

APPLICATION SUBMITTAL REQUIREMENTS

Required Information (see following pages for explanation)

* Potentially Required Ask Planner

	Application Form	Supplemental Application	Statement of Justification (Findings)	Filing Fees	Environmental Review Application	Public Noticing Properties 300'	Legal Discription/Title Report	Site Plans	Tentative Map	Map/Data of Surrounding Properties	Conceptual Grading Plans	Phasing Plans	Conceptual landscape plans	Building Elevations	Floor/Roof Plans	Signage Plans	Color Material Sample Board	Reports/Studies	Zoning Amendments Text/Map	General Plan Amendment Text/Map	Site Photographs/Renderings/Graphic	Tree Mitigation and Protection Plan	Copies of Approved Plans	Fiscal Analysis	Planning Application Compliance Form	ADU Supplemental Application Form	SB 330 Compliance Form
																											
APPLICATION TYPES																											
Application Form	R		R	R		R*																R					
Certificate of Compliance	R	R		R	R		R	R																			
Conditional Use Permit	R		R	R	R	R*	R	R		*	*	*	*	*	*	*		*	*	*	*			*			
Design Review	R			R	*	R*		R		*	*	*	R	R	R	R	*	*				*					
Development Agreement	R		*	R	R	R*	R																				
Extensions			R	R																			R				
General Plan Amendment/Map Text	R		R	R	R	R*	*		*									*		R		*		R	R		
Hardship Mobile Home	R		R	R	*	*	R	R						R				*									
Limited Term Permits	R		R	R	*	*	R	R						R				*									
Lot Line Adjustment	R	R		R	R	R	R		R	*																	
Minor Land Division	R			R	R	R	R		R	R	R							*				*					
Planned Development	R		R	R	R	R	R	R	R	R	R	R	R	*	*	*	*					*		*	R		
Sign Review	R			R	*	*										R	R				*						
Second Residential Unit	R		R	R	R	*	*	R						R				*								R	
Subdivision	R			R	R	R	R		R	*	R	R						*							R		
Subdivision-SB330	R			R	R	R	R		R	*	R	R						*							R	*	
Variance	R		R	R	R	R	R	R						R				*				*					
Zoning Text Amendment	R		R	R	R	R	R	*		*	*		*	*				*				*			R		
Zoning Map Amendment	R		R	R	R	R	*	*		*	*							*	R		*	*		R	R		



TOWN OF LOOMIS

Planning Department

GENERAL DESCRIPTION AND EXPLANATION OF PROCESSING OF VARIOUS PLANNING APPLICATIONS

The Town of Loomis has many land use application types. Each application is intended to accomplish specific objectives necessary to implement the goals and policies of the General Plan and Zoning Ordinance. A proposed project may require one or more of these approvals. The following is a brief explanation of each application type and the process for obtaining approval. This is an attempt to provide basic information on the applications and the approval process. Applicants are encouraged to consult the Town's Planning Department staff at (916)652-1840 or in person (between 8 a.m. and 5 p.m.) for complete information regarding the respective applications and the approval process.

Staff recommends project predevelopment meetings with the Planning and Engineering Department. After staff consultation, a complete planning application, appropriate fees, and required submittal documents/maps must be submitted a minimum of 6 weeks prior to the next Planning Commission meeting. The Planning Commission regularly meets on the fourth Tuesday of the month.

APPEALS: All actions by Town staff or Planning Commission may be appealed within 10 days of the action. The appeal must be 1) in letter form, explaining what action is appealed and why the action is appealed, 2) filed with the Town Clerk within the 10 day appeal period, and 3) submitted with the appropriate fee.

CERTIFICATE OF COMPLIANCE: A Certificate of Compliance is required when a determination is needed by any person owning real property or a vendee of that person pursuant to a contract of sale of the real property, determining whether the real property complies with the provisions of the Subdivision Map Act, Section 66499.35, and local regulations. The Planning Director and Town Engineer review the title reports and pertinent documents submitted pertaining to the subject property for compliance with the Subdivision Map Act. If in compliance then a Certificate of Compliance is approved and recorded at the Placer County Records Office.

CONDITIONAL USE PERMIT: A Conditional Use Permit is required when a proposed land use is listed as "conditionally permitted" by the Zoning Ordinance or a new building, greater than 500 sq. ft. addition, lapse in use without required parking for over one year, revision to a building's recent use requiring additional parking, or is proposed to be placed on a commercial or industrial site. Generally, use permits are required for uses that, due to some special characteristic or activity, would not be appropriate without specific conditions being applied. The Conditional Use Permit allows the Town to evaluate the impacts of a proposed use on the surrounding neighborhood or the Town and to impose appropriate conditions or site improvements to eliminate or minimize said impacts. Where adverse impacts cannot be minimized to acceptable levels, the Town may deny the Conditional Use Permit. A Conditional Use Permit requires a public hearing and approval by either the Planning Department staff or the Planning Commission.

DESIGN REVIEW APPROVAL: Design Review approval is required on all building permits to be issued in the Commercial or Industrial zoning districts. The review by the Planning Commission may look at building arrangement, setbacks, walls and fences, building exterior appearance (color/materials), off-street parking, grading, drainage, traffic and circulation, landscaping, lighting and/or signs to insure compatibility and enhancement of the aesthetic appearance of buildings and sites within the town. Building permit applications for the subject projects may only be submitted after design review approval and will only be approved by the Town staff in conformance with the design review approval. Any revisions to the plans at the building permit stage may require additional public hearing review by the Planning Commission. Staff recommends that Design Review Applications be made by design professionals with very detailed information for the most efficient use of everyone's time. The Town is currently working on Design Guidelines to better assist applicants with their design processes. Until the guidelines are complete, the Planning Director may request additional fees for outside architectural assistance in reviewing application plans. Additionally, an applicant may request that initial guidance be provided to his professional design consultant through a meeting with staff, the Town's architectural consultant, the applicant and his consultant.

EXTENSIONS: Most application approvals last for only one or two years (as stated in the actual approvals). Prior to this expiration date, if the applicant has been unable to complete the conditions, he/she can request an extension from the Planning Commission. If the original approval required a public hearing, then a new public hearing will be required for the consideration of the extension. In order to submit for an extension, the applicant must submit a letter requesting the extension, stating the reasons why the extension is needed, and submitting the appropriate fees for the extension.

GENERAL PLAN AMENDMENT: The General Plan is a document and map which establishes goals, objectives, and policies to guide the physical development of the Town. All development within the Town must be consistent with the General Plan. State law limits the number of times the Town may amend the General Plan, so General Plan Amendments (GPA) are not processed at regular intervals. When a GPA is processed, a public hearing by the Planning Commission is required. The Planning Commission forwards a recommendation to the Town Council. The Town Council also holds a public hearing, and then decides whether to approve or deny the Amendment.

In order to approve a GPA, the Town Council must determine that the amendment is in the public interest. Issues such as land use compatibility, traffic, and other environment considerations are balanced with the benefits to the town in determining if the Amendment is in the public interest. The Town does not generally encourage General Plan Amendments other than through the General Plan Update process.

HARDSHIP MOBILE HOME: Allows mobile homes on single family residential lots for use in close care and supervision of a handicapped person occupying either the principal dwelling or the accessory dwelling. A letter from a doctor diagnosing the medical need is required. The application is reviewed by the Planning Director and will require approval from the South Placer Municipal Utility District, for sewer service, Placer County Water Agency for public water, and/or Placer County Health Department if the property is serviced by septic and/or well. The permit shall be extended annually by the Planning Director, provided continued compliance to Ordinance No. 159, with a maximum approval period of five (5) years. Any extension request which exceeds five years, must receive conditional use permit approval by the Planning Commission.

LOT LINE ADJUSTMENT: A lot line adjustment is a process by which it is possible to sell property to an adjoining owner, or to reconfigure parcels under one ownership, without recording a parcel map. State law defines the Lot Line Adjustment as follows: A lot line adjustment between two or more existing parcels, where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed is not thereby created, provided the lot line adjustment is approved by the local agency. Of the new lots created, neither one can become more non-conforming with respect to the town's zoning requirements than it was prior to the adjustment. The Planning Director and Town Engineer hold a public hearing on the proposed lot line adjustment and determine whether the lot line can be adjusted. If they approve the application, the Engineer checks the new lot descriptions, a resolution is adopted and the applicant's Title Company completes the recording of the transaction.

MINOR LAND DIVISION: By this process, one or more contiguous pieces of property are divided into four or fewer parcels for sale, lease or financing. A tentative map for the subdivision, usually done by a licensed engineer or licensed land surveyor, is reviewed by the Planning Commission at a public hearing. If approved, Minor Land Divisions are subject to conditions which must be met to the satisfaction of the Town Engineer prior to recording the parcel map. An applicant has two years in which to complete these conditions but prior to expiration may request an extension period or periods not exceeding a total of five years from the Planning Commission.

REZONING: A rezoning is required to change the zoning classification of a specific parcel. This involves an amendment to the Town's Zoning Map. Any rezoning must be consistent with the General Plan, all of its written goals and the General Plan Land Use and Circulation Elements. It requires a public hearing by the Planning Commission. The Planning Commission forwards a recommendation to the Town Council. The Town Council also holds a public hearing and then decides whether to approve or deny the amendment.

SECOND RESIDENTIAL UNIT: The supplemental ADU application must be included with submittal packet. Second Residential Units are subject to: 1) approval from Placer County Environmental Health Department if the property is serviced by septic and/or well, 2) approval from South Placer Municipal Utility District and/or Placer County Water Agency if the property is serviced by sewer and/or public water. 3) payment of required development fees.

SIGN REVIEW: Most new signs and face changes to signs need sign permit approval. In some areas of Town, interior lighting of signs is not allowed. Most commercial allowable signage is based on the length of the building facing the street on which it will be located, generally one (1) sq. ft. of signage for one (1) lineal foot of building frontage length.

SUBDIVISION AND SB330 APPROVAL: By this process, one or more contiguous pieces of property are divided into five or more parcels for sale, lease or financing. A tentative map for the subdivision, done by a licensed engineer or licensed land surveyor, is reviewed by the Planning Commission at a public hearing. If approved, Subdivisions are subject to conditions which must be met to the satisfaction of the Town Engineer prior to being placed on a Council agenda for approval of the Tract Map. An applicant has two years in which to complete these conditions but prior to expiration may request an extension period or periods not exceeding a total of five years from the Planning Commission.

VARIANCE: A variance is required to allow a project to deviate from the development regulations (excluding permitted and conditionally permitted uses) of the Zoning Ordinance. A variance may be granted only if it is determined that there are special (physical) conditions; such as location, topography, size or shape peculiar to the subject property which are not the making of the property owner or the applicant. The applicant must demonstrate that strict enforcement of the code will result in unnecessary and undue hardship, and that approval of the variance will not grant him/her a special privilege that other owners of similar property do not enjoy.

ZONING ORDINANCE TEXT AND MAP AMENDMENTS: The Zoning Ordinance establishes detailed regulations for the physical development in the Town. The Town has been divided into various land use districts (such as residential, industrial and commercial), each with specific regulations. The Zoning Ordinance specifies the land use regulations such as permitted and conditionally permitted land uses, allowable density, maximum height, and building setbacks within each district.

A Zoning Ordinance amendment involves a revision the Town's written zoning standards, and requires a public hearing by the Planning Commission. Any zoning text revision must be consistent with the elements of the General Plan, and all of its written goals and policies. A Zoning Map Amendment is a change in the land use designation on the Zoning Map for a specific parcel(s). The Planning Commission holds a public hearing reviewing the amendment. If approved, the Planning Commission forwards a recommendation of approval to the Town Council. The Town Council also holds a public hearing, and then decides whether to approve or deny the amendment.

For more information on the Planning application process, please visit the [Town of Loomis Planning Page](#).

TOWN OF LOOMIS
PLANNING DEPARTMENT

SUBMITTAL REQUIREMENTS
FOR DEVELOPMENT APPLICATIONS

The following checked items are the minimum information that should be shown on the applicable exhibits submitted for consideration. Please initial and date each page indicating the information has been read and is included, and submit this checklist with your application. Mark the line N/A if the item is not applicable. **All exhibits larger than 8 ½" by 11" must be individually folded prior to submittal.**

Statement of Justification

A Statement of Justification describes the purpose and objective(s) of a project and the community benefits anticipated from project implementation. The Town Zoning Ordinance and State law set specific guidelines (called findings) that must be met in order to grant or approve applications received. The Statement of Justification is used to provide information on the application that will assist the Planning Commission in making the required findings and conditions. Please submit this Statement on a separate sheet of paper with your application.

Filing Fees Refer to fixed fees/time and materials fees-minimum deposit (fee sheet attached)

Filing fees are required by the Town of Loomis with all applications and are designed to compensate for the costs to the Town associated with reviewing and processing these applications. Fees are required at the time of application filing.

Environmental Review Application

The applicant is required to provide project information in an Environmental Review Application. The information, provided on this form, is used to determine if implementation of the proposed project will result in any potential environmental impacts. Generally, the more accurate and complete this information is, the more efficient the environmental processing can be completed by the Town. This impact determination is required under the California Environmental Quality Act (CEQA) for most actions by the Planning Commission and Town.

Public Noticing of Properties Within 300'

Public noticing for most planning projects is required. This noticing consists of direct mailing to the owners of properties within 300' of the property lines of the parcel(s) on which the project is located. The mailing includes information such as the name of the applicant, a description of the project, a copy of the proposed plan and the municipal action requested by the applicant. The purpose of the noticing is to inform the public of the project proposed in their vicinity and to provide the public with an opportunity to comment on the project prior to any action by the Town. **The applicant provides two sets of mailing labels**, a list and corresponding map of all property owners within a 300 foot radius of the subject property, for public noticing by the Town of Loomis Planning Department. The applicant can determine this list and labels himself or often a realtor, engineer or Title Company will provide the list and labels. **(Please include assessor's parcel number, owner's name and address on each label. Also include Planning Department, Town of Loomis, PO Box 1330, Loomis, CA 95650 and labels for applicant, owner, and engineer on the mailing list.)** A free-standing 4' x 3' sign will be posted by the Town on the subject site 10 days prior to the meeting to advertise the proposed project. The property owner agrees to its installation when signing the application.

Initial: _____

Date: _____

Legal Description/Title Report

Certain projects will require a legal description and ownership information regarding the project property. In these instances, the applicant will be required to submit deeds and/or recent title reports.

Site Plan

(three (3) **folded**, full size copies; one (1) 8.5x11" reproducible, scaleable copy)

Site plans are required for projects involving planned developments, conditional use permits, design review, etc. These plans should not exceed a size of 24" x 36" and shall be fully dimensioned and drawn to a useable scale (1"=50' or larger, 1/8"=1'). The plans show the size and location of the following:

- ☐ Property lines, including on-site and immediately off-site (includes those across street).
- ☐ All existing and proposed public right-of-way improvements with typical street section. (Include sidewalks, curbs, gutters, driveways, street names and paving widths on-site and on all immediately adjacent properties).
- ☐ Proposed and existing structures (include those to be relocated or removed, and those within 50' of site).
- ☐ Square footage of structures and area of parcels or pads (gross and net).
- ☐ Natural features (heritage trees to stay and be removed, rock outcroppings, ditches, etc.).
- ☐ Internal circulation patterns and parking (with walkways, driveways, loading areas, joint driveways if appropriate, numbered and dimensioned parking spaces) including calculations for parking requirements.
- ☐ Dimensions (i.e. property lines, driveways, between structures, etc.).
- ☐ Location, size and materials of any walls and fences.
- ☐ Location, size and height of any pole lights, signs, street lights, flag poles, description of exterior lighting.
- ☐ Scale (no smaller than 1"=50'), north arrow, date and vicinity map.
- ☐ Location of all existing and proposed easements (i.e. open space, floodplain, scenic, proposed abandonments, etc.).
- ☐ Landscaped areas (all planted areas and areas to be planted, screening for ground-mounted equipment).
- ☐ Location, dimensions and height of outdoor storage areas, trash enclosures (Auburn Placer Disposal to approve location and size), and mechanical service areas
- ☐ Location of existing and proposed utilities (sewer, septic, wells, water mains, fire hydrants, culverts, power and telephone lines, power boxes) on site and within 50' of the site boundary.
- ☐ Site Plan Summary Table with the following information:
 - Owner
 - Developer
 - Engineer/Architect
 - Service Providers
 - Existing and proposed land use designation and zoning
 - Assessor's Parcel Number, Property Address
 - Land Area (gross/net)
 - Site Coverage
 - Building Area per building and total for all non-residential building
 - Site Coverage
 - Gross Density (for residential properties)
 - Number of unit types, square footage by unit type, number of bedrooms, number of stories and number of units per building
 - Parking, covered and uncovered (The general parking lot design shall be consistent with the Town of Loomis Improvement

Initial: _____

Date: _____

Standards, including size, dimensions, driveway widths and landscaping
Landscape area (square footage and percentage of net acreage aft dedication of right-of-way)

- ☐ One full-sized site plan shall be colored

Tentative Map

(three (3) **folded**, full size copies; one (1) 8 ½" x 11" or 11" x 17" reproducible copy)

A registered civil engineer or licensed land surveyor shall prepare the Tentative Map. The map should not exceed a size of 36" x 48" and shall be fully dimensioned and drawn to a useable scale (1"=50' or 1"=100' for larger projects). The Tentative Map will contain the following

- ☐ North arrow, scale and date
- ☐ Benchmarks
- ☐ Proposed and existing property lines, dimensions
- ☐ Existing and proposed street improvements (including width, grade, names, typical sections, curve radius and dedications of proposed streets and edge(s) of existing pavement)
- ☐ Existing and proposed building outlines and retaining walls, both on-site and within 100' of property
- ☐ Locations and names of abutting subdivisions
- ☐ Contours and spot elevations extending to 100' outside of property lines, topographical features within 200'
- ☐ Proposed common areas and areas to be dedicated to public open space
- ☐ Location of existing structures, leachfields, wells or other existing site improvements
- ☐ Location, size and purpose of all easements
- ☐ Location, size and purpose of all utilities (sewers, drains, water mains, fire hydrants)
- ☐ Lot dimensions, lot numbers and the gross and net square footage or acreage of these lots
- ☐ Lot sizes (square footage and/or acreage)
- ☐ Building setback lines
- ☐ Location and description of any heritage trees within 20' of development (numbered per arborist report) or rock outcroppings on the property within 25' of proposed grading or development of the site
- ☐ Areas within 100-year floodplain/500-year floodplain
- ☐ Location, width and direction of water courses
- ☐ Location and extent of wetlands
- ☐ All cut and fill areas
- ☐ Phases depicted by areas (if proposed, see Phasing below)
- ☐ Vicinity map and surrounding land uses
- ☐ Tentative Map Summary Table with the following information:
 - Minimum lot size, maximum lot size and average lot size for the project
 - Subdivision title
 - List of agencies and utilities providing services
 - Names of owner and developer, with addresses, fax and telephone numbers
 - Engineer or surveyor's name, address, telephone and fax number
 - Acreage of subdivision and total number of lots
- ☐ One full-sized site plan shall be colored showing buildable areas in green, cut areas in red and fill areas in blue and heritage trees to be removed with X's.

Initial:_____

Date:_____

☐ **Contextual Map/Contextual Map Data**

A contextual map is intended to show the relationship of the proposed project to the surrounding buildings and site features. This map can be prepared by showing the proposed site plan on a topographic map or on aerial photography. The contextual map should include the following:

- ☐ Vicinity map (indicating the project site in relationship to major streets and freeway)
- ☐ Location of the site and relationship of the proposed project to existing and surrounding land uses, noting all significant structures, landscaping and topography
- ☐ All buildings and streets within a 100' to 300' radius, including median islands and breaks
- ☐ Footprints of adjacent structures
- ☐ Adjacent access and circulation
- ☐ Contour elevations, slope banks, ridge lines, natural drainage courses, rock outcrops and heritage trees over 6" diameter
- ☐ Surrounding public improvements including pavement width, medians, curb cuts and sidewalks
- ☐ Driveways, parking and loading areas
- ☐ Proposed and existing open space and/or wetlands

Conceptual Grading and Drainage Plans

(three (3) **folded**, full size copies and one (1) 8.5" x 11" or 8.5" x 14" reproducible copy)

A professionally prepared conceptual grading plan will be required for projects requiring use permits and/or design review. This plan shall show the following:

- ☐ Existing features (natural ground (contours), bodies of water, wetland and riparian areas, heritage trees, structures, drainage courses, streets, pavement edges, trails, utilities, slopes, etc.) both on the site and within approximately 50' of the project site.
- ☐ Proposed grading (finished contours), including structures, streets, utilities, curbs, retaining walls, gutters, pavement, swales, trails, etc.
- ☐ Spot elevations immediately off-site
- ☐ Existing or proposed drainage facilities including detention basins
- ☐ Patterned or shading of cut and fill areas (cut in red, fill in blue)
- ☐ Typical street gradients in percentages
- ☐ 100 and 500 year flood plains
- ☐ Location, elevation and size of proposed building pads
- ☐ Cross-sections
- ☐ Area of site to be graded, heights and slopes of cut and fills, estimated grading quantities in cubic yards
- ☐ North arrow and scale

Phasing Plans

(three (3) **folded** full size and one (1) 8.5" x 11" reproducible copies)

A phasing plan is required if a project will be developed in stages, or by units, over a period of time. This plan will describe the scope of development proposed at each phase, the timing of this development and the improvements that will be installed at each of these phases.

Initial: _____
Date: _____

☐ **Building Elevations** (three (3) full size and one (1) 8.5 x 11" scaleable copies) These elevations consist of architectural drawings that are prepared at minimum scales of 1/8" to 1 foot and include the following:

- ☐ Elevations of all sides of the building(s) with dimensions; details of materials, dimensions used in design treatment of windows, eaves and any special design elements; landscaping shall not be included in elevation views; if adjacent buildings, should depict compatibility with neighboring structures and terrain.
- ☐ Typical building section(s) showing wall, eave and roof height and roof mounted equipment (a roof plan may be required to show such equipment).
- ☐ All materials and colors called out on at least one building elevation (including walls, windows, sills, roof, doors, etc.)
- ☐ Conceptual signage with dimensions and material specifications, sign program if applicable
- ☐ If the exterior of an existing building is to be changed, show both the existing and proposed elevations
- ☐ Lighting specifications (pole height, fixture type, shielding, and proposed wattage)
- ☐ Scale, architect's name, address, phone and fax numbers
- ☐ Material sample and colors board
- ☐ One set of building elevations colored to the proposed color scheme for the project

☐ **Floor/Roof Plans** (three (3) full size and one (1) 8.5 x 11" scaleable copies) The floor/roof plans will show the following:

- ☐ Form and configuration of floor with dimensions, square footage and intended uses
- ☐ Form and configuration of roof
- ☐ Direction and slope of roof pitch/drainage
- ☐ Outline of footprint below
- ☐ Potential location of rooftop mechanical equipment, elevator penthouses and ducts for kitchen exhausts and other HVAC equipment
- ☐ Scale; design professional's name, address, phone and fax numbers

☐ **Conceptual Landscape Plans**

(three (3) full size and one (1) 8.5 x 11" scaleable copies) A conceptual landscape plan prepared by a design professional showing all existing and proposed improvements as shown on the Site Plan (excluding dimensions such as setbacks and street widths) as well as the following:

- ☐ Location of proposed plantings (minimum 15' from front property line required on commercial/industrial projects with landscaping required to pavement)
- ☐ Planting schedule showing size and location, botanical and common names (minimum 5-gallon shrubs, 15-gallon trees)
- ☐ Building footprint and roof outlines, including eave overhang
- ☐ Private walkways, walls and courtyards
- ☐ Berms and/or mounding areas, turf and ground cover areas, shrub locations, accent and street trees, slope planting materials, retaining walls, private yard areas, landscape lighting, and other elements to show the conceptual landscape plan
- ☐ Calculations for parking lot shading (50% of parking area within 15 years) and percentage of lawn areas
- ☐ Fencing, materials and location
- ☐ Indicate preserved heritage trees (6" oaks and 19" other, numbered per arborist report) and tree preservation techniques implemented
- ☐ Size, type and location of irrigation system (low flow)
- ☐ Existing and finished topography, including any retaining walls, heritage tree locations spotted
- ☐ Scale; landscape architect's name, address, phone and fax numbers

Initial: _____

Date: _____

☐ **Building Material Sample**

A building material sample and color board will be submitted and shall be mounted on a flat board (or heavy paper, if applicable) no larger than 8" x 14" in size.

☐ **Tree Mitigation Plan**

Tree mitigation plans are required for projects proposing to remove heritage trees (oaks 6" in diameter and most other trees 19" and over in diameter). These plans will require the following:

- ☐ Location (with size, labeling corresponding to arborist report) of all heritage trees within 25' of proposed grading and/or development of site
- ☐ Arborist report (trees to be numbered consecutively in report and on plan) with proposed mitigations (If less than 1" native per 1" removed, please explain why)
- ☐ Spot elevations at tree bases on conceptual grading plan
- ☐ Arborist's name, address, phone and fax numbers on location plan

☐ **Site Photographs/Renderings/Graphics**

Site photographs renderings and/or graphics may be requested in conjunction with project applications. Town staff will determine the format and size of these submissions. Materials presented to Town staff or the Planning Commission will become the property of the Town as part of the application.

☐ **Signage Plans**

Signage plans are required for projects proposing the installations of signs. These plans are subject to design review and will require the following:

- ☐ Location, size and height of sign(s) on dimensioned site plan or building, as appropriate
- ☐ Size of sign face(s), in square footage; size and style of lettering
- ☐ Composition of sign(s), construction materials and color
- ☐ Material sample and color board
- ☐ Sign lighting, direct or indirect
- ☐ Scale; design professional's name, address, phone and fax numbers

☐ **Disabled Access Requirements for Site Plans**

- ☐ At least one accessible route within the boundary of the site shall be provided from public transportation stops, public streets, or sidewalks (Title 24, Section 3103A(l)2)
- ☐ The accessible route of travel shall be the most practical direct route between the accessible entrance to the site and accessible building entrance and accessible site facilities (Title 24 Section 3106 A(a))
- ☐ The accessible route of travel shall be provided to all entrances and exterior ground floor exists along normal paths of travel (Title 24 Section 3106A(a))
- ☐ When more than one building or facility is located on a site, the accessible route of travel shall be provided between buildings and accessible facilities (Title 24 Section 3106A(a))
- ☐ The accessible route of travel shall be at least 48 inches wide and have a cross slope no greater than ¼ inch per foot (1 inch vertical per 50 inches horizontal) (Title 24 Sections 3107A(b)4 and 3305(b)1.1')
- ☐ The accessible route of travel shall be provided in such a way that persons with disabilities are not compelled to wheel or walk behind parked cars other than their own (Title 24 Section 3107 A (b) 3)
- ☐ Accessible parking area requirements:
 - Accommodate required number of handicap spaces
 - One-quarter inch per foot slope in any direction, maximum
 - Reasonable distance to entrance
 - Equally dispersed throughout project for multiple buildings
- ☐ Improvement plans shall clearly delineate all accessible routes and accessible parking areas and include sufficient grade call outs to assure compliance with required slopes.

Initial: _____

Date: _____

☐ **Reports/Studies** (A minimum of three copies required)

Based on the completed environmental review and/or knowledge of existing potential constraints, additional reports or studies may be required of a project. Prepared by qualified individuals or firms, these reports/studies could include the following:

- ☐ Arborist's Report (including proposed mitigations)
- ☐ Biological Assessment
- ☐ Environmental Assessment (Phase I)
- ☐ Environmental Health Report (septic systems, wells, hazardous materials)
- ☐ Noise Analysis (including proposed mitigations)
- ☐ Special Status Species Assessment
- ☐ Soils report and geologic report prepared in accordance with the Alquist-Priolo Geologic Act.
- ☐ Traffic Analysis (including proposed mitigations)
- ☐ Wetlands Delineation (approved by U.S. Army Corps of Engineers, including proposed mitigations)
- ☐ Fiscal Analysis
- ☐ Other site specific studies

☐ **General Plan Amendment Text**

If a General Plan amendment is requested, the applicant will submit the specific text of the proposed amendment and attach applicable maps. A Statement of Justification and specifics of the actual project are necessary to complete the environmental review. The Planning Commission and Town Council will be specifically looking for the benefits to the Town from the proposed change, since amending the General Plan is not encouraged other than through the Town's General Plan Update process.

☐ **Zoning Amendment Text/Maps**

If a zoning amendment is requested, the applicant will submit the specific text of the proposed amendment and attach applicable maps. A Statement of Justification and specifics of the actual project (such as a Site Plan) are necessary to complete the environmental review.

Initial: _____
Date: _____



TOWN OF LOOMIS

3665 Taylor Rd
Loomis, CA 95650
(916) 652-1840 FAX (916) 652-1847

For Town Use

File Number _____

Application Fee(s) _____

Receipt # _____ Date _____

Date Received _____

Paid \$ _____

PLANNING DEPARTMENT

Planning Application

1. **Project Title:** _____

2. **Street Address/ Location:** _____

3. **APN(s):** _____ **Acreage:** _____

Zoning: _____ **General Plan Designation:** _____

Current Site Use: _____

Surrounding Land Use(s): _____

4. **Property Owner:** _____

Address: _____

City State Zip

Telephone: _____ **email:** _____

5. **Project Applicant:** _____

Address: _____

City State Zip

Telephone: _____ **email:** _____

6. **Project Engineer/Architect:** _____

Address: _____

City State Zip

Telephone: _____ **email:** _____

7. **What actions, approvals or permits by the Town of Loomis does the proposed project require?**

- | | |
|--|--|
| ☐ Appeal | ☐ Miscellaneous Permit |
| ☐ Certificate of Compliance | ☐ Planned Development |
| ☐ Conditional Use Permit | ☐ Second Unit Permit |
| ☐ Design Review | ☐ Sign Review |
| ☐ Development Agreement | ☐ Tentative Review |
| ☐ Environmental Review | ☐ Minor Land Division |
| ☐ General Plan Amendment | ☐ Subdivision |
| ☐ Hardship Mobile Home Permit | ☐ Variance |
| ☐ Lot Line Adjustment | ☐ Zoning Amendment (Rezone) |
| ☐ Other _____ | |

8. **Does the proposed project need approval by other governmental agencies?**

☐ Yes ☐ No if yes, which agencies? _____

9. **Which agencies/utilities provide the following services to the project? (Please note if not hooked up to sewer or water)**

Electricity _____ Natural Gas _____

Fire Protection _____ Water/Well _____

Sewer/Septic _____ Telephone _____

High School _____ Elem. School _____
Other _____

10. **The Town had informed me of my responsibilities pursuant to California Government Code, Section 65962.5(f), regarding notifying the Town of hazardous waste and/or hazardous substance sites on the project site. I have consulted the lists consolidated by the State Environmental Protection Agency dated _____ and find:** Regulatory identification number _____

Date of list _____ No problems identified _____

Type of problem _____

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Dated _____ Applicant _____

11. **Project Description (Describe the project so that a person unfamiliar with the project would understand the purpose , size, phasing, duration, required improvements, duration of construction activities, surrounding land uses, etc. associated with the project. Attach additional pages as necessary.)**

12. **Owner Authorization:**

I hereby authorize _____, the above-listed applicant, to make applications for project approvals by the Town of Loomis, regarding the above-described project and to receive all notices, correspondence, etc., from the Town regarding this project. I also hereby authorize the town staff to place a noticing board (approximately 4' x 3') on my property, visible from the street, at least ten (10) days prior to the first hearing on my project, and for subsequent hearings as determined necessary by the Planning Director.

Signature(s) of Owner(s)

Printed Name(s)

Date

Date

13. **Applicant and/or Owner Hold Harmless:**

Owner, and Applicant (if different from Owner), agrees to hold Town harmless from all injuries, damages, costs and expenses, including attorney's fees resulting from the negligence of owner, and Applicant (if different from Owner), and their employees, contractors, subcontractors and agents, in connection with any proceeding brought in any State or Federal court with respect to the applicant's project.

Signature(s) of Owner(s)

Printed Name(s)

Date

Date

14. **Applicant and/or Owner Acknowledgment:**

Owner/Applicant expressly agree they are solely responsible for assuring compliance with all applicable laws, rules, regulations, and practices required to implement this development, and that Town staff's errors or omissions in explaining what is required, whether on this application form or otherwise, do not establish a basis for Owner/Applicant failing to comply with all such laws, rules, regulations and practices.

Signature(s) of Owner(s) and/or Applicant

Printed Name(s)

Date

TOWN OF LOOMIS

PLANNING DEPARTMENT

ENVIRONMENTAL REVIEW APPLICATION

I. LAND USE AND PLANNING

1. Project Name (same as on Planning Application) _____
2. What is the general land use category for the project? _____
(residential, commercial, industrial, etc.)
3. What are the number of units or gross floor area proposed? _____
4. Are there existing facilities on the site? (buildings, wells, septic systems, parking, etc.) Yes [] No []
If yes, show on the site plan and describe. _____

5. Is adjacent property in common ownership? Yes [] No [] If yes, Assessor's Parcel Number (s) and acreage(s). _____
6. Describe previous land use(s) of the site over the last 10 years. _____

7. Will the project require or provide storage for vehicles, equipment, materials, etc.? Yes [] No []
If yes, describe the location, size and type of storage (secured, covered, etc.) proposed. _____

II. POPULATION AND HOUSING

1. How many new residents will the project generate? _____
2. Will the project displace or require the relocation of any residential units? Yes [] No [] If yes, the number. _____
3. What changes in character of the neighborhood would result from project development? (surrounding land uses such as residential, agricultural, commercial, etc.) _____

4. Will the project create or destroy job opportunities? Create [] Destroy [] Describe _____

5. Will the proposed project displace any currently productive use? Yes [] No [] If yes, describe. _____

III. GEOLOGY AND SOILS

1. Are there any potential geologic hazards (soil settlement, steep slopes, slides, faults, etc.) associated with the project property or on surrounding properties? Yes [] No [] If yes, describe. _____

2. Will grading on the site be required? Yes ☐ No ☐ If yes, describe the grading anticipated for the project (locations, maximum depths/slopes of excavations and fills). _____

 Estimate the grading area/quantities. _____acres _____cubic yards
3. Will site excavation and fill quantities balance? Yes ☐ No ☐ If no, describe the source(s) or disposal site(s), transport methods and haul routes required for grading materials. _____

4. Are retaining walls proposed? Yes ☐ No ☐ If yes, describe location(s), type(s), height(s), etc. _____

5. Describe the erosion potential of the project site and the measures that will be utilized to reduce erosion.

6. Will blasting be required during project construction? Yes ☐ No ☐ If yes, describe. _____

7. Are there any known natural economic mineral resources on the project site? (sand, gravel, mineral deposits, etc.) Yes ☐ No ☐ If yes, describe. _____

IV. HYDROLOGY AND DRAINAGE

1. Is there any body of water within or on the boundaries of the project site? (lake, pond, stream, canal, etc.) Yes ☐ No ☐ If yes, name/describe the body of water and show on the site plan. _____

2. If there is a body of water within or on the boundaries of the project site, will water be diverted from this water body? Yes ☐ No ☐ If yes, describe. _____

3. If water will be diverted, does the project applicant have an appropriate or riparian water right? Yes ☐ No ☐ If yes, describe. _____

4. Where is the nearest off-site body of water such as a waterway, river stream, pond, canal, irrigation ditch or drainageway? Include the name of this water body, if applicable. _____

5. What area/percentage of the project site is presently covered by impervious surface? _____
 What will be the area/percentage of impervious surface coverage after development? _____
6. Will any runoff from the project site enter any off-site body of water? Yes ☐ No ☐ If yes, identify the destination of the runoff. _____

7. Will there be a discharge to surface waters of wastewater other than stormwater runoff? Yes ☐ No ☐ If yes, identify/describe the materials/contaminants present in this runoff. _____

8. Will the project result in the physical alteration of a body of water? Yes [] No [] If yes, describe. _____

9. Will the drainage or runoff from this project cause or exacerbate downstream flooding? Yes [] No []
 If yes, describe. _____

10. Are there any areas of the project site that are subject to flooding or inundation? Yes [] No [] If yes, describe. _____
11. Will the project alter existing drainage channels and/or drainage patterns? Yes [] No [] If yes, describe. _____

V. AIR QUALITY

Note: Specific air quality studies may be required to be conducted as part of the project review/approval process. Such specific studies may be included with the submittal of this questionnaire.

1. Are there currently any known sources of air pollution such as an industrial use or major roadway in the vicinity of the project? Yes [] No [] If yes, describe. _____

2. Describe the following emissions sources related to project development:
- Construction emissions - Extent and duration of site grading activities: _____

- Stationary source emissions - Are woodstoves proposed in residential projects? Yes [] No []
- Mobile source emissions - Vehicle activities related to residential, commercial and/or industrial uses: _____

3. Based on proposed use, will the project significantly contribute to the violation of ambient air quality standards? Yes [] No [] If yes, describe (may require the results from specific air quality studies). _____

4. Are there any sensitive receptors to air pollution (such as schools or hospitals) located in the vicinity of the project? Yes [] No [] If yes, describe. _____

5. Describe measures that are proposed by the project to reduce stationary and mobile source emissions? _____

6. Will vegetation be cleared from the project? Yes [] No [] If yes, describe the method of disposal. _____

VI. TRANSPORTATION/CIRCULATION

Note: Detailed traffic studies prepared by a qualified traffic consultant may be required, following review of the information presented below. Such studies may be included with the submittal of this questionnaire.

1. Does the project front on a local roadway? Yes [] No [] If yes, what is the name of the roadway?

If no, what is the name and distance of the nearest roadway? _____
2. Will new entrances onto local roadways be constructed. Yes [] No []
If yes, describe. _____

3. Would any non-automobile traffic result from the development of the project? Yes [] No [] If yes, describe. _____

4. If applicable, what road standards are proposed within the project? _____

(Show typical street sections(s) on the site plan.)
5. Will a new entrance(s) onto local roadways be constructed? Yes [] No []
If yes, show location(s) on site plan.
6. Describe any frontage improvements to the local roadway(s). _____

7. Describe the traffic that will be generated by the project (average daily traffic [ADT], peak hour volumes and peak hour times/days). _____

8. Will this traffic affect the service levels at an existing major street intersection or freeway interchange?
Yes [] No [] If yes, describe. _____

9. Are pedestrian, bicycle, equestrian and/or transit facilities proposed with the project? Yes [] No []
If yes, describe. _____

10. Will the project require provisions for parking? Yes [] No [] If yes, describe the number, size, location and access of the parking facilities proposed. _____

11. Will there be company vehicles associated with the project? Yes [] No [] If yes, describe the number and type of vehicles and the parking that will be provided for these vehicles (see 10, above).

VII. BIOLOGICAL RESOURCES

Note: Detailed studies or exhibits (e.g., tree survey, wetlands delineation) may be required, following a review of the information presented below. Such studies or exhibits may be included with the submittal of this questionnaire.

1. Briefly describe site vegetation. _____

2. Will any trees of 6-inches diameter breast height (dbh) or greater be removed as a result of project development? Yes ☐ No ☐ If yes, describe the number of trees to be removed, tree species, tree inches and the percentage of the trees on the site that the removals represent. _____

3. Briefly describe wildlife typically found in the area. _____

4. Describe changes to site habitat(s) resulting from development of the project. _____

5. Are any rare or endangered species (as defined in Section 15380, CEQA Guidelines) found in the project area? Yes ☐ No ☐ If yes, describe. _____

6. Are any federally-listed threatened species, or candidates for listing, found in the project area? Yes ☐ No ☐ If yes, describe. _____

7. Is there a rare natural community (monitored by the DFG Natural Diversity Data Base) present on the project site? Yes ☐ No ☐ If yes, describe. _____

8. Are there wetlands (i.e., seasonal wetlands, wetland swales, riparian corridor, etc.) on the project site? Yes ☐ No ☐ If yes, describe (type, acreage, etc.). _____

9. If yes, will project development affect these wetland areas? Yes ☐ No ☐ If yes, describe. _____

10. If yes, will a Corps of Engineers permit be required for disturbing site wetlands? Yes ☐ No ☐

VIII. HAZARDOUS MATERIALS

Hazardous material are defined as any material that, because of its quantity, concentration or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. "Hazardous materials" include, but are not limited to, hazardous substances, hazardous waste and any material (including oils, lubricants and fuels) which a handler or administering agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment if released into the workplace or environment.

1. Will the proposed project involve the handling, storage or transportation of hazardous materials?
Yes [] No []

If yes, attach a list of all hazardous materials to be handled/stored at the project site. The list needs to include (but is not limited to) fuels, chemicals, cleaners, lubricants, coolants, biocides, etc. A description needs to be included explaining how these materials will be managed, used, stored, disposed/recycled.

Describe any hazardous wastes that will be generated and detail how/where they will be stored and disposal of. Include an outline of the proposed chemical emergency spill response plan.

If yes, will the project involve the handling, storage or transportation of more than 55 gallons, 500 pounds or 200 cubic feet (STP) at any one time of a product or formulation containing hazardous materials or will any of these materials be stored in underground storage tanks? Yes [] No []

If yes, please contact the Placer County Environmental Health Division at 889-7335 for an explanation of additional requirements.

IX. NOISE

Note: Projects located near a major noise source and/or projects that will result in increased noise generation or exposure may require a detailed noise study (with any proposed mitigations) prior to environmental determination.

1. Is the project located near a major noise source? Yes [] No [] If yes, describe. _____

2. Describe the noise that will be generated by this project, both during construction and following project development. _____

X. PUBLIC SERVICES

FIRE AND EMERGENCY MEDICAL SERVICES

1. Describe the nearest fire protection facilities (location, distance, agency). _____

2. Describe the nearest emergency water source for fire protection purposes (type, location, distance, agency). _____

3. Describe the fire hazard and fire protection needs created as a result of project development. _____

4. Describe the on-site fire protection facilities proposed with this project. _____

5. If this is a single access project, what is the distance from the project to the nearest through roadway/name of roadway? _____
6. Describe parking area access, number of spaces and entry/exit for emergency vehicles. _____

7. Are there any site limitations that will limit accessibility by emergency service vehicles? Yes [] No []
If yes, describe. _____

8. Estimate the number of persons on-site (residents or employees/visitors) _____

LAW ENFORCEMENT

1. Describe the access to the site and entrance features (gates, etc.). _____

2. Describe the security protection that will be provided on the site, if any. _____

3. Describe the location, visibility and lighting of vehicle and equipment storage areas. _____

WATER

1. Is the project within a public domestic water system district or service area? Yes [] No [] If yes, describe the district/area. _____
2. Can the district serve the project? Yes [] No []
3. What will be the water source(s) for the project? _____

4. What is the estimated usage and peak usage of the project? _____gpd/_____gpd
5. Are there any existing or abandoned wells on the site? Yes [] No [] If yes, describe (location, depth, yield, contaminants, etc.) _____

WASTEWATER

1. Is wastewater presently disposed on the site? Yes [] No [] If yes, describe the method(s) and quantities (gpd). _____

2. Is the project located within a sewer district? Yes [] No [] If yes, describe. _____

If yes, can the district serve the project? Yes [] No []

Is there sewer service in the area? Yes [] No [] If yes, what is the distance to the nearest collector line? _____

3. What are the projected wastewater quantities (gpd) generated by the project and the proposed method of disposal? _____gpd _____
4. Will there be any unusual characteristics associated with project wastewater? Yes [] No [] If yes, describe any special treatment processes that may be necessary for these wastes. _____

5. During the wettest time of year, is the groundwater level on the project site less than 8 feet below the surface of the ground? Yes [] No []

SOLID WASTE

1. Describe the type(s) of solid waste and estimate the quantities of waste per day/month that will be produced by the project. Specify if there are any special wastes (chemicals, infectious waste, oils, solvents, recyclables, etc.) _____

2. Describe the disposal method of this waste material. _____

3. Describe the access that will be provided to refuse removal vehicles and the location and design of recycling and refuse storage equipment. _____

PARKS AND RECREATION

1. What is the distance from the project to the nearest public park or recreation area? _____
What is the name of this facility? _____
2. Are any park or recreation facilities proposed as part of the project? Yes [] No [] If yes, describe. _____

SCHOOLS

1. What are the nearest elementary and high schools to the project? _____

What are the distances to these schools from the project? _____

XI. AESTHETICS

1. Is the proposed project consistent/compatible with adjacent land uses and densities? Yes [] No []
Describe the consistencies/compatibilities or inconsistencies/incompatibilities. _____

2. Is the proposed project consistent/compatible with adjacent architectural styles? Yes [] No []
Describe the consistencies/compatibilities or inconsistencies/incompatibilities. _____

3. Describe the signage and/or lighting proposed by the project. _____

4. Is landscaping proposed? Yes [] No [] If yes, describe. _____

XII. CULTURAL RESOURCES

Note: If the project site is located on or near an archaeological, historical or paleontological site, specific studies may be required.

1. Does the project site support any archaeological, historical or paleontological features (e.g., Native American habitation sites, old foundations or structures, etc.)? Yes [] No [] If yes, describe. _____

2. What is the nearest archaeological, historical or paleontological site? _____

What is the name of this site? _____



TOWN OF LOOMIS

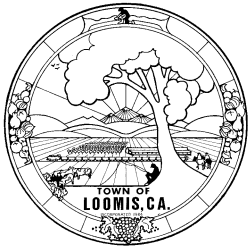
PLANNING DEPARTMENT

Fee Schedule

11/14/2022

CASH CODE	TOWN SERVICE	FIXED FEES	TIME & MATERIALS FEES - MINIMUM DEPOSIT
ABAND	Abandonments		\$2,692
ALCBV	Alcoholic Beverage Land Use Permit	\$261	
ANNEX	Annexations:		Estimated by Town staff
ANNEX	Preliminary annexation		\$1,683
ANNEX	Annexation Application		\$1,683
ANNEX	Annexation Rezoning/GPA		\$1,683
ANNEX	Annexation Negative Declaration		\$1,683
APPEL	Appeals	\$0	\$0
BUSAP	Business License Application	\$143	
BURNL	Burn Down Letter Research	\$67	
COCMP	Certificate of Compliance	\$2,608	
UNALC	Consultants	Estimated by Town staff; charged at cost plus 30%	
CONTI	Continuance - More than 6 weeks (requested by applicant)	\$261	
	Conditional Use Permit:		
CUPMJ	Major	\$5,829	
CUPMN	Minor		\$2,122
MISCP	Conceptual Public Review	\$1,026	
	Copies:		
COPY	Black	\$.15 per page	
COPY	Color	Actual cost	
COPY	Maps	Actual cost	
UNALC	Deposits for Arborist, Landscape Architect, Architect	Estimated by Town staff; charged at cost plus 30%	
	Design Review:		
DESMJ	Major		\$2,312
DESMN	Minor / Permitted Use		\$1,548
UNALC	Development Agreement		Estimated by Town staff
ENCRO	Encroachment Permit	\$319	
ENGIN	Engineering Plan Check		3% of improvement cost
ENGIN	Engineering Inspection		3% of improvement cost
MISCP	Environmental Review:		
UNALC	Information Assessment		\$1,582
UNALC	Environmental Impact Reports/Studies (EIR)	\$3168.00 filing fees + \$50.00 to County	Estimated by Town staff
UNALC	NEPA EIS		Estimated by Town staff
UNALC	EIR/Study Notice of Preparation		Part of EIR
UNALC	Negative Declaration (& Mitigated)	\$3,500 filing fees + \$50.00 to County	\$1,287
UNALC	Environmental Document pursuant to CRP	\$1,652 filing fee + \$50.00 to County	
MISCP	CEQA Notice of Exemption	\$446 filing fees+ \$50.00 to County	
MISCP	Exemption Verification	\$150 + + \$50.00 to County	
MISCP	Extension of Time	\$598	
ENGIN	Flood Zone Letter Research		\$261
	General Plan Amendment:		
GPA	Text		\$4,190
GPA	Map		\$4,190
GPA	GPA/Rezone Combination		\$5,679

GPLAN	General Plan Fee	\$1,531/acre (prorated for fraction of acres)	
GRADE	Grading Permits		3% of grading improvement cost
BUSHO	Home Occupation Permit (includes 1st year business license)	\$143	
	Limited Term Permits:		
	Temporary Outdoor Displays and Sales		\$169
	Events		\$169
	Location Filming		\$169
MODEL	Model Homes	\$1,362	
	Seasonal Sales Lots		\$169
MISCP	Temporary Real Estate Sales Office	\$638	
MISCP	Temporary Residence	\$337	
MISCP	Temporary Structure	\$337	
MISCP	Similar Temporary Activities	\$638	
LOTLI	Lot Line Adjustment		\$3,071
UNALC	Master Development Plan		Estimated by Town staff
MLD	Minor Land Division:		\$3,827
MLD	Parcel Map Check - with improvements		\$4,509 plus \$55 per lot
MLD	Parcel Map Check - without improvements	\$1,930	\$3,567 plus \$55 per lot
MLD	Amended Parcel Map Check - (Technical Error)		\$1,875
MLD	Parcel Map Check - Certificate of Correction (Technical Error)		\$1,683
MLD	Amended Parcel Map Check - Certificate of Correction		\$1,683
MISCP	Mitigation Monitoring - Environmental Mitigations		Estimated by Town staff
MISCP	Modification to Approved Projects		\$1,355
	Park Use		Residents: \$40; Non-residents: \$85
	Parking Plaza Use		Residents: \$40; Non-residents: \$85
ENGIN	Research - Engineering - Additional Hours		Estimated by Town staff
MISCP	Research - Planning - Additional Hours		Estimated by Town staff
MISCP	Reversion to acreage	\$1,026	
MISCP	Second Residential Permits	\$219	
	Signs:		
SIGNP	Application	\$143	
MISCP	Master Plan	\$411	
EVENT	Special Events Permit		Residents: \$40; Non-residents: \$85
UNALC	Specific Plans		Estimated by Town staff
SUBDI	Subdivision		\$14,787
SUBDI	Subdivision Modification/ Revision to Tentative Map		\$2,456
SUBDI	Subdivision Final Map Check/Processing		\$4,407 plus \$27 per lot
SUBDI	Subdivision Amended Map Check/Certificate of Correction		\$2,717
TECHN	Technology Fee	1% of fees; \$1 minimum	
	Town Hall Meeting Room Use		Residents: \$40; Non-residents: : \$85
TREEP	Tree Removal Permit	\$0	
VARMJ	Variance	\$2,312	
VARMN	Variance - minor	\$1,128	
	Zoning:		
ZONAM	Map Amendment		\$2,490
ZONAM	Amendment		\$2,490
ZONAM	Zoning Ordinance Interpretation	\$756	
ZONAM	Zoning Clearance (> 1 hour)	\$77	
Time and materials charges include direct and indirect hourly rates for Town staff, and cost plus 30% for outside consultants.			
Town staff may revise the required deposit and/or collect additional deposits if the estimated cost will exceed the deposit noted in this schedule.			



TOWN OF LOOMIS

PROCESSING AND ADVANCE OF FUNDS AGREEMENT

FOR TOWN USE ONLY	
Application or Permit #:	_____
Address of Project:	_____
Project Billing #:	_____

TO BE COMPLETED BY APPLICANT:

This Agreement is by and between the Town of Loomis, California, hereafter "Town," and _____ hereinafter "Applicant."

Project Description: _____

1. PROPERTY INFORMATION:

Property Location: _____ Interest of Applicant: _____
(If not fee owner): _____

2. APPLICANT INFORMATION:

Applicant Name: _____ Applicant Phone No.: _____
Firm Name: _____ Fax No: _____
Address: _____ Email: _____

3. CONTACT INFORMATION: *(If different from Applicant information.)*

Contact Name: _____ Contact Phone No.: _____
Address: _____ Email: _____

4. BILLING INFORMATION: Statements, requests for deposits or refunds shall be directed to Applicant identified in Section 2 above unless stated otherwise below:

Firm Name: _____
Address: _____ Attn: _____

Applicant hereby agrees to advance to Town the sum of \$ _____ (the "Funds") which Funds shall be used to reimburse the Town for costs incurred in processing any and all application(s) submitted by Applicant in connection with the Project. Applicant understands and agrees that the term "Project", as used in this Agreement, including any changes or modifications to the Project and any and all applications(s) for permits or other approvals requested by Applicant or otherwise required in connection with the Town's review of the Project.

1. The advance of Funds shall be made to the Town upon execution of this Agreement for Advance of Funds (hereinafter "this Agreement").

2. After completion of all Town work related to the Project, any portion of the Funds not expended or committed for expenditure shall return to Applicant.

3. The Applicant fully understands and agrees to each of the following:

a. Applicant acknowledges that the Funds paid herewith may not be adequate to fully reimburse the Town for costs incurred in connection with the Project, and that periodically, as the need arises, Applicant may be called upon to make further deposits. In the event, for any reason, the Town's request for further deposits from Applicant is not fully satisfied within fifteen (15) calendar days from the date of request, the Town reserves the right to suspend or cease processing the Project and to cancel any pending application(s).

b. Applicant agrees to bring the account current through the date of any public workshop or hearing on the Project, prior to the date of the workshop or hearing, including the payment of the charges estimated by the Town to be incurred through completion of the workshop or hearing.

c. In the event that the accumulated periodic charges exceed the initial deposit and any subsequent deposits previously received by Town, Town will invoice Applicant for the amount outstanding and may require an additional deposit. Applicant will pay any and all amounts exceeding the initial and subsequent deposits within thirty (30) days of the date of the invoice, and shall make any additional deposit required by Town.

c. The Funds shall be deposited in the Town's Revolving Trust Fund and shall be accounted for by the Town in the manner in which Revolving Trust Fund monies are normally accounted for. The Funds shall be used, in the sole discretion of the Town, to fund or aid in the funding of certain services, studies, activities, supplies and other costs incurred by the Town in connection with the Project. These include but are not limited to review of application(s), responses to public inquiries regarding application(s), preparation and administrative review costs of any required environmental document(s), implementation and inspection of mitigation measures identified in the environmental document(s), checking for conformance with and implementation of the conditions of approval of application(s), Town Attorney and consultant costs attributable to the Project, Town staff costs attributable to the Project (which may include staff from departments other than the Community Development Department) and other items not specifically identified here but incurred in connection with the Town's consideration of the Project. The termination of the reimbursement agreement will not take place until all conditions of approval and implementation measures of the environmental document are met by the Applicant.

d. Advance of Funds by the Applicant shall not be contingent on the hiring of any specific employee or consultant. The Town reserves absolute discretion as to the selection, hiring, assignment, supervision and evaluation of any and all employees, contractors, or consultants that may be necessary to assist the Town in connection with the Project. The Town shall have the sole discretion to establish the amount of compensation paid to the employees and the amount of fees paid to consultants for services rendered to the Town in connection with the Project.

e. The advance of Funds shall not be dependent upon the Town's approval or disapproval of any of Applicant's application(s), or upon the result of any action, and shall in no way influence the Project. Neither Applicant nor any other person providing funding for the Project shall, as a result of such funding, have any expectation as to the outcome of any application or the selection of an alternative favorable to or benefiting Applicant.

f. Applicant is expressly prohibited from directly or indirectly exercising any supervision or control over any employee, agent or consultant of the Town involved in the Project. This prohibition shall not be construed to preclude Applicant, its agents or representatives, from providing information to the Town or any employee, agent or consultant of the Town for incorporation into the Project, or from seeking information from the Town, or any employee, agent or consultant of the Town with respect to the Project.

4. Each party acknowledges that this Agreement sets forth all covenants, promises, conditions and understandings between the parties regarding the advance of Funds and the uses thereof, and there are no promises, conditions or understandings either oral or in writing between the parties other than as set forth herein. No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties unless reduced to writing and signed by them.
5. Applicant agrees to indemnify and hold Town harmless for all costs and expenses, including attorney's fees incurred by Town or held to be the liability of the Town, in connection with Town's defense of its actions in any proceeding brought in any State or Federal court challenging the Town's actions with respect to the Applicant's project. If Applicant is not the property owner, Applicant agrees to pay such costs unless the property owner also signs this Agreement, in which case both Applicant and the property owner shall be jointly liable for such costs.
6. This Agreement shall be a public record of the Town. Town statements and invoices shall provide summary information indicating the cost for employees and independent contractors, including direct and indirect charges. Original invoices from independent contractors (except attorney/client invoices) shall be available upon request by Applicant, at Applicant's additional cost
7. This Agreement is made under, and shall in all respects be interpreted, enforced, and governed by, the laws of the State of California. In the event of a dispute concerning the terms of this Agreement, the venue for any legal action shall be with the appropriate court for the County of Placer, State of California.
8. In any legal action brought by the Town to enforce this Agreement in which the Town requests the recovery of attorneys' fees, the prevailing party shall be awarded reasonable attorneys' fees and court costs and shall be entitled to its reasonable attorneys' fees and costs incurred in any post-judgment proceedings to collect or enforce any judgment and in any appeal.

APPLICANT

Signature of Applicant: _____ Date: _____

Print Name and Title: _____

TOWN OF LOOMIS

By: _____ Date: _____

Print Name

Title