

INFORMATION FOR FILING A COMPLETE APPLICATION FOR A  
CONDITIONAL USE PERMIT

Each application must contain the following information, unless specifically waived by the Planning/Building Manager. Incomplete applications will not be processed or considered by the Planning Commission or City Council.

To minimize delay and duplication, the Planning & Building Division encourages applicants to **apply for all the discretionary permits and approvals** needed for the review of their projects **at the same time**. The concurrent review of these applications will also facilitate the environmental review process. Where the same information is required for more than one permit or approval, **it is not necessary to duplicate the information submitted**. For example, only one legal description needs to be submitted even though the requirement for a legal description appears on the list of information required for each permit or approval. If you have any questions about the information required for an application or the number of copies that must be submitted with the application, please call the Ceres Planning & Building Division at (209) 538-5774 for assistance.

- Completed application form, including the signature of all property owners.
- Payment of all application fees. Applicants are responsible for all fees and costs (other agency fees, consultants, etc.) of processing an application with the City of Ceres. Where a deposit is required, an applicant is responsible for maintaining a positive balance with the City. A negative balance will cause an application to become incomplete, and work on the application may be halted until sufficient funds are deposited with the City of Ceres.
- Completed Applicant's Environmental Information Form (Part 1 of Initial Study Checklist), unless it is determined prior to the submission of an application that the proposed project is exempt from environmental review by the Planning/Building Manager. If it is determined after an application has been filed that the proposed project is exempt from environmental review, the fees collected for conducting an Initial Study will be refunded to the applicant.
- Completed Indemnification Form (see attached).

**Note:** Meeting the initial submittal requirements of the checklist associated with this application does not necessarily deem the application as complete. The City has thirty (30) days upon the initial submittal of the application to determine if the application is complete. The City reserves the right to require the submittal of additional information during the 30-day review period that the City deems pertinent to complete the application process. Such information may include, but is not limited to, submittal of: revised plans, photo simulations, special studies, or addressing project issues. If the application requires public hearing approval, submittal of such information may be required prior to the City scheduling a public hearing date for the application. An application is complete upon City receipt of all required revised information (if applicable).

**Note:** Plans and Exhibits as described below. All plans shall be prepared by an appropriately licensed and qualified design professional (e.g. architect or engineer), and must be drawn to scale and dimensioned appropriately. The number of plans required for submitting the application includes:

- **Two full size sets of each plan (24" x 36");**
- **15 copies of each set of plans (11" x 17");**
- **One copy of 8½" x 11" or 8½" x 14" reductions where all the letters and numbers are clearly legible or on a diskette in an AutoCAD Release 12 or compatible format. Clearly legible site plan and elevations are needed for recording purposes.**

**More copies may be required upon request). All plans shall be folded to fit an 9" x 12" file folder. Applications requiring submittal of a Site Plan, Building Elevations, or Floor Plans MUST illustrate the items listed below on such plans.**

## **Site Plan**

### **A. Sheet 1 - Illustrate Project Site**

- A vicinity map on the cover sheet.
- A scale (i.e. 1" = 30', etc.) and north arrow.
- Dimensions of the property.
- A legend with the following notations: Name of Project; Address and/or Assessor Parcel Number (APN); current and/or proposed zoning designation; proposed land use; square footage/acreage of the site; square footage of proposed building area(s); lot (building) coverage; landscape coverage; proposed parking ratio for anticipated uses for the site and indicate existing and proposed number of parking spaces.
- The location of existing (E) and proposed (N) improvements on the project site. These improvements shall be dimensioned and shall include, but not be limited to: buildings and/or structures, driveways and streets, curb/sidewalks; parking areas, loading areas; refuse enclosures; landscape areas, walls and fences; drainage systems; easements (i.e. utility, access, etc.); trees (type/species, that are 6" or greater in diameter measured at 2 feet above grade level).
- Building setbacks from property lines, dimensioned parking stalls and drive aisle widths, and landscape planter widths.
- Identify existing and proposed land uses on the property and the uses extending at least 100 feet beyond the property lines of the site.

### **B. Sheet 2 - Illustrate Project Site and Surrounding Area**

- A scale (i.e. 1" = 30', etc.) and north arrow.
- Dimensions of the project site.
- Building setbacks from property lines, dimensioned parking stalls and drive aisle widths, and landscape planter widths of the project site.
- The location of existing and proposed improvements on the project site and all improvements extending at least 100 feet beyond all the property lines. These improvements shall be dimensioned and shall include, but not be limited to: buildings and/or structures, driveways and streets, curb/sidewalks; parking areas, loading areas; refuse enclosures; landscape areas, walls and fences; drainage systems; easements (i.e. utility, access, etc.); trees (type/species, that are 6" or greater in diameter measured at 2 feet above grade level).
- Identify existing and proposed land uses on the project site and the uses extending at least 100 feet beyond the property lines of the project site.

### **Building Elevations**

- Illustrate the north, south, east, and west direction views of all proposed buildings and structures, including all mechanical, duct work, utility boxes, etc. The illustrations shall also include notations of overall building height, as well as heights at the finished floor, first floor and second floor (if applicable) levels.
- Clearly identify the type, texture, size and colors of the building materials proposed for all buildings or structures.

### **Floor Plans**

- Illustrate showing entryways, windows, walls, gross floor area, seating arrangements (for restaurants and meeting halls), and the intended use of each interior area (if requested).

### **Sign Program**

- Illustrate showing the type, size, and materials to be used for all proposed signs, including proposed sign copy (if requested).

### **Conceptual Landscape Plan**

- Illustrate showing the type, size, and location of all proposed plant materials and irrigation system, etc (per City of Ceres Water Efficient Guidelines).

Provide one copy of the following exhibits:

- Legal Description** of the properties proposed for development under the proposed Development Plan.
- One color and materials sample board** to reflect the exterior colors and materials proposed for the buildings or structures (8½" x 11" or 8½" x 14" size).
- One colored rendering of each building elevation** (11" x 17").
- Site Photos** (one set) of the site and surrounding area (if requested).
- Assessor's Parcel Map** identifying the site of the proposed project (if requested).

Provide **two** sets of the following:

- Mailing Labels** containing the names and **mailing** addresses of all of the owners of property within 300 feet of the perimeter of the project site property. The mailing labels, used to mail notices of the public hearing to adjacent property owners, shall be prepared and certified by a title company that the list of property owners and mailing addresses was prepared from the most current information available from the Stanislaus County Assessor.  
A map with the 300' radius clearly delineated must be submitted at the time of application.

# INSTRUCTIONS FOR MAILING ADDRESS LABELS

## TWO SETS REQUIRED

### To Applicant:

The City of Ceres requires that all applications submitted for public hearing by the Planning Commission and/or City Council shall include a list of the current owners of property within 300 feet from the perimeter of the project site. If any part of a surrounding parcel falls within the 300 foot radius, the corresponding property owner(s) must be included in the list. However, if the number of parcels in fewer than 300 the radius for notice shall be increased until a minimum of 30 parcels or a **MAXIMUM** of 1,000 feet is attained. The list shall include the property owners' names, their mailing addresses, and their Assessor's Parcel Numbers.

Preparation, verification, and submission of this list of property owners shall be the responsibility of the applicant. This list must be certified by a title insurance company as being from the most recent County tax roll.

### To Title Companies:

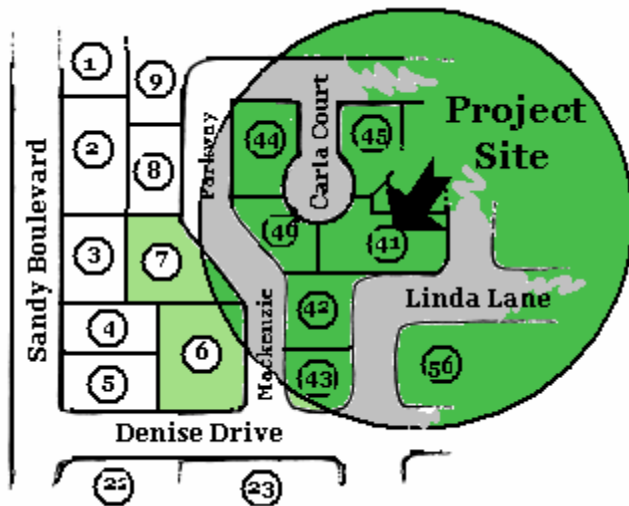
Please prepare the property owners' list as follows:

- Type the assessor's property number, property owners' names, and mailing addresses on self-adhesive address label sheets. Continuous tractor-fed labels will NOT be accepted. The mailing labels will be used to mail the public hearing notices to the property owners. **Please include the name(s) and mailing address(es) of the applicant(s) and the owner(s) of the parcel(s)**. Two separate, complete list of mailing labels are required.
- Submit base maps with 300' radius clearly delineated. Also, please include the assessment roll that lists all the properties within the radius (which should be all those that you have typed mailing labels for).
- Failure to meet these standards for mailing labels may result in delay in your public hearing date.

If you have any questions, please contact the Planning & Building Division at 209-538-5774.

Here is an example of what your mailing label should look like. Generally there are 33 labels to a sheet.

123-045-067 John Smith and Jane Doe 890 Some Street Anyplace, CA 93246
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APPLICATION No. 12 - \_\_\_\_\_

Planning & Building Division  
2220 Magnolia Street  
Ceres, CA  
95307  
(209) 538-5774  
FAX (209) 538-5759

LAND USE - DEVELOPMENT  
APPLICATION

Type of application(s) submitted [please check appropriate box(es) of all that are required for your project]:

Annexation	<input type="checkbox"/>	Prezoning	<input type="checkbox"/>
Architectural and Site Approval	<input type="checkbox"/>	Rezoning	<input type="checkbox"/>
Conditional Use Permit	<input type="checkbox"/>	Specific Plan Site Plan	<input type="checkbox"/>
General Plan Amendment	<input type="checkbox"/>	Vesting Tentative Parcel Map	<input type="checkbox"/>
Planned Community Development Plan	<input type="checkbox"/>	Vesting Tentative Subdiv Map	<input type="checkbox"/>
Planned Community Master Plan	<input type="checkbox"/>	Variance	<input type="checkbox"/>
Time Extension — Permit	<input type="checkbox"/>	Time Extension — Map	<input type="checkbox"/>

Please include all of the information required for each permit for which you have applied. Please review the appropriate list for required information.

**APPLICANT/PROPERTY OWNER INFORMATION:**

Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
E-mail: \_\_\_\_\_

Property Owner (if not the applicant): \_\_\_\_\_  
(If more than one property owner, attach separate sheet with names, addresses and phone numbers)  
Mailing Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Applicant's Representative: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Consent of Applicant and Property Owner.** The consent of the applicant and property owner, if not the applicant, is required for filing an application for a land use development permit with the City of Ceres. The signature of the applicant and property owner below constitutes consent for the filing of this application.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

If you wish to have parties other than those listed above notified of any public hearings or meetings at which this application will be considered, please attach a separate sheet with names, addresses and phone numbers of those who need to be contacted.



**PLANNING DIVISION APPLICATION, ENVIRONMENTAL REVIEW  
AND MAINTENANCE FEES**

**APPLICATION FEES**

<input type="checkbox"/>	SITE PLAN APPROVAL	0625 100-6-712-70		
	__ Site Plan Approval (Custom Residential)		100.00	_____
	__ Site Plan Approval – Commercial/Industrial (Hearing)		1,230.00	_____
	__ Site Plan Approval Amendment – Commercial/Industrial (Hearing)		1,060.00	_____
	__ Site Plan Approval Amendment – Commercial/Industrial Staff Level		670.00	_____
	__ Site Plan Approval – Residential (Hearing)		920.00	_____
	__ Site Plan Approval Amendment – Residential (Hearing)		920.00	_____
	__ Site Plan Approval Amendment – Residential (Staff Level)		650.00	_____
<input type="checkbox"/>	VARIANCE	0625 100-6-712-70	1,170.00	_____
<input type="checkbox"/>	CONDITIONAL USE PERMIT	0625 100-6-712-70		
	__ Hearing, Major		1,400.00	_____
	__ Hearing, Minor		1,220.00	_____
	__ Staff Level-Request for Minor Amendment		920.00	_____
<input type="checkbox"/>	PLANNED COMMUNITY DEVELOPMENT PLAN	0625 100-6-712-70		
	__ Planned Community Development Plan		1,500.00	_____
	__ Planned Community Development Plan Amendment		1,250.00	_____
<input type="checkbox"/>	REZONE/PREZONE/PLANNED COMMUNITY MASTER PLAN	0625 100-6-712-70	1,440.00	_____
<input type="checkbox"/>	TENTATIVE PARCEL/TRACT MAPS	0627 100-6-714-70		
	__ Tentative Parcel Map 4 or less		1,940.00	_____
	__ Tentative Tract Map 5 or More		2,040.00	_____
	__ Tentative Tract/Parcel Map Amendment		1,250.00	_____
	__ Tentative Tract/Parcel Map Time Extension		390.00	_____
	__ Lot Line Adjustments	0630 100-6-716-70	910.00	_____
<input type="checkbox"/>	TIME EXTENSION	0625 100-6-712-70	650.00	_____
<input type="checkbox"/>	DEVELOPMENT AGREEMENTS/PLANS			
	__ Development Agreement <sup>(a)</sup>	9200 787-XXX	2,000.00 DEPOSIT/HOURLY RATES	_____
	__ Development Agreement Amendment <sup>(a)</sup>	9200 787-XXX	2,000.00 DEPOSIT/HOURLY RATES	_____
	__ Development Plan – Specific/Master Plan <sup>(c) (d)</sup>	9200 787-XXX	2,500.00 DEPOSIT/HOURLY RATES	_____
	__ Development Plan – Specific/Master Plan Amendment <sup>(a)</sup>	9200 787-XXX	1,000.00 DEPOSIT/HOURLY RATES	_____
<input type="checkbox"/>	GENERAL PLAN AMENDMENT <sup>(a)</sup>	9200 787-XXX	2,000.00 DEPOSIT/HOURLY RATES	_____
<input type="checkbox"/>	ANNEXATION <sup>(a) (b)</sup>	9200 787-XXX	2,000.00 DEPOSIT/HOURLY RATES	_____
<input type="checkbox"/>	ZONING ORDINANCE TEXT AMENDMENT	9200 787-XXX	1,000.00 DEPOSIT/HOURLY RATES	_____
<input type="checkbox"/>	APPEAL			
	__ Appeal of Planning Commission Decision	0625 100-6-712-70	630.00	_____
	__ Appeal of Planning Manager Determination	0625 100-6-712-70	315.00	_____
<input type="checkbox"/>	PLANNING COMMISSION INTERPRETATION	0625 100-6-712-70	500.00	_____

**ENVIRONMENTAL REVIEW FEES**

<input type="checkbox"/>	INITIAL STUDY/MITIGATED NEGATIVE DECLARATION <sup>(f)</sup>	0630 100-6-716-70	880.00	_____
<input type="checkbox"/>	ENVIRONMENTAL IMPACT REPORT <sup>(c) (d)</sup>	9200 787-XXX	2,500.00 DEPOSIT/HOURLY RATES	_____

**DEPT. OF FISH AND GAME FEES**

<input type="checkbox"/>	REVIEW OF NEGATIVE DECLARATION/MITIGATED NEG. DEC. <sup>(e)</sup>	0451 787-201	2,101.50	_____
<input type="checkbox"/>	REVIEW OF EIR <sup>(e)</sup>	0451 787-201	2,919.00	_____
<input type="checkbox"/>	NOTICE OF EXEMPTION. <sup>(e)</sup>	0630 100-6-716-70	57.00	_____
<input type="checkbox"/>	NOTICE OF DETERMINATION. <sup>(e)</sup>	0630 100-6-716-70	57.00	_____

# MAINTENANCE FEES

<input type="checkbox"/>	COPIES OF MAPS (Black & White)	0645 100-6-728-73	10.00	_____
<input type="checkbox"/>	CD COPIES OF DOCUMENTS/MINUTES/PLANS	0645 100-6-728-73	10.00	_____
<input type="checkbox"/>	FILE ARCHIVE-MICROFILMING	0320 100-6-708-73	97.00	_____

Received by \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

- (a) Deposit required-Burdened hourly rate charged against deposit.
- (b) Deposit required-Burdened hour rate plus full cost of map service charged against deposit.
- (c) Deposit required-Burdened hourly rate plus consultant and/or attorney costs charged against deposit.
- (d) Requires submission of Processing Agreement Form.
- (e) Fee set by State of California/Stanislaus County and may be adjusted each year.
- (f) May require special studies (noise, traffic, air, etc...) - full cost of studies is responsibility of applicant. \$10,000 deposit is required so that staff may begin RFP process towards selection of a consultant to complete necessary study. If study is less than deposit, unused balance will be returned. If amount is more than deposit, the applicant will be required to submit the difference prior to commencement of contract.

FINANCE DEPT. USE ONLY
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AGREEMENT TO DEFEND AND INDEMNIFY  
The City of Ceres

I (We), \_\_\_\_\_, the applicant(s), do hereby agree that should the City of Ceres take any administrative or legislative action approving the application or any related administrative or legislative action necessary to allow the project to proceed, the applicant(s) will defend, indemnify, and hold the City, its agents, officers, and employees harmless from any claim, action, or proceeding so long as the City promptly notifies the applicant(s) of any such claim, action, or proceeding, and the City cooperates fully in the defense.

**Furthermore, the applicant understands that upon submitting this application, the applicant is not permitted to make any changes to the project site during the course of this application process, including, but not limited to: grading, tree removal, demolition of buildings or structures, and occupying the site to conduct a business operation that first requires City approval. These activities may be permitted only if the applicant first receives written authorization from the City of Ceres Planning & Building Division.**

Dated: \_\_\_\_\_                      Signed: \_\_\_\_\_  
Applicant(s)

Hazardous Waste Site Certification:

**INSTRUCTIONS:**

1. This certificate must be completed with an application for a development project or tentative map application.
2. The applicant shall consult the most current list of hazardous waste sites list as found at [www.geotracker.swrcb.ca.gov](http://www.geotracker.swrcb.ca.gov) (once at the site, click on the Site/Facility Finder link) and shall specify whether or not the development project is located on a site included on the list. **Attach complete hazardous waste list to this Environmental Information form.**

Some of the acronyms you may find at this site are:

SLIC = Spills, Leaks & Investigation Clean Up Sites      LUFT= Leaking Underground Fuel Tank  
UST= Underground Storage Tank      AST= Aboveground Storage Tank  
LDS= Land Disposal Site

**FORM:**

The undersigned owner(s), applicant(s) or their legal representative(s) of the lands for which this development project application is made, hereby certify under penalty of perjury under the laws of the State of California that:

In accordance with Section 65962.5(e) of the Government Code of the State of California:

He/She has consulted the most current and appropriate list of “Identified Hazardous Waste Sites—County of Stanislaus” and further certifies that the site of the proposed development project (check applicable box and fill in date of list):

- a. **IS NOT LOCATED** on a site included on the list entitled “Identified Hazardous Waste Sites—County of Stanislaus”, dated \_\_\_\_\_.
- b. **IS LOCATED** on a site included on the list entitled “Identified Hazardous Waste Sites—County of Stanislaus”, dated \_\_\_\_\_.

List Assessor’s Parcel Numbers of the project property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signatures of Applicants/Owners of Record  
*Attach additional sheets if necessary*

\_\_\_\_\_  
Date

## Environmental Information Form

(To be Completed by Applicant per  
City of Ceres Environmental Guidelines §16)

Date Filed: \_\_\_\_\_

### General Information

1. Name and address of developer or project sponsor: \_\_\_\_\_  
\_\_\_\_\_
2. Address of project: \_\_\_\_\_  
Assessor's Block and lot Number: \_\_\_\_\_
3. Name, address, and telephone number of person to be contacted concerning this project:  
\_\_\_\_\_  
\_\_\_\_\_
4. Indicate any other State or Local permits needed to complete the project:  
\_\_\_\_\_
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:  
\_\_\_\_\_
6. Existing zoning district: \_\_\_\_\_
7. Proposed use of site (Project for which this form is filed):  
\_\_\_\_\_

### Project Description — Provide a detailed description of your project by providing the following information on your plans and on attached sheets:

8. Site size.
9. Square footage of buildings.
10. Number of floors of construction.
11. Number of off-street parking spaces provided.
12. Attach plans.
13. Proposed scheduling.
14. Associated projects.
15. Anticipated phasing of development.
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Will your project create any of the following effects? Discuss all items checked yes (attach additional sheets as necessary).

	Yes	No
21. Change existing features of any riverfronts, beaches, hills, bluffs or create a substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
22. Change scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change or affect any sensitive, special status or protected biological <b>species, resource (wildlife, water) or habitat?</b>	<input type="checkbox"/>	<input type="checkbox"/>
24. Change pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
25. Create significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
26. Increase dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
27. Change river, stream or ground water quality or quantity, or alter existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
28. Create a substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
29. Create or involve disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
30. Create a substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
32. Is the site on filled land or a slope of 10 percent or more?	<input type="checkbox"/>	<input type="checkbox"/>
33. Is your project related to a larger project or series of projects?	<input type="checkbox"/>	<input type="checkbox"/>

### Environmental Setting

34. Describe the project site as it exists **before** the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or polaroid photos will be accepted.
35. Describe the surrounding properties, including information on plant and animals and any cultural, historical or scenic aspects. Indicate the type of surrounding land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

### Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date \_\_\_\_\_ Signature \_\_\_\_\_

For \_\_\_\_\_

Project Description:

Environmental Setting: