

INFORMATION FOR FILING A COMPLETE APPLICATION FOR A
VARIANCE

Each application must contain the following information, unless specifically waived by the Planning & Building Division. Incomplete applications will not be processed or considered by the Planning Commission or City Council.

To minimize delay and duplication, the Planning & Building Division encourages applicants to **apply for all the discretionary permits and approvals** needed for the review of their projects **at the same time**. The concurrent review of these applications will also facilitate the environmental review process. Where the same information is required for more than one permit or approval, **it is not necessary to duplicate the information submitted**. For example, only one legal description needs to be submitted even though the requirement for a legal description appears on the list of information required for each permit or approval. If you have any questions about the information required for an application or the number of copies that must be submitted with the application, please call the Ceres Planning & Building Division at (209) 538-5774 for assistance.

- Completed application form, including the signature of all property owners.
- Payment of all application fees. Applicants are responsible for all fees and costs (other agency fees, consultants, etc.) of processing an application with the City of Ceres. Where a deposit is required, an applicant is responsible for maintaining a positive balance with the City. A negative balance will cause an application to become incomplete, and work on the application may be halted until sufficient funds are deposited with the City of Ceres.
- Completed Applicant's Environmental Information Form (Part 1 of Initial Study Checklist), unless it is determined prior to the submission of an application that the proposed project is exempt from environmental review by the Planning & Building Division. If it is determined after an application has been filed that the proposed project is exempt from environmental review, the fees collected for conducting an Initial Study will be refunded to the applicant.
- Completed Indemnification Form (see attached).
- A signed and dated written statement explaining the reason for each variance requested and addressing the five questions below:
 - **What hardship exists that is peculiar to the property that prevents one or more standards of the Ceres Zoning Ordinance from being applied to the proposed project?** Personal, family or financial difficulties, loss of prospective profits, and neighboring violations of the standards of the Zoning Ordinance are not hardships justifying a Variance.

- **Is the Variance necessary for the preservation and enjoyment of substantial property rights which other properties in the same zoning district and same vicinity have?** A Variance cannot be used to grant a special privilege not enjoyed by similarly situated properties with the same zoning. A Variance cannot be granted for a use; a Variance can only be granted to vary from a zoning standard.
- * **Will the granting of the Variance result in ill effects or be inconsistent with the Ceres General Plan or Zoning Ordinance?** A Variance cannot be granted if it would have a substantial negative effect on adjacent properties, or if it would be inconsistent with the General Plan or Zoning Ordinance.
- * **Is the condition or situation of the property really unique?** Variances are granted only when the conditions are not common enough to be addressed by the Zoning Ordinance.
- * **Could the granting of the Variance and the resulting buildings or structures permitted by the Variance constitute a nuisance or be detrimental to the public health, safety and welfare of the community?** A Variance cannot be granted which will result in a nuisance or is detrimental to the public health, safety and general welfare.

Plans and Exhibits as described below. All plans, prepared by the appropriately licensed and qualified design professional, must be drawn to scale and dimensioned appropriately. Two full size sets of each plan (24" x 36") (**more copies may be required upon request**) and 33 copies of each set of plans reduced to 11" by 17" are required. **All** plans shall be **folded** to fit an 8 ½" x 11" file folder.

- Site Plan** showing all existing and proposed buildings, structures, and other physical features, including: parking areas, drainage system driveways, streets, curbs, walkways, fences, walls, light standards, signs, large trees, etc. The site plan shall also indicate the use of directly adjoining properties and include any buildings or other structures within 50 feet of the proposed project site.
- Building Elevations** showing the front, side, and rear views of all proposed buildings and structures, including all mechanical, duct work, utility boxes, etc. The building elevations shall identify the type and color of the building materials proposed for all buildings or structures.
- Floor Plans** showing entryways, windows, walls, gross floor area, seating arrangements (for restaurants and meeting halls), and the intended use of each interior area (if requested).
- Sign Program** showing the type, size, and materials to be used for all proposed signs, including proposed sign copy (if requested).
- Conceptual Landscape Plan** showing the type, size, and location of all proposed plant materials and irrigation system, etc (per City of Ceres Water Efficient Guidelines).

Provide one copy of the following exhibits:

- Legal Description** of the properties proposed for development under the proposed Development Plan.
- Site Photos** (one set) of the site and surrounding area (if requested).
- Assessor's Parcel Map** identifying the site of the proposed project (if requested).
- Site Plan and Elevations** on 8 ½" x 11" or 8 ½" x 14" pages where all the letters and numbers are clearly legible *or* on a diskette in an AutoCAD Release12 or compatible format. Clearly legible site plan and elevations are needed for recording purposes.

Provide **two** sets of the following:

- Mailing Labels** containing the names and **mailing** addresses of all of the owners of property within 300 feet of the perimeter of the project site property. The mailing labels, used to mail notices of the public hearing to adjacent property owners, shall be prepared and certified by a title company that the list of property owners and mailing addresses was prepared from the most current information available from the Stanislaus County Assessor.
A map with the 300' radius clearly delineated must be submitted at the time of application.

No. 19 - _____

Planning & Building Division
2220 Magnolia Street
Ceres, CA 95307
(209) 538-5774
FAX (209) 538-5675

LAND USE - DEVELOPMENT
APPLICATION

Type of application(s) submitted [please check appropriate box(es) of all that are required for your project]:

- | | | | |
|---|--------------------------|------------------------------|--------------------------|
| Annexation | <input type="checkbox"/> | Prezoning | <input type="checkbox"/> |
| Architectural and Site Approval | <input type="checkbox"/> | Rezoning | <input type="checkbox"/> |
| Conditional Use Permit | <input type="checkbox"/> | Specific Plan Site Plan | <input type="checkbox"/> |
| General Plan Amendment | <input type="checkbox"/> | Vesting Tentative Parcel Map | <input type="checkbox"/> |
| Planned Community Development Plan | <input type="checkbox"/> | Vesting Tentative Subdiv Map | <input type="checkbox"/> |
| Planned Community Master Plan | <input type="checkbox"/> | Variance | <input type="checkbox"/> |
| Time Extension — Permit | <input type="checkbox"/> | Time Extension — Map | <input type="checkbox"/> |
| LAFCO Out of Boundary Service Agreement | <input type="checkbox"/> | | |

Please include all of the information required for each permit for which you have applied. Please review the appropriate list for required information.

APPLICANT/PROPERTY OWNER INFORMATION:

Applicant: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____ Phone: () _____
E-mail: _____

Property Owner (if not the applicant): _____
(If more than one property owner, attach separate sheet with names, addresses and phone numbers)
Mailing Address: _____
City: _____ State: _____ Zip: _____ Phone: () _____

Applicant's Representative: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____ Phone: () _____
E-mail: _____

*** IMPORTANT ("Applicant") – Please select one of the following options and initial:**

- I am the current property owner associated with the property listed on this application entitlement request and I approve this application submittal to the City. _____
Initials
- I am **NOT** the current property owner and I hereby acknowledge that I have been advised by City staff to consider postponing the closing of escrow for the purchase of the property listed on this application entitlement request as the City Planning Commission and/or City Council has not considered and officially approved said entitlement request for this project. _____
Initials

**PLANNING DIVISION APPLICATION, ENVIRONMENTAL REVIEW
AND MAINTENANCE FEES**

APPLICATION FEES

<input type="radio"/>	SITE PLAN APPROVAL	0625 100-6-712-70		
	__ Site Plan Approval (Custom Residential)		100.00	_____
	__ Site Plan Approval – Commercial/Industrial (Hearing)		1,230.00	_____
	__ Site Plan Approval Amendment – Commercial/Industrial (Hearing)		1,060.00	_____
	__ Site Plan Approval Amendment – Commercial/Industrial Staff Level		670.00	_____
	__ Site Plan Approval – Residential (Hearing)		920.00	_____
	__ Site Plan Approval Amendment – Residential (Hearing)		920.00	_____
	__ Site Plan Approval Amendment – Residential (Staff Level)		650.00	_____
<input type="radio"/>	VARIANCE	0625 100-6-712-70	1,170.00	_____
<input type="radio"/>	CONDITIONAL USE PERMIT	0625 100-6-712-70		
	__ Hearing, Major		1,400.00	_____
	__ Hearing, Minor		1,220.00	_____
	__ Staff Level-Request for Minor Amendment		920.00	_____
<input type="radio"/>	PLANNED COMMUNITY DEVELOPMENT PLAN	0625 100-6-712-70		
	__ Planned Community Development Plan		1,500.00	_____
	__ Planned Community Development Plan Amendment		1,250.00	_____
<input type="radio"/>	REZONE/PREZONE/PLANNED COMMUNITY MASTER PLAN	0625 100-6-712-70	1,440.00	_____
<input type="radio"/>	TENTATIVE PARCEL/TRACT MAPS	0627 100-6-714-70		
	__ Tentative Parcel Map 4 or less		1,940.00	_____
	__ Tentative Tract Map 5 or More		2,040.00	_____
	__ Tentative Tract/Parcel Map Amendment		1,250.00	_____
	__ Tentative Tract/Parcel Map Time Extension		390.00	_____
	__ Lot Line Adjustments	0630 100-6-716-70	910.00	_____
<input type="radio"/>	TIME EXTENSION	0625 100-6-712-70	650.00	_____
<input type="radio"/>	SIGN PERMIT	0625 100-6-712-70	140.00	_____
<input type="radio"/>	DEVELOPMENT AGREEMENTS/PLANS			
	__ Development Agreement (a)	9200 787-XXX	2,000.00 DEPOSIT/HOURLY RATES	_____
	__ Development Agreement Amendment (a)	9200 787-XXX	2,000.00 DEPOSIT/HOURLY RATES	_____
	__ Development Plan – Specific/Master Plan (c) (d)	9200 787-XXX	2,500.00 DEPOSIT/HOURLY RATES	_____
	__ Development Plan – Specific/Master Plan Amendment (a)	9200 787-XXX	1,000.00 DEPOSIT/HOURLY RATES	_____
<input type="radio"/>	GENERAL PLAN AMENDMENT (a)	9200 787-XXX	2,000.00 DEPOSIT/HOURLY RATES	_____
<input type="radio"/>	ANNEXATION (a) (b)	9200 787-XXX	2,000.00 DEPOSIT/HOURLY RATES	_____
<input type="radio"/>	ZONING ORDINANCE TEXT AMENDMENT	9200 787-XXX	1,000.00 DEPOSIT/HOURLY RATES	_____
<input type="radio"/>	OUT OF BOUNDARY SERVICE AGREEMENT	0630 100-6-716-70	1,000.00 (LAFCO Hearing)/\$500 (Staff level)	_____
<input type="radio"/>	APPEAL			
	__ Appeal of Planning Commission Decision	0625 100-6-712-70	630.00	_____
	__ Appeal of Planning Manager Determination	0625 100-6-712-70	315.00	_____
<input type="radio"/>	PLANNING COMMISSION INTERPRETATION	0625 100-6-712-70	500.00	_____

ENVIRONMENTAL REVIEW FEES

<input type="radio"/>	INITIAL STUDY/MITIGATED NEGATIVE DECLARATION (f)	0630 100-6-716-70	880.00	_____
<input type="radio"/>	ENVIRONMENTAL IMPACT REPORT (c) (d)	9200 787-XXX	2,500.00 DEPOSIT/HOURLY RATES	_____

DEPT. OF FISH AND WILDLIFE FEES

<input type="radio"/>	REVIEW OF NEGATIVE DECLARATION/MITIGATED NEG. DEC.(e)	0451 787-201	2,354.75	_____
<input type="radio"/>	REVIEW OF EIR(e)	0451 787-201	3,271.00	_____
<input type="radio"/>	NOTICE OF EXEMPTION.(e)	0630 100-6-716-70	57.00	_____
<input type="radio"/>	NOTICE OF DETERMINATION.(e)	0630 100-6-716-70	57.00	_____

MAINTENANCE FEES

<input type="radio"/>	COPIES OF MAPS (Black & White)	0645 100-6-728-73	10.00	_____
<input type="radio"/>	CD COPIES OF DOCUMENTS/MINUTES/PLANS	0645 100-6-728-73	10.00	_____
<input type="radio"/>	FILE ARCHIVE-MICROFILMING	0320 100-6-708-73	97.00	_____

Received by _____

TOTAL DUE \$ _____

- (a) Deposit required-Burdened hourly rate charged against deposit.
- (b) Deposit required-Burdened hour rate plus full cost of map service charged against deposit.
- (c) Deposit required-Burdened hourly rate plus consultant and/or attorney costs charged against deposit.
- (d) Requires submission of Processing Agreement Form.
- (e) Fee set by State of California/Stanislaus County and may be adjusted each year.
- (f) May require special studies (noise, traffic, air, etc...) - full cost of studies is responsibility of applicant. \$10,000 deposit is required so that staff may begin RFP process towards selection of a consultant to complete necessary study. If study is less than deposit, unused balance will be returned. If amount is more than deposit, the applicant will be required to submit the difference prior to commencement of contract.

FINANCE DEPT. USE ONLY

AGREEMENT TO DEFEND AND INDEMNIFY
The City of Ceres

I (We), _____, the applicant(s), do hereby agree that should the City of Ceres take any administrative or legislative action approving the application or any related administrative or legislative action necessary to allow the project to proceed, the applicant(s) will defend, indemnify, and hold the City, its agents, officers, and employees harmless from any claim, action, or proceeding to attack, set aside, void, or annul the approval granted by the City, including the reasonable attorney's fees and costs incurred by the City to defend such claim, action, or proceeding so long as the City promptly notifies the applicant(s) of any such claim, action, or proceeding, and the City cooperates fully in the defense.

Furthermore, the applicant understands that upon submitting this application, the applicant is not permitted to make any changes to the project site during the course of this application process, including, but not limited to: grading, tree removal, demolition of buildings or structures, and occupying the site to conduct a business operation that first requires City approval. These activities may be permitted only if the applicant first receives written authorization from the City of Ceres Planning & Building Division.

Dated: _____ Signed: _____
Applicant(s)

Hazardous Waste Site Certification:

INSTRUCTIONS:

1. This certificate must be completed with an application for a development project or tentative map application.
2. The applicant shall consult the most current list of hazardous waste sites list as found at www.geotracker.swrcb.ca.gov (once at the site, click on the Site/Facility Finder link) and shall specify whether or not the development project is located on a site included on the list. **Attach complete hazardous waste list to this Environmental Information form.**

Some of the acronyms you may find at this site are:

SLIC = Spills, Leaks & Investigation Clean Up Sites LUFT= Leaking Underground Fuel Tank
UST= Underground Storage Tank AST= Aboveground Storage Tank
LDS= Land Disposal Site

FORM:

The undersigned owner(s), applicant(s) or their legal representative(s) of the lands for which this development project application is made, hereby certify under penalty of perjury under the laws of the State of California that:

In accordance with Section 65962.5(e) of the Government Code of the State of California:

He/She has consulted the most current and appropriate list of “Identified Hazardous Waste Sites—County of Stanislaus” and further certifies that the site of the proposed development project (check applicable box and fill in date of list):

- a. **IS NOT LOCATED** on a site included on the list entitled “Identified Hazardous Waste Sites—County of Stanislaus”, dated _____.
- b. **IS LOCATED** on a site included on the list entitled “Identified Hazardous Waste Sites—County of Stanislaus”, dated _____.

List Assessor’s Parcel Numbers of the project property: _____

Signatures of Applicants/Owners of Record
Attach additional sheets if necessary

Date

INSTRUCTIONS FOR MAILING ADDRESS LABELS

TWO SETS REQUIRED

To Applicant:

The City of Ceres requires that all applications submitted for public hearing by the Planning Commission and/or City Council shall include a list of the current owners of property within 300 feet from the perimeter of the project site. If any part of a surrounding parcel falls within the 300 foot radius, the corresponding property owner(s) must be included in the list. However, if the number of parcels in fewer than 300 the radius for notice shall be increased until a minimum of 30 parcels or a **MAXIMUM** of 1,000 feet is attained. The list shall include the property owners' names, their mailing addresses, and their Assessor's Parcel Numbers.

Preparation, verification, and submission of this list of property owners shall be the responsibility of the applicant. This list must be certified by a title insurance company as being from the most recent County tax roll.

To Title Companies:

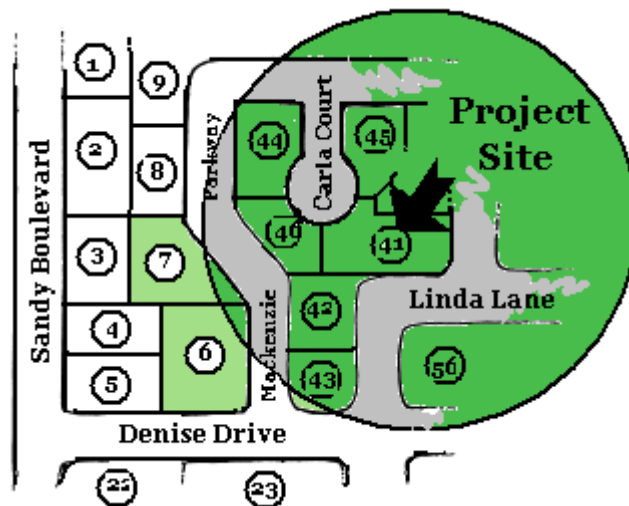
Please prepare the property owners' list as follows:

- Type the assessor's property number, property owners' names, and mailing addresses on self-adhesive address label sheets. Continuous tractor-fed labels will NOT be accepted. The mailing labels will be used to mail the public hearing notices to the property owners. **Please include the name(s) and mailing address(es) of the applicant(s) and the owner(s) of the parcel(s).** Two separate, complete list of mailing labels are required.
- Submit base maps with 300' radius clearly delineated. Also, please include the assessment roll that lists all the properties within the radius (which should be all those that you have typed mailing labels for).
- Failure to meet these standards for mailing labels may result in delay in your public hearing date.

If you have any questions, please contact the Planning & Building Division at 209-538-5774.

Here is an example of what your mailing label should look like. Generally there are 33 labels to a sheet.

123-045-067 John Smith and Jane Doe 890 Some Street Anyplace, CA 93246



Environmental Information Form
(To be Completed by Applicant per
City of Ceres Environmental Guidelines §16)

Date Filed: _____

General Information

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

2. Address of project: _____
Assessor's Block and lot Number: _____
3. Name, address, and telephone number of person to be contacted concerning this project:

4. Indicate any other State or Local permits needed to complete the project:

5. 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:

6. Existing zoning district: _____
7. Proposed use of site (Project for which this form is filed):

8. Have California Native American tribes traditionally and culturally affiliated with the project area requested consultation pursuant to Public Resources Code section 21080.3.1? If so, is there a plan for consultation that includes, for example, the determination of significance of impacts to tribal cultural resources, procedures regarding confidentiality, etc.? _____

Project Description — Provide a detailed description of your project by providing the following information on your plans and on attached sheets:

9. Site size.
10. Square footage of buildings.
11. Number of floors of construction.
12. Number of off-street parking spaces provided.
13. Attach plans.
14. Proposed scheduling.
15. Associated projects.
16. Anticipated phasing of development.
17. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.

18. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
19. If industrial, indicate type, estimated employment per shift, and loading facilities.
20. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
21. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Will your project create any of the following effects? Discuss all items checked yes (attach additional sheets as necessary).

	Yes	No
22. Change existing features of any riverfronts, beaches, hills, bluffs or create a substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
24. Change or affect any sensitive, special status or protected biological species, resource (wildlife, water) or habitat?	<input type="checkbox"/>	<input type="checkbox"/>
25. Change pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
26. Create significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
27. Increase dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
28. Change river, stream or ground water quality or quantity, or alter existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
29. Create a substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
30. Create or involve disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
31. Create a substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
32. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
33. Is the site on filled land or a slope of 10 percent or more?	<input type="checkbox"/>	<input type="checkbox"/>
34. Is your project related to a larger project or series of projects?	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Setting

35. 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 photographs of the site. Snapshots or polaroid photos will be accepted.
36. Describe the surrounding properties, including information on plant and animals and any cultural, historical or scenic aspects. Indicate the type of surrounding land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

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.

Date _____ Signature _____
 For _____

Project Description:

Environmental Setting: