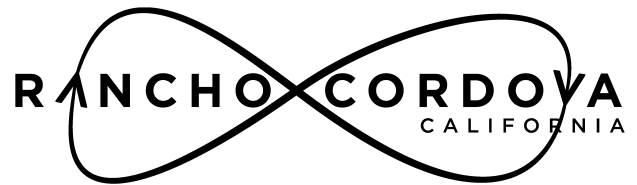


Zoning Certification Plan Application

Revised June 2018



Pre-Application Meeting: It is recommended that a Pre-Application meeting is scheduled with the Planning Staff to discuss the project prior to submittal of a formal Application. An appointment can be requested by calling the Planning Department at (916) 851-8750.

Zoning Certification Plan Application

- Zoning Certification is an administrative procedure to certify that a proposed structure or land use is allowed in the applicable zoning district and that the project complies with all applicable requirements of the zoning code.
- Applications may be submitted at any time. Allow up to 10 business days for the City's Development Services Team (DST) to complete the 1st review cycle. A DST comment letter will be e-mailed to the applicant. Please note there may be more than 1 review cycle and each subsequent cycle is 5 business days.

\$397.00 Zoning Certification Fee

City Use Only

Application: # _____
Date Submitted: _____
Received By: _____
Deposit: _____

Submittal Requirements:

- **Zoning Certification application form.**
- **Agent Authorization form (if applicable)**
- **11" x 17" of the proposed plans**
 - **Overall site vicinity map showing adjacent roads and properties.**
 - **Existing site layout/conditions**
 - **General site layout including proposed revisions or expansion**
 - **Other requirements set by City Departments (grading plan, tree survey, building elevation, drainage plan, utility plan, landscaping plan).**
- **Application submittal fee**

Applicant Information

Project Name: _____

Property Address/Location: _____

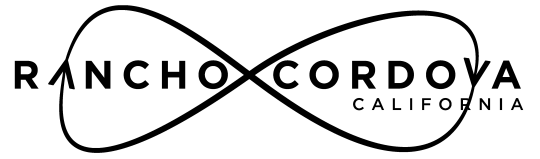
Assessor's Parcel #: _____ **Property Acreage/Square Feet:** _____

Zoning: _____

PLANNING DEPARTMENT

2729 Prospect Park Drive | Rancho Cordova, CA 95670
Phone: (916) 851-8750 | Fax: (916) 851-8750





Owner /Developer Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

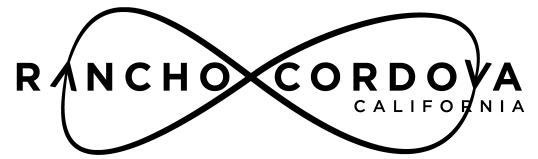
Email: _____

I/we hereby certify that the following information is true and correct and that the building or land will not be used for any other purpose than indicated in this application.

Applicant Signature: _____ Date: _____

Print Name: _____

Describe the nature of the work: _____



Project Name: _____ Address: _____

Please check all that apply:

- Minor site elements and features: _____

- Disturbance of more than 1 acre or greater (Stormwater and Grading Plan Required)
- Expansion of land area used (storage area, vehicle parking spaces by 10 or less)
- Other: _____

Applicant's Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Property Owner Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Planning Department Determination

This plan has been reviewed by the City of Rancho Cordova Development Services Team and to the best of our knowledge and belief, meets the City of Rancho Cordova Ordinances and does not increase any existing nonconformity. This signature does not constitute a variance from any requirements of an originally approved subdivision or site plan, or any federal, state or local code, law, specification, rule, guideline, or ordinance, such as but not limited to grading and building permits. It is the sole responsibility of the owner/developer, or any of their agents or contract professionals to ensure that the plan meets all the aforementioned requirements.

Planning Department Approval: _____ Date: _____

Print Name: _____

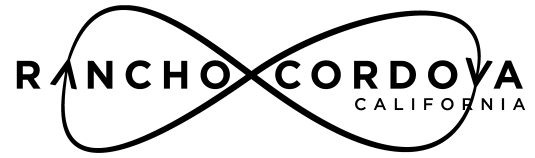
Conditions/Restrictions are attached in a table format.

Applicant Signature

I/we hereby certify that I/we have read and fully understand the conditions/restrictions listed in the attached table.

Applicant Signature: _____ Date: _____

Print Name: _____



CITY OF RANCHO CORDOVA PLANNING LETTER OF AUTHORIZATION

This form shall serve to notify the City of Rancho Cordova that I/we am/are the legal owner(s) of the property described in the attached application and do hereby authorize the person/firm shown below to file and represent my/our interest in the application(s) listed below.

Authorized Person:

Name/Business: _____

Address: _____

City/State/Zip: _____

Phone: _____

Type of Application(s):

Legal Owners:

I we/are the legal owner(s) of the said property; have read the foregoing letter of authorization and know the contents thereof; and do hereby certify that the same is true of my/our own knowledge. I/we certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

1) Printed Name _____

Signature _____

Date _____

2) Printed Name _____

Signature _____

Date _____

3) Printed Name _____

Signature _____

Date _____

***A letter signed by the property owner(s) may be submitted in lieu of this form.
The letter must identify the person being authorized to represent the owner(s) and the
application(s) being submitted.***