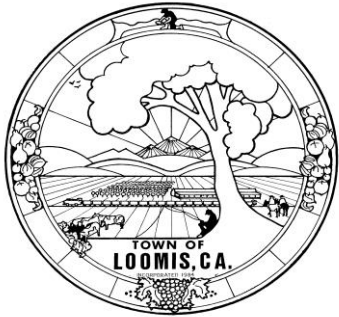


# APPLICATION SUBMITTAL REQUIREMENTS

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 Description/Tytle 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
																											
<b>APPLICATION TYPES</b>																											
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				*				*					
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

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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 fees (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 Commission Clerk, 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**

(fifteen (15) **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**

(fifteen (15) **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**

(Fifteen (15) **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**

(fifteen (15) **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** (fifteen (15) 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** (fifteen (15) 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** (fifteen (15) 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

## PLANNING DEPARTMENT

Fee Schedule

1/1/2018

CASH CODE	TOWN SERVICE	FIXED FEES	TIME & MATERIALS FEES - MINIMUM DEPOSIT
ABAND	Abandonments		\$1,755
ALCBV	Alcoholic Beverage Land Use Permit	\$170	
ANNEX	Annexations:		Estimated by Town staff
ANNEX	Preliminary annexation		\$1,097
ANNEX	Annexation Application		\$1,097
ANNEX	Annexation Rezoning/GPA		\$1,097
ANNEX	Annexation Negative Declaration		\$1,097
APPEL	Appeals	\$0	\$0
BUSAP	Business License Application	\$93	
BURNL	Burn Down Letter Research	\$44	
COCOMP	Certificate of Compliance	\$1,700	
UNALC	Consultants		Estimated by Town staff; charged at cost plus 30%
CONTI	Continuance - More than 6 weeks (requested by applicant)	\$170	
	Conditional Use Permit:		
CUPMJ	Major	\$3,800	
CUPMN	Minor		\$1,383
MISCP	Conceptual Public Review	\$669	
	Copies:		
COPY	Black	\$.11 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		\$1,507
DESMN	Minor / Permitted Use		\$1,009
UNALC	Development Agreement		Estimated by Town staff
ENCRO	Encroachment Permit	\$208	
ENGIN	Engineering Plan Check		3% of improvement cost
ENGIN	Engineering Inspection		3% of improvement cost
MISCP	Environmental Review:		
UNALC	Information Assessment		\$1,031
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)	\$2280.75 filing fees + \$50.00 to County	\$839
UNALC	Environmental Document pursuant to CRP	\$1077.00 filing fee + \$50.00 to County	
MISCP	CEQA Notice of Exemption	\$291 filing fees+ \$50.00 to County	
MISCP	Exemption Verification	\$98 + \$50.00 to County	
MISCP	Extension of Time	\$390	
ENGIN	Flood Zone Letter Research		\$170
	General Plan Amendment:		
GPA	Text		\$2,731
GPA	Map		\$2,731
GPA	GPA/Rezone Combination		\$3,702

GPLAN	General Plan Fee	\$998/acre (prorated for fraction of acres)	
GRADE	Grading Permits		3% of grading improvement cost
BUSHO	Home Occupation Permit (includes 1st year business license)	\$93	
	Limited Term Permits:		
	Temporary Outdoor Displays and Sales		\$110
	Events		\$110
	Location Filming		\$110
MODEL	Model Homes	\$888	
	Seasonal Sales Lots		\$110
MISCP	Temporary Real Estate Sales Office	\$416	
MISCP	Temporary Residence	\$220	
MISCP	Temporary Structure	\$220	
MISCP	Similar Temporary Activities	\$416	
LOTLI	Lot Line Adjustment		\$2,002
UNALC	Master Development Plan		Estimated by Town staff
MLD	Minor Land Division:		\$2,495
MLD	Parcel Map Check - with improvements		\$ 2,939 plus \$55 per lot
MLD	Parcel Map Check - without improvements	\$1,930	\$ 2,325 plus \$55 per lot
MLD	Amended Parcel Map Check - (Technical Error)		\$1,222
MLD	Parcel Map Check - Certificate of Correction (Technical Error)		\$1,097
MLD	Amended Parcel Map Check - Certificate of Correction		\$1,097
MISCP	Mitigation Monitoring - Environmental Mitigations		Estimated by Town staff
MISCP	Modification to Approved Projects		\$883
	Park Use		Residents: \$27; Non-residents: \$55
	Parking Plaza Use		Residents: \$27; Non-residents: \$55
ENGIN	Research - Engineering - Additional Hours		Estimated by Town staff
MISCP	Research - Planning - Additional Hours		Estimated by Town staff
MISCP	Reversion to acreage	\$669	
MISCP	Second Residential Permits	\$143	
	Signs:		
SIGNP	Application	\$93	
MISCP	Master Plan	\$268	
EVENT	Special Events Permit		Residents: \$27; Non-residents: \$55
UNALC	Specific Plans		Estimated by Town staff
SUBDI	Subdivision		\$9,639
SUBDI	Subdivision Modification/ Revision to Tentative Map		\$1,601
SUBDI	Subdivision Final Map Check/Processing		\$ 2,873 plus \$27 per lot
SUBDI	Subdivision Amended Map Check/Certificate of Correction		\$1,771
TECHN	Technology Fee	1% of fees; \$1 minimum	
	Town Hall Meeting Room Use		Residents: \$27; Non-residents: \$55
TREEP	Tree Removal Permit	\$0	
VARMJ	Variance	\$1,507	
VARMN	Variance - minor	\$735	
	Zoning:		
ZONAM	Map Amendment		\$1,623
ZONAM	Amendment		\$1,623
ZONAM	Zoning Ordinance Interpretation	\$493	
ZONAM	Zoning Clearance (> 1 hour)	\$50	

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.