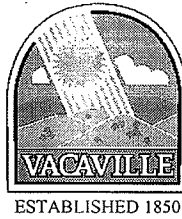


City of Vacaville
 Community Development Department
 650 Merchant Street
 Vacaville, CA 95688



Planning Division (707)449-5140
 FAX (707)449-5423
 Website: www.ci.vacaville.ca.us

PLANNING APPLICATION

FOR PLANNING OFFICE USE ONLY

Filing Date: _____

Project #: _____

Filing Fee: _____

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Administrative Clearance \$ _____ <input type="checkbox"/> Annexation \$ _____ <input type="checkbox"/> Comprehensive Annexation Plan \$ _____ <input type="checkbox"/> Conditional Use Permit \$ _____ <input type="checkbox"/> Design Review \$ _____ <input type="checkbox"/> Determination Of Permitted Use \$ _____ <input type="checkbox"/> General Plan Amendment \$ _____ <input type="checkbox"/> Modification \$ _____ <input type="checkbox"/> Parcel Map/Land Division \$ _____ <input type="checkbox"/> Planned Development \$ _____ <input type="checkbox"/> Policy Plan Amendment \$ _____ <input type="checkbox"/> Environmental Review \$ _____ | <input type="checkbox"/> Secondary Living Unit \$ _____ <input type="checkbox"/> Tentative Map - <input type="checkbox"/> Vesting \$ _____ <input type="checkbox"/> Variance \$ _____ <input type="checkbox"/> Zone Change (Rezoning) \$ _____ <input type="checkbox"/> Zoning Ordinance Text Amendment \$ _____ <input type="checkbox"/> Time Extension <input type="checkbox"/> Amendment <input type="checkbox"/> Planning Commission <input type="checkbox"/> Staff <input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Other _____ <input type="checkbox"/> Record Maintenance \$ _____ |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

If your application requires a public hearing, you should be present at the meeting to briefly explain your request and answer questions. Failure to attend may delay the review process and require that your application be continued. If you desire notice of the meeting to be sent to parties other than the application and property owner, please include their name(s) and address(es) on the mailing list.

Project Name: _____

Site Address: _____

Assessor's Parcel Number(s): _____

Building Floor Area: _____ sq. ft. Project Site Area: _____ acres

Applicant (please print): _____

Applicant's Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Fax: _____ E-mail: _____ Cell: _____

Applicant's Signature: _____ Date: _____

Property Owner (please print): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Fax: _____ E-mail: _____ Cell: _____

Prop. Owner's Signature: _____ **Date:** _____

What type(s) of action are you requesting? (Variance, Use Permit, Design Review, etc.): _____

Briefly describe your proposal, including any requested use, modification, and/or variance (attach additional sheets if necessary): _____

Note Concerning Graphics: ALL MAPS, PLANS AND EXHIBITS SHALL BE FOLDED TO 9"X12" TO FACILITATE MAILING AND DISTRIBUTION.

Notice to All Applicants:

1. Applications submitted for review will be processed in accordance with Section 65941 of the California Government Code.
2. All forms must be completely filled out and signed, all fees must be paid, and supplemental information provided before the application will be deemed complete and processed. Supplemental information that must be submitted with this application form is listed in the attached submittal requirements by type of application.
3. Filing fees are non-refundable.
4. Submitting an application is not a guarantee of approval. Approval of projects is contingent on meeting required findings or other requirements of the Land Use and Development Code or Policy Plan.
5. Pursuant to Section 65945 of the California Government Code, you may request to be notified of any proposed changes to the General Plan, Land Use and Development Code, a specific plan, or any ordinance affecting building or grading permits. If you wish to be notified of these changes, be sure to submit a completed Request for Notification form (available at the Planning Division Counter).

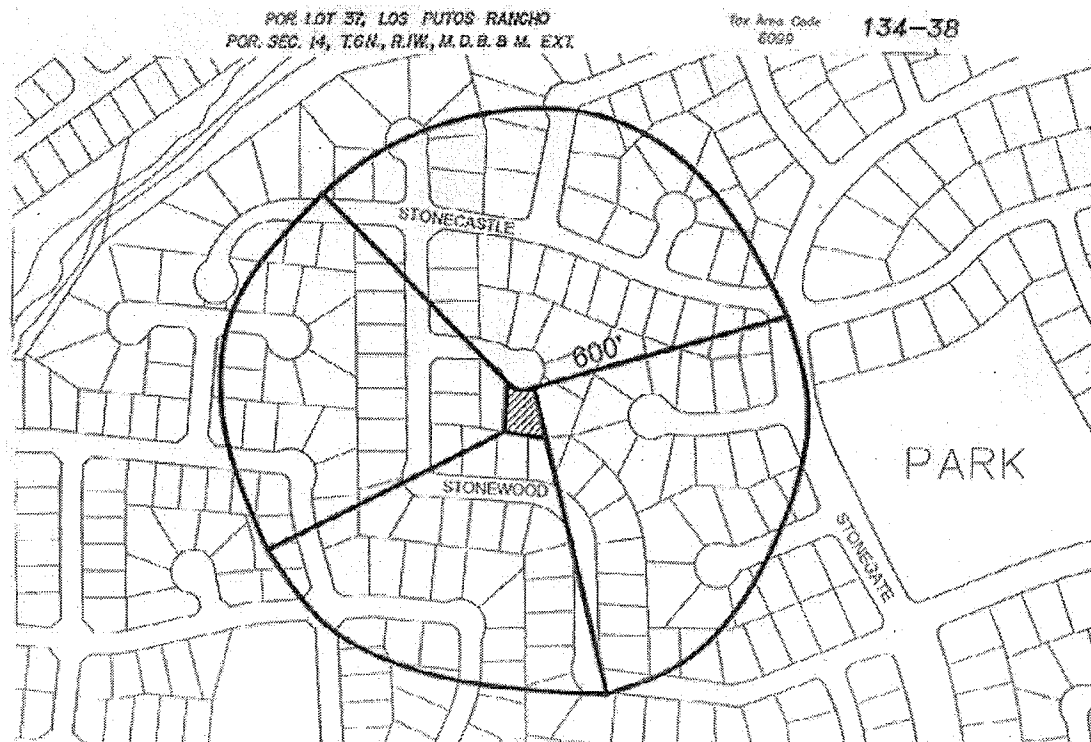
MAILING NOTICE REQUIRMENTS

The City of Vacaville requires that all applications submitted for Staff or Planning Commission review, except Administrative Clearances and Secondary Units, shall include a list of the current owners of property within 600 feet of the project site. The list must include the property owners' names, addresses, and Assessor's Parcel Number. Preparation, verification, and submission of the property owners list is your responsibility as the applicant. The list must be certified by a title insurance company as being from the most recent County tax roll.

Following are the requirements for mailing lists. Your application cannot be deemed complete without the mailing list, labels, and base map.

The property owners' names and addresses shall be provided on self-adhesive mailing labels, such as Avery label sheets. Lists typed on plain paper cannot be accepted. Please also include the name(s) and address(es) of the applicant and owner(s) of the subject parcel.

Please submit base maps at the same scale used by the Assessor's Office and a copy of the Assessment Roll. On the base map, the subject property must be outlined in red and noted as the subject parcel(s). An additional red line must be drawn at a 600 foot radius from the subject parcel(s). The figure below shows how the maps should be prepared and how the 600 foot radius is determined.



**CITY OF VACAVILLE
COMMUNITY DEVELOPMENT DEPARTMENT**

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

Pursuant to Section 65962.5 (f) of the California Government Code, an applicant must submit the following statement before City staff can determine if your development application is complete. The completed statement needs to accompany your project application at the time of its submittal.

A copy of the List of Hazardous Waste and Substance Sites is available for review at the Planning Division Counter. Please print or type.

PART I

Name of Project: _____

Name of Applicant: _____

Is the project identified on the development application contained on the lists compiled pursuant to Section 65962.5 of the Government Code? Check the appropriate box.

Yes

No

If NO, continue to PART III and submit with your application.

If YES, complete both PART II and PART III.

PART II

Assessor's Parcel Number: _____

Specify the list consulted pursuant to Section 65962.5: _____

Regulatory Identification Number: _____

Date of List: _____

PART III

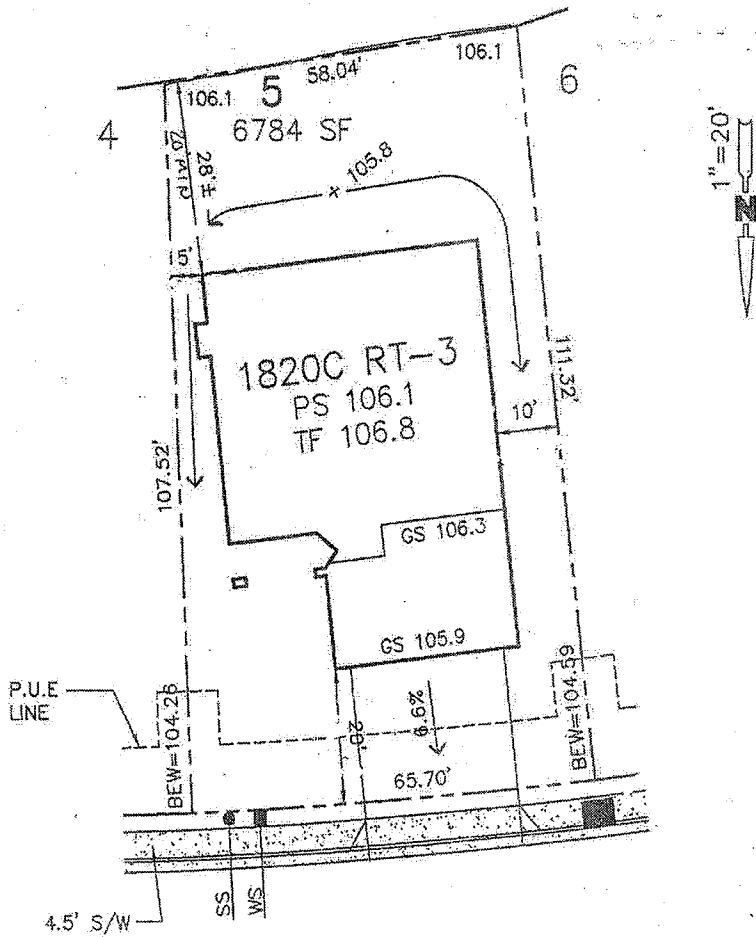
Applicant's Signature

Date

PLOT PLANS

Plot plans are required for some applications. Plot plans must show the following information:

1. North arrow, scale (minimum 1" = 20'), and date.
2. Name and phone number of person preparing the plan.
3. Parcel dimensions.
4. Name and width of adjoining streets.
5. Location of existing structures, trees (noting trunk size), landscaping, and fencing. (show those to be removed in dashed lines).
6. Location of proposed structures, parking areas, driveways, and landscape areas including dimensions and distance to property line.
7. Off street parking.
8. Location of water and sewer service laterals.
9. Drainage courses such as swales and direction of flow.
10. Frontage Improvements (sidewalk, driveway cuts, fire hydrants, etc.)
11. Sloped areas and retaining walls, if applicable.
12. Outline of second story, if applicable.



CITY OF VACAVILLE
TENTATIVE SCHEDULE
FOR PLANNING COMMISSION MEETINGS
2009

Listed below is the tentative Planning Commission schedule for 2009. A project will not be scheduled for a Planning Commission meeting until it is determined that the applications are complete. All information and materials noted on the application forms and any additional information requested for a specific project must be submitted together to qualify as a complete application. A written determination of whether an application is complete will be sent to you within 30 days of filing the application with the Planning Division. You are encouraged to meet with the Planning Division prior to filing your applications to discuss the project and review the process.

Subdivisions and other complex applications may often require additional review time and may be scheduled for a later meeting date than noted on this schedule. Projects that are located within the Nut Tree Airport Compatibility District may also need additional review time. The projects are reviewed by the Solano County Airport Land Use Commission (which meets the second Thursday of each month) prior to being considered for action by the City.

It should also be noted that a large number of applications submitted may create a backlog in the normal processing time, and could therefore require that a complete application be scheduled for a later date.

TENTATIVE PLANNING COMMISSION MEETINGS
(on 1st & 3rd Tuesdays)

| | |
|-------------------|--------------------|
| January 6, 2009 | July 7, 2009 |
| January 20, 2009 | July 21, 2009 |
| February 3, 2009 | August 4, 2009 |
| February 17, 2009 | August 18, 2009 |
| March 3, 2009 | September 1, 2009 |
| March 17, 2009 | September 15, 2009 |
| April 7, 2009 | October 6, 2009 |
| April 21, 2009 | October 20, 2009 |
| May 5, 2009 | November 3, 2009 |
| May 19, 2009 | November 17, 2009 |
| June 3, 2009 | December 1, 2009 |
| June 16, 2009 | December 15, 2009 |