APPLICATION FOR:

- DEVELOPMENT AGREEMENT
- DENSITY BONUS AGREEMENT
- SPECIFIC PLAN
- SPECIFIC PLAN AMENDMENT
- GENERAL PLAN AMENDMENT
- PLANNED DEVELOPMENT

City of Palmdale
Planning Division
38250 Sierra Highway
Palmdale, CA  93550
(661) 267-5200
planningdiv@cityofpalmdale.org

Case No.: _____________
Date: _______________
Received by: ____________
Print Name

INSTRUCTIONS TO APPLICANT

The following application form is provided for all applicants requesting any of the above plans or agreements with the City of Palmdale.

The applicant must complete the attached form as prescribed and submit the following information before the application can be accepted by the Planning Division.

Designated numbers of items and/or documents required may vary significantly depending upon the project proposed. Please verify exact number and types of documents needed with case planner before formal submittal.

SUBMITTAL CHECKLIST

ALL MAPS MUST BE FOLDED BY APPLICANT TO A MAXIMUM 8½” x 11” SIZE

_____ The completed Application

_____ A copy of the Development Advisory Board (DAB) letter (if applicable)

_____ A Title Report for the subject property prepared within the last six months which includes a declaration of all easements of record and copies of all easement/declaration instruments referenced. Note: Preliminary Subdivision Reports are not acceptable.

_____ Two sets of property owner (including APN) and occupant mailing labels (self-sticking) for all properties within 500 / 700 / 1,000 feet of the subject property (see attached requirements)

_____ One copy of the mailing labels in tabular form containing all the information on the above labels
One radius map showing the subject parcel(s), nearest major cross streets, all properties within 500 feet of the boundaries of the subject parcel(s), and indicating the Assessor’s Parcel Number of every parcel within or touching the radius line. All parcels must be cross-referenced to the mailing list.

The original Mailing Label Certification

The original and two copies of the Owner Authorization Letter

Two paper copies and an electronic copy of the legal description of the property

The original and two copies of the Hazardous Materials/Waste Products Certification

The original Public Hearing Sign Removal Authorization

The Development Agreement and/or General Plan Amendment summary

Copies of the Screen Check Specific Plan. The actual number required to be determined by the Planning Manager. See City of Palmdale City Council Resolution Number 90-43 for submittal requirements for Specific Plans.

Copies of the Screen Check Planned Development. The actual number required to be determined by the Planning Manager. See Section 28.05.C for submittal requirements.

A vicinity map at a scale clearly indicating the subject parcel(s) and showing the existing major street patterns, zoning and land use designations, and actual land use (e.g.: projects, subdivision(s), creeks, railroads and other significant landmarks) within a minimum of one mile of the exterior boundaries of the site on 8½” x 11” paper. **Note: Thomas Guide maps are not acceptable.**

One electronic copy and two hard copies of the environmental document, if necessary

Pursuant to the California Environmental Quality Act, the Planning Division will review the project and determine areas of potential environmental impact. Special studies including, but not limited to, traffic, biological, noise, and archaeological may be required. This information may also be obtained through preliminary project review by the Development Advisory Board (DAB).

If you have any questions regarding this application packet or required materials, please call the Planning Division.
FEE CALCULATIONS FOR:

DEVELOPMENT OR DENSITY BONUS AGREEMENT CASE NUMBER

Base Fee: $3,450.00 (A)

Environmental Review: ____________

City of Palmdale Fish and Wildlife Processing Fee: 25.00

# of labels @ $1.65 / label x 2:

Public Hearing Notice: ____________

*City Attorney Deposit Fee: ____________

GIS Fee 5% of (A): 173.00

TOTAL FEE RECEIVED: ____________

*Note: City Attorney Fees to be paid from this account. Additional fees to be billed.

SPECIFIC PLAN CASE NUMBER

Base Fee: $ _______ (A)

@ $50 per acre for 1st 200 acres: ________ (B)

@ $25 per acre for 201+ acres ________ (B)

Initial Environmental Study: ____________

City of Palmdale Fish and Wildlife Processing Fee: 25.00

# of labels @ $1.65 / label x 2:

Public Hearing Notice: ____________

Computer Tracking Fee: 10.00

GIS Fee 5% of (A) + (B): ____________

TOTAL FEE RECEIVED: ____________
GENERAL PLAN AMENDMENT CASE NUMBER

Base Fee: $ 3,000.00(A)

________________ @ $50 / acre: ____________ (B)
# of acres 0-200

________________ @ $25 / acre: ____________ (B)
# of acres 201

Initial Environmental Study: 950.00
City of Palmdale Fish and Wildlife Processing Fee: 50.00

________________ @ $1.65 / label x 2:
# of labels

Public Hearing Notice:

Computer Tracking Fee: 10.00

GIS Fee 5% of (A) + (B):

TOTAL FEE RECEIVED:

PLANNED DEVELOPMENT

Base Fee: $ 3,000.00(A)

________________ @ $50 / acre: ____________ (B)
# of acres 0-10

________________ @ $25 / acre: ____________ (B)
# of acres 11

Initial Environmental Study: 950.00
City of Palmdale Fish and Wildlife Processing Fee: 25.00

________________ @ $1.65 / label:
# of labels

Public Hearing Notice:

Computer Tracking Fee: 10.00

GIS Fee 5% of (A) + (B):

TOTAL FEE RECEIVED:
APPLICATION FOR
☐ DEVELOPMENT AGREEMENT / ☐ DENSITY BONUS AGREEMENT
☐ SPECIFIC PLAN / ☐ SPECIFIC PLAN AMENDMENT
☐ GENERAL PLAN AMENDMENT / ☐ PLANNED DEVELOPMENT

Case No.: ____________________ Pre-Application No.: ____________________

Request to change Land Use Designation from ________________________________
to ________________________________ on ____________________ acres.

Existing Land Use: ____________________________________________________________

ATTACH A BRIEF SUMMARY (LESS THAN ONE TYPED PAGE) OF DEVELOPMENT
AGREEMENT OR GENERAL PLAN AMENDMENT.

Project Location (Address if Available): ______________________________________

Assessor’s Parcel Number(s): ________________________________________________

Approximately _______________ Feet N or S of ____________________ (Circle) (Street Name)

Approximately _______________ Feet E or W of ____________________ (Circle) (Street Name)

List all related project case numbers (current applications, previously submitted, and/or
previously approved cases):

******************************************************************************

APPLICANT:
Name/Email: _______________________________________________________________
Address: _________________________________________________________________
City: ____________________ State: ________________ Zip: ________________
Telephone No.: (___) ________________ Fax No.: (___) ________________

OWNER:
Name/Email: _______________________________________________________________
Address: _________________________________________________________________
City: ____________________ State: ________________ Zip: ________________
Telephone No.: (___) ________________ Fax No.: (___) ________________

ENGINEER/REPRESENTATIVE:
Name/Email: _______________________________________________________________
Address: _________________________________________________________________
City: ____________________ State: ________________ Zip: ________________
Telephone No.: (___) ________________ Fax No.: (___) ________________

Use additional sheets in the case of multiple parcel numbers, owners, etc.

Please include in mailing list all other persons to be notified regarding this application.
CITY OF PALMDALE PLANNING DIVISION

OWNER AUTHORIZATION LETTER

CASE NUMBER(S): 

ASSESSOR’S PARCEL NUMBER(S): 

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. Note: All owners must sign as their names appear on the deed to the land.

This letter shall serve to notify and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize the applicant to file and represent my/our interest in the above referenced application(s). I/we have read this Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

OWNER(S) OF RECORD (Include extra sheets if necessary):

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<th>Printed Name</th>
<th>Signature</th>
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I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

APPLICANT / APPLICANT’S REPRESENTATIVE:

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<th>Printed Name</th>
<th>Signature</th>
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<tr>
<th>Address</th>
<th>Telephone</th>
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SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _______________, 20___

NOTARY PUBLIC

NOTE: ATTACH LEGAL DESCRIPTION OF PROPERTY TO THIS DOCUMENT.
Pursuant to Section 65962.5(f) of State Government Codes, project applicants must identify whether a project site contains any hazardous materials and/or wastes included on any list compiled by the State Department of Health Services, the State Water Resources Control Board or the California Integrated Waste Management Board or are known by the owner or applicant. These lists generally identify sites that have pending corrective action regarding leaks or migration of hazardous materials.

CERTIFICATION

I have consulted the list compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the project site and any alternatives to the project

☐ are
☐ are not

identified on any of these lists. I further certify that, to the best of my knowledge, there

☐ are
☐ are not

such hazardous materials on this site.

Assessor’s Parcel Number(s): __________________________________________

Case Number(s): _____________________________________________________

Project Location (address if available): __________________________________

Approximately ___________ Feet N or S of _________________________________

(Circle) (Street Name)

Approximately ___________ Feet E or W of _________________________________

(Circle) (Street Name)

Use additional sheets if necessary.

Date _______________________________ Owner’s Signature __________________________

Date _______________________________ Owner’s Signature __________________________

Date _______________________________ Applicant’s Signature __________________________

If the site is listed, which listing agency has identified the site?

________________________________________________________________________

If the site is listed, what is the Regulatory Identification Number associated with the site?

________________________________________________________________________

NOTE: Before the Lead Agency can accept the application as complete, this certification must be reviewed and signed by the project owner(s) and applicant.
CASE NUMBER(S):  

I certify under the penalty of perjury that on the _______ day of _________________, 20____, the attached property owners list contains the names and addresses of persons to whom property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles within the subject property and for the parcels within 500 feet of the boundary of the subject property.

PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE.

Name:  

Title:  

Company:  

Address:  

Phone:  (___)___________

Signature:  

Date:  

-8-
<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>Address</th>
<th>City, State, Zip Code</th>
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<table>
<thead>
<tr>
<th>Owner’s Name</th>
<th>Address</th>
<th>City, State, Zip Code</th>
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<tr>
<th>Assessor’s Parcel No.</th>
<th>Name</th>
<th>Address</th>
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<tr>
<th>Representative / Engineer Name</th>
<th>Address</th>
<th>City, State, Zip Code</th>
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In order to increase public awareness of pending development proposals requiring public hearings, the City of Palmdale has included “Project Site Sign Posting” in its public hearing notice procedures. The applicant of a proposed project scheduled for a public hearing before the City Council, Planning Commission, or Planning Manager is required to post a sign with public hearing information, which will be visible to the public right-of-way from the subject site. Late or inaccurate sign posting will cause postponement of the public hearing for the case.

CASES REQUIRING SITE PLAN POSTING:

Annexations
Appeals
Amendments, Revisions or Extensions of Time
Conditional Use Permits
General Plan Amendments
Prezone Changes
Site Plan Reviews
Specific Plans
Subdivisions
Tentative Maps
Variances
Zone Changes

SIGN SPECIFICATIONS:

1. SIZE: Dimensions shall be four feet by eight feet (see Figure 1).
2. HEIGHT: Sign shall be six feet in height (see Figure 1).
3. MATERIALS: ½ inch plywood (minimum). Sign shall be constructed with 4” x 4” supporting posts placed at a minimum depth of two feet with 2” x 4” cross supports as shown in the diagram (see Figure 1).
4. LOCATION: A minimum of feet inside the property line in residential zones, and a minimum of one foot inside the property line in commercial and industrial zones. Shall be located in the area most visible to the public on the project site.
5. COLOR: Green background with black lettering (see Figures 2 and 3).
6. LETTERING: Shall be block style.
7. LIGHTING: Shall NOT be illuminated.
8. Sign shall include ONLY the information provided by the assigned planner. If it becomes necessary to revise the information required on the sign, such as a change in the number of lots or square footage of buildings, it shall be the responsibility of the applicant to obtain approval of such revision(s) from the assigned planner.
SIGN SCHEDULE:

1. Sign shall be posted a minimum of 10 days prior to the hearing date. It shall be the responsibility of the applicant to contact the Planning Division to obtain the appropriate date and time.

2. Hearing date on the sign shall be changed for Commission items which are continued or are to be heard by the City Council including, but not limited to, Zone Changes, General Plan Amendments, Specific Plans, and appealed items. Said date shall be changed a minimum of 11 days prior to the hearing.

3. Sign shall be removed within 14 days following the Planning Commission hearing date or IMMEDIATELY following final City Council action. It is recommended that the cost of sign removal be included in a sign contract with the sign company.

Figure 1
<table>
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<tr>
<th>Figure 2</th>
<th>Figure 3</th>
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<tbody>
<tr>
<td><strong>G</strong> General Plan Amendment</td>
<td><strong>S</strong> Specific Plan Amendment</td>
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<tr>
<td>Project</td>
<td>Project</td>
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<tr>
<td>Hearing Date &amp; Time</td>
<td>Hearing Date &amp; Time</td>
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<td>—</td>
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</tr>
<tr>
<td>Council Chamber</td>
<td>Council Chamber</td>
</tr>
<tr>
<td>38300 Sierra Highway, Suite B</td>
<td>38300 Sierra Highway, Suite B</td>
</tr>
<tr>
<td>Palmdale, CA 93550</td>
<td>Palmdale, CA 93550</td>
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<td>Request</td>
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<td>Application Number</td>
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For more Information
661/267-5200
cityofpalmdale.org
CITY OF PALMDALE PLANNING DIVISION
PUBLIC HEARING SIGN REMOVAL AUTHORIZATION

Case Number(s): 

Assessor’s Parcel Number(s): 

Location (address if available): 

Approximately _________ Feet N or S of _________
(Circle) (Street Name)

Approximately _________ Feet E or W of _________
(Circle) (Street Name)

By this signature, I acknowledge that I understand the requirements for posting the subject property for public hearing and do agree to pay all costs for the removal and storage of said public hearing sign if it is not removed within 14 days of the final hearing for this/these case(s).

Applicant/Agent: ___________________________ Date: ________________

Owner: ___________________________ Date: ________________