



PALMDALE  
a place to call home

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  
\_\_\_\_\_ @ \$1.65 / label x 2: \_\_\_\_\_  
# of labels  
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 1<sup>st</sup> 200 acres: \_\_\_\_\_ (B)  
\_\_\_\_\_ @ \$25 per acre for 201+ acres \_\_\_\_\_ (B)  
Initial Environmental Study: \_\_\_\_\_  
City of Palmdale Fish and Wildlife Processing Fee: 25.00  
\_\_\_\_\_ @ \$1.65 / label x 2: \_\_\_\_\_  
# of label  
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 applications(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):

_____ Printed Name	_____ Signature	_____ Date
-----------------------	--------------------	---------------

_____ Printed Name	_____ Signature	_____ Date
-----------------------	--------------------	---------------

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:

_____ Printed Name	_____ Signature	_____ Date
-----------------------	--------------------	---------------

_____ Address	_____ Telephone
------------------	--------------------

_____ Printed Name	_____ Signature	_____ Date
-----------------------	--------------------	---------------

_____ Address	_____ Telephone
------------------	--------------------

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**NOTE: ATTACH LEGAL DESCRIPTION OF PROPERTY TO THIS DOCUMENT.**

**CITY OF PALMDALE PLANNING DIVISION**  
**HAZARDOUS MATERIALS / WASTE PRODUCTS CERTIFICATION**

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.**

**CITY OF PALMDALE PLANNING DIVISION**  
**MAILING LABEL CERTIFICATION**

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: \_\_\_\_\_



**CITY OF PALMDALE PLANNING DIVISION**  
**PROCEDURES FOR PROJECT SITE SIGN POSTING**

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.

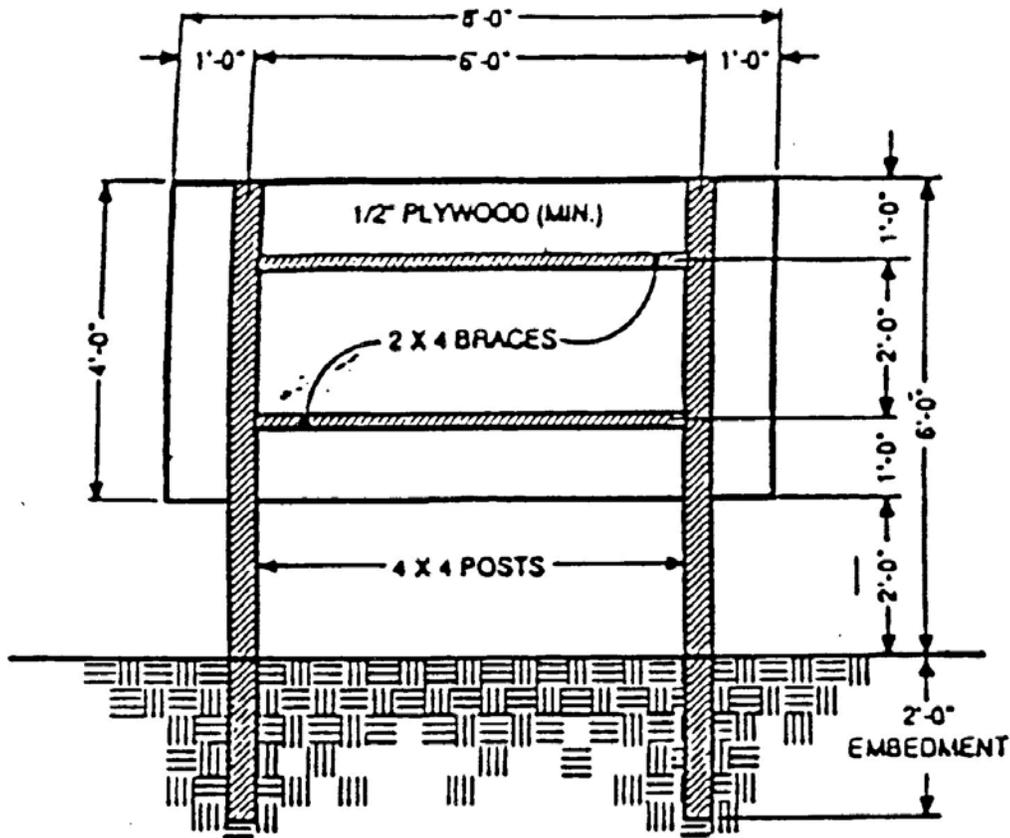


Figure 1

<h1 style="font-size: 100px; margin: 0;">G</h1> <h2 style="margin: 0;">General Plan Amendment</h2>	Project	
	Hearing Date & Time	
	Council Chamber 38300 Sierra Highway, Suite B Palmdale, CA 93550	
	Request	
	Application Number	
		 <b>PALMDALE</b> Planning Division For more information 661/267-5200 <a href="http://cityofpalmdale.org">cityofpalmdale.org</a>

Figure 2

<h1 style="font-size: 100px; margin: 0;">S</h1> <h2 style="margin: 0;">Specific Plan/ Specific Plan Amendment</h2>	Project	
	Hearing Date & Time	
	Council Chamber 38300 Sierra Highway, Suite B Palmdale, CA 93550	
	Request	
	Application Number	
		 <b>PALMDALE</b> Planning Division For more information 661/267-5200 <a href="http://cityofpalmdale.org">cityofpalmdale.org</a>

Figure 3

**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: \_\_\_\_\_