

RESOURCE MANAGEMENT AGENCY

5961 S. Mooney Blvd
Visalia, CA 93277
559-624-7000
615-3002

Aaron R. Bock
Reed Schenke
Sherman Dix

Economic Development and Planning
Public Works
Fiscal Services

REED SCHENKE, DIRECTOR

MICHAEL WASHAM, ASSOCIATE DIRECTOR

SPECIAL USE PERMIT: ADMINISTRATIVE APPROVAL

NOTE: APPLICANT AND PROPERTY OWNER NAMES MUST BE LISTED IDENTICAL TO HOW THEY ARE SHOWN ON YOUR GOVERNMENT ID

General Information:

Applicant _____

Mailing Address _____ City _____ State ____ Zip _____

Phone _____ Cell Phone _____ E-Mail _____

Property Owner (if different) _____

Mailing Address _____ City _____ State ____ Zip _____

Phone _____ Cell Phone _____ E-Mail _____

Agent (if applicable) _____

Mailing Address _____ City _____ State ____ Zip _____

Phone _____ Cell Phone _____ E-Mail _____

Site Address: _____ **City/Town:** _____

Physical Location of Site (cross streets & nearest community): _____

Assessor's Parcel No(s): _____

THIS SPACE FOR PERMIT CENTER STAFF USE ONLY

Project Number: _____ **Supervisor District:** _____ **Economic Development:** _____

Current Zoning: _____ **General Plan Land Use:** _____ **UAB/UDB/HDB/MSB:** Yes No

Project Description _____

Agricultural Preserve (if applicable) – **Preserve No.** _____ **Contract No.** _____

Filing Fee(s): _____ **Total Amount Paid:** _____ **Payment Type:** _____

Date Received: _____ **Existing Entitlements/References:** _____

Application Received/Reviewed by: _____

PERMIT CENTER HOURS: MONDAY – Friday 9:00 A.M. TO 4:30 P.M.

SPECIAL USE PERMIT APPLICATION - ADMINISTRATIVE APPROVAL

REQUIREMENTS, FEES AND INSTRUCTIONS *(Please use dark blue or black ink)*

The application form must be filled out completely and in every respect with all questions answered and all required attachments before the County can officially accept the application for filing. In the course of accepting and processing the application, the Permit Center Official or Planner may ask the applicant to clarify, correct or otherwise supplement the required information. The application may be filed with the Resource Management Agency Permit Center, at 5961 S. Mooney Blvd., Visalia CA 93277. Phone is 559-624-7000.

1. Ordinance No. 352, as amended, requires a filing fee to be paid at the time of filing an application for a Special Use Permit. This fee is to cover the cost to the County for advertising, investigations and processing the application through its various stages. The following fees apply:

Type of Use Permit Application	Fees Due With Application Submittal (SUBJECT TO CHANGE AT ANY TIME)
ADMINISTRATIVE SPECIAL USE PERMITS	
<ul style="list-style-type: none"> • Second Residences in Agricultural Zones • Second Units in the PD-F Zone and units over 1,200 sq.ft. in R-A, R-O, R-1, R-2, R-3 & MR Zones • Alcoholic Beverage Sales for beer & wine only • Exploratory Testing for Oil and Gas • Increased Density of Existing Residences in Agricultural Zones resulting from land division • Public Facilities-Laydown Yards 	\$1,969.00
<ul style="list-style-type: none"> • Non Commercial Kennel – 5 animals • Non Commercial Kennel – 6-8 animals • Non Commercial Kennel – 9-12 animals 	\$144.00 \$269.00 \$569.00
Additional charge for State Responsibility Area (if applicable)	\$150.00
Additional Fees Due Prior to Approval (if applicable)	
Compliance Monitoring Fee (2 inspections @ \$65 each)	\$130.00 deposit
Recording Fee (Including SB2 - Building Homes and Jobs Act Fee)	\$150.00
County Clerk Filing Fee for Notice of Determination or Exemption	\$ 58.00
Research Fee	\$ 300.00 Deposit

NOTE: The applicant is responsible for the payment of all fees associated with this application.

2. This application must be filled out with full, complete answers and signed by at least one of the property owners.
3. A minimum of (1) copy of a site plan shall be submitted so that a complete evaluation may be made of the application by the Planning Branch and other agencies, as required. Additional copies of the development and/or site plans may be required.
4. In order to eliminate delay in processing the application, the submitted plans must be complete as follows:
 - a. The plans should be drawn to scale, legible, with full dimensions, and net areas (in acres and/or square feet). Show location of the proposed use on the subject parcel.
 - b. Note the location address and/or Assessor Parcel Number.
 - c. Show all existing and proposed buildings and/or structures, including location, size (sq. ft.), floor plans, and height. Also identify each as "existing" or "proposed" uses.
 - d. Show distances (in feet) between all buildings/structures, and from structures to closest lot line.
 - e. Label and show all existing and proposed open space areas, including yards, and recreation areas.
 - f. Show walls, fences and barriers, including location, height and construction materials (masonry, cyclone, wood, dirt).
 - g. Show all parking and loading areas including location, number of spaces, dimensions of spaces, type of surfacing and internal circulation pattern.
 - h. Access to the site: show pedestrian walkways and vehicular and/or service roads and driveways, including ingress and egress locations.
 - i. Show any existing or proposed signs, including location, size, height, material and illumination, if applicable.
 - j. Lighting: indicate the type, location, height, general nature and direction of illumination.
 - k. Circulation: show all names, locations and dimensions of adjoining streets/roads.
 - l. In foothill and mountain areas, development/site plans must include contour and other relevant topographic information for the entire site.
 - m. On-site drainage: indicate general direction and method of disposal.
 - n. Landscaping: indicate existing large trees and existing or proposed landscaping, with location and type of irrigation system(s).

- o. Show the location of all existing and proposed septic tank-leach line systems, community sewage systems and potable water sources in accordance with the Tulare County Environmental Health Services Standards. (Note: proposed septic tank-leach line systems must be a minimum of 100 ft. from any on- or off-site wells.)
- p. Indicate the location, length, width, and surface type of all existing and/or proposed easements including those for access and public utilities and private vehicular access easements.
- a. The attached "Indemnification Agreement" must be signed by the property owner and submitted with the completed application.

SUMMARY OF REQUIREMENTS FOR A SPECIAL USE PERMIT APPLICATION

	Applicant	Staff
1. Completed Application	<input type="checkbox"/>	<input type="checkbox"/>
2. Owner's Affidavit (<i>signed by Property Owner</i>)	<input type="checkbox"/>	<input type="checkbox"/>
3. Filing Fee.	<input type="checkbox"/>	<input type="checkbox"/>
4. Site Plan (minimum of 1 copy) (Note: additional copies may be required)	<input type="checkbox"/>	<input type="checkbox"/>
5. "Will Serve" letter from the appropriate off-site Community water and/or sewage disposal provider (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
6. Water availability information for all existing and/or proposed on-site domestic wells (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
7. Supplemental Information – Review of "Identified Hazardous Waste Sites" List	<input type="checkbox"/>	<input type="checkbox"/>
8. Applicant's Request for Notification of Proposed Land Use Action	<input type="checkbox"/>	<input type="checkbox"/>
9. Indemnification and Cost Recovery Agreement (separate attachment)	<input type="checkbox"/>	<input type="checkbox"/>
10. Request for Unused Fees Form (Signed by Applicant)	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE FILL OUT THE FOLLOWING INFORMATION COMPLETELY.

1. Proposed use of site? (*Please state exactly and in detail what is intended to be done on, or with, the property*).

2. Parcel or Lot Size(s) (*in acres or sq. ft. as appropriate*): _____
3. How much area of the total parcel or lot is being developed or utilized for the proposed use? _____
4. Present use of the project site? _____
5. If residential structure(s) on site, please provide the relationship of persons to the applicant in each dwelling unit. _____
6. Employees: Indicate the total number of employees and include the number of shifts and number of employees per shift. _____

7. Hours/Days of Operation (*if seasonal, include months of operation*): _____

8. Type of equipment and/or machines to be utilized (*if applicable*): _____
9. If the proposed use is for a second residence, indicate the type (*conventional, mobile home, duplex, triplex*) and the size of the unit. _____
10. Are alcoholic beverages proposed to be served on site? Yes No
Type of alcoholic beverages to be served _____

ENVIRONMENTAL SETTING

11. Describe the project site, prior to the proposed use, including all above and below ground developed improvements (*residences, outbuildings, barns, sheds, covers, shop buildings, septic tank-leach line*)

systems, domestic/agricultural wells, fuel storage tanks, etc.), including the size of each.

12. Describe the slopes (percentage and direction) and general terrain of the subject site: _____
13. Trees: identify the type and size of any large trees on site. _____
14. Water courses: identify the type and location of any on-site or nearby water courses (*rivers, canals, ditches, streams, creeks, etc.*). _____
15. Describe the character and land use of the surrounding properties (orchards, vineyards, row crops, pasture, open space, water courses, railroads, roads, rural residential, subdivisions, commercial, schools, churches, vacant, city or county boundary):

<u>DIRECTION</u>	<u>CHARACTER/LAND USE</u>
North	
South	
East	
West	

16. Liquid waste disposal (*please check appropriate box*): Existing Proposed
- Septic Tank-Leach Lines: Size of tank _____ gallons & length of lines _____ ft.
- Seepage Pit - Size _____
- Community System – Name: _____
- Aerobic tank - Size of tank _____
17. Water supply (*please check appropriate box*): Existing Proposed
- Domestic Well – Size of pump _____ Gallons per minute _____
- Irrigation Well: _____
- Irrigation District – Name: _____
- Private Water Company – Name: _____
- Community System – Name: _____

Note: A “Will Serve” letter must be provided from any off-site community water and/or sewage disposal provider and must be submitted as part of this application. In addition, water availability information for all existing and/or proposed on-site domestic wells must also be submitted with this application.

18. Source of energy (*please check appropriate box*):
- Electricity – Company name: _____
- Natural Gas – Company name: _____
- Propane: Size of tank _____ Provider _____
19. Will the project require the development of public service *facilities (roads, sewer lines, water lines, etc.)*? If so, describe the required development:
- _____

**SUPPLEMENTAL INFORMATION FOR
APPLICATION OF ANY DEVELOPMENT PROJECT**

HAZARDOUS WASTE AND SUBSTANCES STATEMENT:

Per California Government Code Section 65962.5(f), before the County accepts as complete an application for any development project, the applicant or owner shall consult the State's lists of hazardous waste facilities, shall submit a signed statement to the County indicating whether the project is located on a site that is included on any of the lists. The "Identified Hazardous Waste Sites" list may be viewed on the web at <http://www.envirostor.dtsc.ca.gov/public> or reviewed at the Resource Management Agency Permit Center, 5961 South Mooney Blvd., Visalia, California.

Before any application can be accepted as complete by the Tulare County Resource Management Agency, the owner of the subject property, or the owner's authorized agent, must complete this form.

STATEMENT:

I have reviewed the "Identified Hazardous Waste Sites" list (which may be viewed on the web at <http://www.envirostor.dtsc.ca.gov/public>) dated _____, 20____, and state that:

"The site(s) of the project subject to this application ___ is / ___ is not on the "Identified Hazardous Waste Sites" list."

(If the site is on any of hazardous waste facilities lists, the applicant shall inform the County of which list, the date of the list, the regulatory identification number of the site on the list and corrective measures that will be taken to remove the site from the State list.)

CERTIFICATION:

I hereby certify that the information furnished herein presents to the best of my knowledge and belief, true and correct facts, statements, and information, and that I am the owner, or the authorized agent of the owner, of the subject property.

Signed: _____

Dated: _____

OWNER'S AFFIDAVIT
(Must be signed by a property owner)

STATE OF CALIFORNIA)
 SS.
COUNTY OF TULARE)

I, (We,) the undersigned, say:

I (We) own property involved in this application and I (we) have completed this application and other documents and maps required hereby to the best of my (our) ability and the statements and information above referred to are, in all respects, true and correct to the best of my (our) knowledge and belief.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at _____

Name: _____ Signature: _____

Address: _____ State: _____ Zip: _____

Optional – additional property owner

Name: _____ Signature: _____

Address: _____ State: _____ Zip: _____

If there is an agent, title company, or prospective buyer who desires notification of the Director's action on this application, please enter name here.

Name: _____

Relationship: _____

Address: _____

State: _____ Zip: _____

Telephone: _____

FAX No.: _____

**APPLICANTS' REQUEST FOR NOTIFICATION
OF PROPOSED LAND USE ACTION**

NOTICE:

Under Section 65945(a) of the California Government Code, at the time of filing an application for a development permit, the applicant may make a written request to receive notice from the County of a proposal to adopt or amend any of the following plans or ordinances which may affect the proposed development permit:

1. A General Plan
2. A Specific Plan
3. A Zoning Ordinance
4. An Ordinance affecting building permits or grading permits

The applicant shall specify, in written request, the types of proposed actions for which notice is requested. Prior to taking any of those actions, the County is required to give notice to any applicant who has requested notice of the type of action proposed and whose development project is pending before the County if the County determines that the proposal is reasonably related to the applicant's request for the development permit. Notice shall be given only for those types of actions which the applicant specifies in the request for notification.

REQUEST:

I hereby request under Section 65945(a) for the following types of actions (see above). Circle those that apply:

1 2 3 4

I hereby waive notice under Section 65945(a).

I understand that any rights to notice under Section 65945(a) will lapse at the time that final action is taken on my development project.

Signed: _____
(applicant or authorized agent)

Dated: _____

Permit No.: _____

The County of Tulare
“INDEMNIFICATION AND COST RECOVERY AGREEMENT”
(must accompany this application)

**Please download or print out the form from the
County Web Site
(located with the list of land use applications).**

**The Indemnification and Cost Recovery Agreement
must be filled in and signed by the applicant and must be
submitted as part of any land use application requiring
discretionary review by the County.**

This Agreement must be signed by the Applicant

**Please sign the Agreement in blue ink (preferred)
and submit the original, signed document with the appropriate
land use application.**

WITHDRAWAL OF APPLICATION

Should you, at any time during the processing of your application, wish to withdraw your application and request a refund of fees paid, you may do so by forwarding a letter to the Resource Management Agency making that request. Please state clearly that you no longer wish to proceed with your land use project (*state the project number*), and that you are requesting a withdrawal of your project and a refund of any fees that have not been expended for the processing of your application.

Please date and sign the letter and include a mailing address where you would like any refund of fees (if applicable) to be mailed. Forward the request to the attention of the project planner.

REQUEST FOR REFUND OF FEES

Resource Management Agency
5961 S. Mooney Blvd.
Visalia, CA 93277

Project Number: _____

Please refund any unused fees associated with this application to the designated name and address below.

(please print name)

(Street Address, Suite/Apt. No.)

(City, State, Zip)

Signature

Date