. Information required in the project narrative will vary depending on the entitlement requested. Consult the appropriate publication for additional information.

Environmental Information Form: asks questions about how the project will affect the environment. This information is used to determine whether additional environmental review is required.

Elevation Plans: show the exterior appearance of the building. Elevations should be drawn to scale and indicate exterior materials used. Copies: 15 full-size (24" x 36"), collated, stapled on left-hand corner, and folded to 8 1/2" x 11 II size, indicating:

a. North, south, east, and west elevations (DO NOT label elevations "front, rear, left, right")
b. Exterior attached or building-mounted lighting fixtures (include cut sheet with fixture type/model and wattage)
c. Dimensions indicating height from finished grade to peak of roof or top of parapet
d. Cross section of roof showing height of roof-mounted equipment relative to parapet height
e. Exterior wall and roof materials

Landscape Plans: indicate size, quantity, and species of plant materials, shade calculations for parking areas (40% shading required), irrigation system design, watering and maintenance schedule, installation specifications, and construction details.

Grading and Improvement Plans: show grade contours, areas to be cut and filled, drainage, tree locations with sizes and species, and proposed public improvements to be constructed.

Colors/Materials Board: a display of color and material samples affixed to a cardboard or foamcore backing. Include paint chips and samples of roofing materials, brick or stone veneers, wood/metal/vinyl siding, etc. Typical materials such as stucco and plywood siding need not be included. Size should not exceed 11 " x 1 7 "; multiple boards may be used if necessary. label each board with project name and applicant's name, address, and telephone number.

Color Rendering/Photograph: artist's rendering, photograph, or photomontage in color depicting existing conditions and/or how the project will appear.

Design Guidelines/Development Standards: define approved colors, materials, architectural styles, landscape design, signage standards, setbacks, building heights, and other details for the purpose of ensuring consistent application of uniform standards to future phases or modifications of a project.

Uniform Sign Criteria: provide information on the process of sign review by the landlord and incorporate the City of Folsom requirements for obtaining a sign permit. The uniform sign criteria shall establish consistency of sign type, location, logo and /or letter heights, lines of copy, illumination, construction details and colors and materials of sign within a development.