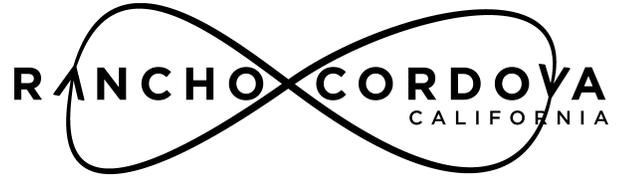


DISCRETIONARY ENTITLEMENT APPLICATION



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.

Type of Application

- | | |
|--|---|
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Rezone | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Specific/Special Area
Plan Amendment | <input type="checkbox"/> Major Design Review |
| <input type="checkbox"/> Tentative Subdivision Map | <input type="checkbox"/> Minor Design Review |
| | <input type="checkbox"/> Other: _____ |

City Use Only

Application #: DD- _____

Date Submitted: _____

Received by: _____

Deposit: _____

Property Information

Project Name: _____

Property Address/Location: _____

Existing General Plan: _____ **Existing Zoning:** _____ **Assessor's Parcel #:** _____

Proposed General Plan: _____ **Proposed Zoning:** _____ **Size of Property:** _____

Project Description: _____

Applicant Information

Applicant's Name: _____

Address: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

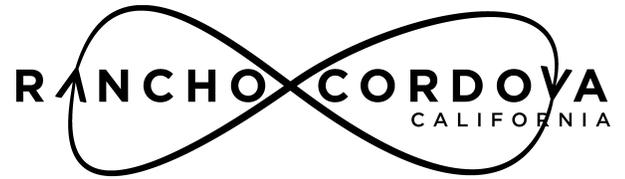
Property Owner Name: _____

Address: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

DISCRETIONARY ENTITLEMENT APPLICATION

Planning Department Fee and Deposit Schedule



Description	Deposit	Description	Deposit
General Plan Amendment	\$15,000	Use Permit-Condo Conversion	\$8,000
Rezone	\$15,000	Tentative Parcel Map	\$10,000
Specific Plan Initiation	\$5,000	Tentative Parcel Map Extension	\$1,000
Special Planning Area Initiation	\$5,000	Tentative Parcel Map Resubmission	\$5,000
Zoning Ordinance Amendment	\$10,000	Tentative Parcel Map Waiver-Condo	\$3,000
Design Review- Major	\$10,000	Tentative Parcel Map Amendment	\$3,000
Design Review- Minor	\$5,000	Tentative Subdivision Map (1-20 lots)	\$10,000
Design Review- Amendment	\$5,000	Tentative Subdivision Map (21 or more)	\$20,000
Development Agreement	\$10,000	Tentative Subdivision Map Amendment	\$5,000
Development Agreement Amendment	\$5,000	Initial Study Deposit (Negative Declaration/EIR)	\$5,000
Conditional Use Permit	\$10,000	Development Agreement Annual Compliance Review	\$5,000
Conditional Use Permit Amendment	\$5,000		

APPLICATION SUBMITTAL MATRIX

SUBMITTAL MATERIALS	GENERAL PLAN/SPECIFIC PLAN AMENDMENT	REZONE	TENTATIVE MAPS	CONDITIONAL USE PERMIT	DESIGN REVIEW
APPLICATION AND DEPOSIT/FEEs	X	X	X	X	X
AGENT AUTHORIZATION	X	X	X	X	X
RADIUS MAP	X	X	X	X	X
Property Owner and Occupant 500 Ft Radius from PROPERTY LINE List and Envelope Labels (One set)	X	X	X	X	X
CURRENT TITLE REPORT	(1)	(1)	X	(1)	(1)
FULL SIZE SITE PLANS			X	X	X
REDUCTIONS (8.5 X 11 and 11 X 17)	X	X	X	X	X
DIGITAL SET OF PLANS	X	X	X	X	X
TRIP GENERATION ANALYSIS	X	X	X	X	X
ENVIRONMENTAL INFO FORM	X	X	X	X	X If applicable
STREET NAMING FORM			X		
General Plan/Specific Plan Amend & Rezone Exhibit	X	X			
ELEVATION, LANDSCAPE, LIGHTING PLANS				X If applicable	X
COLORS/MATERIALS BOARD				X If applicable	X
COLOR RENDERING/PHOTO				X If applicable	X
DESIGN GUIDELINES	X If applicable				

(1) Submit if requested by Project Planner

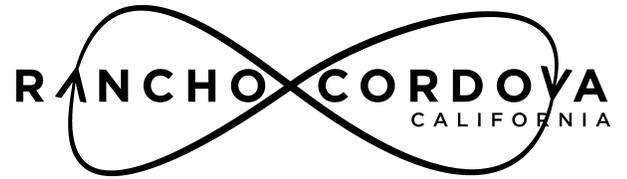
Please Note that the following agencies are part of the Planning Entitlement review. However, each agency has its own application, deposit/fees, and plan submittal requirements once the entitlement is approved. Below are the websites for the agencies:

- Sacramento Metro Fire www.metrofire.ca.gov
- Sacramento County Sewer www.sacsewer.com
- Water Agencies:
 - California American Water www.amwater.com
 - City of Folsom www.folsom.ca.us
 - Golden State Water Agency www.gswater.com
 - Sacramento County Water Agency www.waterresources.saccounty.net
- Cordova Recreation Park District www.crpdc.com

Entitlement Process Summary:

The following is a brief summary of the process:

1. Pre-application Meeting. **See next page for 2020 City Council Mtgs and Deadline Dates**
2. Application is submitted. Staff member reviews the project submittals for completeness.
3. Staff distributes project to City Departments and outside agencies for review and comments.
4. City staff receives comments and sends out comments to the applicant.
5. A Development Services Team Meeting will be set up with the applicant, City staff, and outside agencies to review the project comments and overall discussion.
6. Applicant resubmits revised project with Responses to Comments to the City for review. (Start again at #3 above.)
7. Applicant is notified by the project planner if the project is within compliance and the project is scheduled for a City Council meeting.
8. The City may require the applicant to hold a neighborhood meeting before the public hearing when a project has the potential to raise neighborhood concerns or community impacts.
9. Minor Design Review requires a public notification comment period of 10 days. During this period, an Administrative mtg may be requested. After approval is a 10 day Appeal period.
10. Public Hearing Notification:
 - Site is posted and written notifications sent to property owners within 500 feet of subject property line AND the Public notice sent to local newspaper.
11. Public hearing before City Council.
12. If approved, the applicant may submit construction plans for review. This could include the following: improvement plans, final map, building plans.



2020 Council Meetings and Deadlines

Council Meeting Date <i>Regular Mtgs 1st & 3rd Mondays</i>	Finalized Project Due Dates to Planner <i>(Typically 1 week prior to draft staff reports. Depends on the project complexity)</i>	Public Hearing Notices	Staff Report Final
*February 18	January 24	January 31	February 10
March 2	February 7	February 14	February 24
March 16	February 21	February 28	March 9
April 6	March 6	March 20	March 30
April 20	March 27	April 3	April 13
May 4	April 10	April 17	April 27
May 18	April 24	May 1	May 11
June 1	May 8	May 15	May 22
June 15	May 22	May 29	June 8
July 6	June 12	June 19	June 29
July 20 CANCELLED			
August 3	July 10	July 17	July 27
August 17	July 24	July 31	August 10
*September 8	August 14	August 21	August 31
September 21	August 28	September 4	September 14
October 5	September 11	September 18	September 28
October 19	September 25	October 2	October 12
November 2	October 9	October 16	October 26
November 16	October 23	October 30	November 9
December 7	November 13	November 20	November 30
December 21	November 27	December 4	December 14

* Indicates City Council dates on Tuesday.

Finalized Due dates are approximate dates. Project Planner will determine the exact due date.

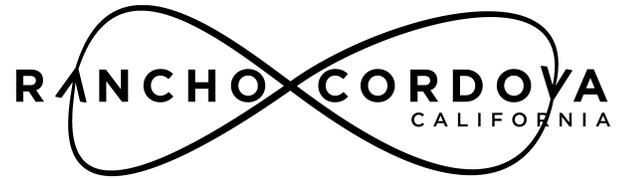
ENTITLEMENT SUBMITTAL ITEM CHECKLISTS

The attached submittal checklists include items that are required and reviewed for each entitlement process:

- General Plan Amendment, Specific Plan Amendment, Rezone Amendment
- Conditional Use Permit
- Tentative Subdivision
- Parcel Map
- Non-Residential and Multi-Family Minor and Major Design Review
- Residential Master Home Plan Major Design Review

If there are multiple entitlements (ie, Rezone, Tentative Subdivision Plan, and Major Design Review) include all items within the appropriate submittal checklist.

DISCRETIONARY ENTITLEMENT APPLICATION



Agreement and Representations of Applicant

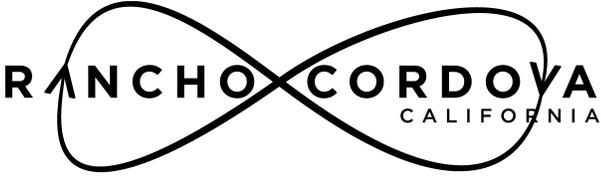
This Application is not complete, and processing of this Application will not begin, until all initials and signatures are provided by the Applicant and Property Owner:

- 1) Under penalty of perjury, I certify that I am the legal owner(s) (all individual owners must sign as they appear on the deed to the land), corporate officer(s) empowered to sign for the corporation, owner's legal agent, or the owner's authorized representative (include a notarized consent form from the owner). _____(Initial)
- 2) Acknowledge and agree that by making this application, I have included all of the required items in hard copy (see submittal checklist) and digital format compatible with Microsoft Office Software. Applicant understands that missing items, inaccurate items, false information, or misleading items or information may delay the processing of the application or a permit revoked upon discovery. Furthermore, all application materials, and **any outstanding balances accrued above the original deposit**, must be submitted/paid prior to Public Hearing Notice publication. I further acknowledge and agree that by signing this document, I accept the responsibility of posting public site notification boards regarding the proposed project at the project site, if required by City staff. This Application shall be a public record. _____(Initial)
- 3) Government Code Section 65105 states that City staff may enter upon the subject property in the performance of their functions and make site inspections and surveys. I hereby grant City staff with such permission. _____(Initial)
- 4) Applicant(s) agree to defend, indemnify and hold harmless with Counsel selected by the City of Rancho Cordova ("City") and its agents, officers, consultants, and employees ("City's Agents") from any and all claims, actions, suits, or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim and the City shall cooperate fully in the defense. Nothing in this paragraph obligates the City to defend any Claim and the City is not required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City. _____(Initial)

Hazardous Waste Affidavit

- 5) Government Code Section 65962.5 requires each applicant for any development project to consult the State Hazardous Waste and Substance Sites List. (www.dtsc.ca.gov click on "Public" tab, click on "Envirostor: Database of sites and facilities" type in address. Or <http://calepa.ca.gov/sitecleanup/corteslist/> open each 5 listed link and check address. For water <http://geotracker.waterboards.ca.gov/sites> by County. Based on this list (available from the Planning Division of the Community Development Department) the Applicant is required to submit a signed statement to the City of Rancho Cordova indicating whether the project is located on a site which is included on the list before the City accepts the application as complete. If the project site is listed by the State as a hazardous

DISCRETIONARY ENTITLEMENT APPLICATION



waste or substance site, the Applicant must fully describe the nature of the attached hazard and potential impacts in the Initial Study, Part I. In either situation the Applicant must complete and sign the Affidavit in the space below. I have been informed by the City of Rancho Cordova of my responsibilities pursuant to Government Code Section 65962.5 to notify the City as to whether the site for which a development application has been submitted is located within an area which has been listed as the location of a Hazardous Waste or Substance Site by the Office of Planning and Research, State of California.

- The project site is located in an area listed as a Hazardous Waste or Substance Site.
- The project site is not in an area listed as a Hazardous Waste or Substance Site.

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

Applicant Signature

Date

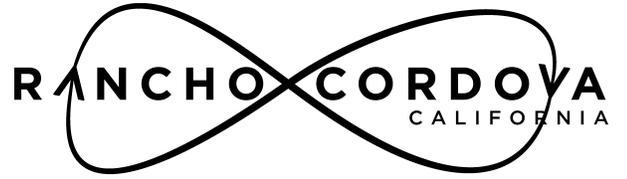
Fees/Funds

- 6) Applicant(s) do not have any past-due balances payable to the City for an previous project. _____ (Initial)
- 7) Applicant(s) acknowledge and agree that the Applicant(s) will fully reimburse the City for costs incurred in connection with the Application Process regardless of any action taken by the City with respect to the application. Applicant(s) also acknowledge and agree that the Fees (hereinafter "Funds") paid herewith may not be adequate to fully reimburse the City for costs incurred in connection with the Application Process, and that periodically, as the need arises, Applicant(s) may be called upon to make further deposit of Funds. Applicant(s) agrees that there shall always remain on deposit with the City sufficient Funds to cover the anticipated costs to be incurred with the Application Process through the Public Hearing Process. In the event, for any reason, a City request for further deposit of Funds from Applicant(s) is not fully satisfied, within fifteen (15) business days the City may cease processing of this application. The Applicant(s) is responsible to fully reimburse the City for costs incurred in connection with this Application regardless of whether the City requests additional deposits or stops processing the project. The advance of Funds shall not be dependent upon the City's approval or disapproval of the Applicant(s)' Application, or upon the result of any action, and shall in no way influence the Project. Neither Applicant(s) nor any other person providing funding for the Project shall, as a result of such funding, have any expectation as to the results of the Application Process or the selection of an alternative favorable to or benefiting Applicant(s). _____ (Initial)
- 8) Applicant(s) also acknowledge and agree that the failure to fully reimburse the City for costs incurred in connection with the Application Process as provided in this Application may result in the City placing a lien or assessment upon the subject property for the full amount of any outstanding Funds owed to the City for processing Applicant(s)'s application. Until all outstanding Funds are paid in full, the City may also refuse to process any future applications by the Applicant(s), including applications for unrelated projects. _____(Initial)

Application Covenants, Conditions, and Understandings

- 9) Applicant(s) acknowledges and agrees that this application is a contract between the Applicant and the City and that all obligations are enforceable against the Applicant regardless of the status or outcome of the Application process. This Application 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 contemporary or subsequent alteration, amendment, change or addition to this application form shall be binding upon the City unless reduced to writing and signed by the City Manager, or his/her designee and the Applicant. No course of conduct shall be binding upon the City and waiver of one or more provisions or violations shall not be construed as a course of conduct to be relied upon and may not be the basis for any expectation of future waiver or estoppel of that or any provision. _____(Initial)
- 10) No employee, agent, independent contractor or other representative of the City, other than the City Manager or a majority of the City Council, has the authority to alter the terms or effect of this application and Applicant(s) acknowledge and agree that it/they have not relied upon any promises, representations, conditions or understandings other than those set forth in this Application. _____(Initial)

DISCRETIONARY ENTITLEMENT APPLICATION



11) This Application 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 Application, the venue for any legal action shall be with the appropriate court in the County of Sacramento, State of California. Should legal proceedings of any type arise out of this Agreement, the prevailing party shall be entitled to costs, attorney's fees, and legal expenses, including but not limited to expert fees and costs. _____(Initial)

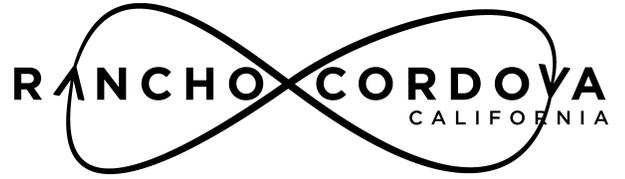
It Is So Agreed:

Applicant Signature

Date

Property Owner Signature

Date



**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.

Applicant/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 _____

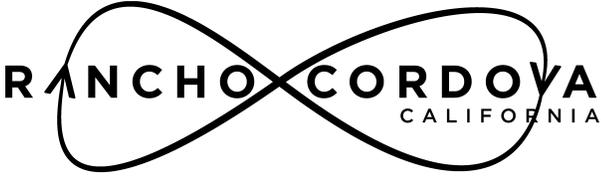
Date _____

3) Printed Name _____

Signature _____

Date _____

DISCRETIONARY ENTITLEMENT APPLICATION



**CITY OF RANCHO CORDOVA
PLANNING
LETTER OF CERTIFICATION**

This form is to be completed by the person/firm preparing the map and list of property owners *and residents of absentee owners* within five hundred feet (500') of the project site.

State of California
County of Sacramento
City of Rancho Cordova

I, _____ hereby certify that attached list and labels contain the names and addresses of all persons having ownership, as they appear on the latest available assessment roll of the County of Sacramento and in the case of an absentee owner, **the addresses of all renters or lessees** of said address within the area described and for a distance of five hundred feet (500') from the exterior boundaries of the project site.

Please Note: Complete the items below only in the presence of a Notary Public.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document

State of California
County of _____

Subscribed and sworn to (or affirmed) before me on
this _____ day of _____, 20____
Date Month Year

By (1) _____

(and (2) _____

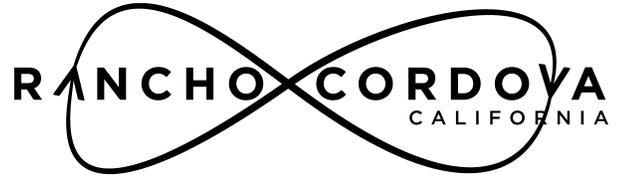
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence to be
the person(s) who appeared before me,

Seal
(Place of Notary Seal Above)

Signature _____
Signature of Notary Public

DISCRETIONARY ENTITLEMENT APPLICATION



**City of Rancho Cordova
Planning & Public Works Deposit
Replenishment Policy**

Upon submittal of a development application for Planning or Public Works services, the City of Rancho Cordova shall collect the appropriate deposit(s) for all entitlements and/or reviews required pursuant to the Planning Application Fee & Deposit Schedule or the Public Works Fee & Deposit Schedule.

When the cost of work performed on any given application reaches 60% of the initial deposit amount, the project manager may review the projects status to determine whether an additional deposit could be required. If a deposit is required, the City will contact the applicant to request a Deposit Replenishment in an amount sufficient to complete the project or an amount to be determined by the project manager for large development projects. If the Deposit Replenishment is not received within 15 days, the City may stop work on the project and notify the applicant that work will resume when the deposit is received. Prior to the public hearing notice being sent for a project, a final accounting shall be conducted to determine if funds are sufficient to complete the project. If funds are not sufficient, an amount equal to meet the projects budget will be requested from the applicant.

For complex projects, the City may continue some work on conditions of approval that necessitate retaining at least a modest ongoing deposit. For any projects with a remaining Developer Agreement (DA) deposit, the deposit may not be refunded until a new deposit has been established with the City for the annual DA compliance review for the project.

I hereby agree to the policy stated above:

Applicant Signature

Date

Printed Name

Billing Address:

Name: _____

Contact: _____

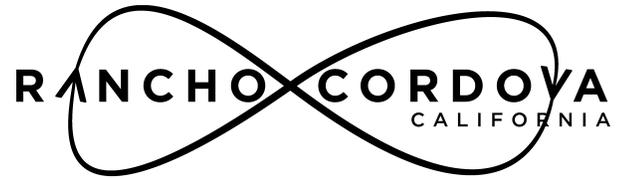
Address: _____

City, Zip: _____

Phone: _____

Fax: _____

DISCRETIONARY ENTITLEMENT APPLICATION



Street Name Approval Application

Application Number: _____

Final Sacramento County Approval Date: _____

Guidelines:

- No names duplicating or sounding similar to existing road names
- Avoid difficult to pronounce names
- No individuals' names
- Avoid proper names of a business, e.g. Hannaford Drive
- Limit names to 13 characters in length
- No directionals, e.g. North, South, East, West
- No punctuation marks, e.g. periods, hyphens, apostrophes, etc.
- Avoid using double suffixes, e.g. Deer Path Lane
- All names must have an acceptable suffix, e.g. Street, Court, Lane, Path, etc.
- City of Rancho Cordova has the right to deny any street name that is determined to be inappropriate

Information:

Description of location: _____

Nearest intersecting roads: _____

APN(s): _____

Contact information (as appropriate)

Contact person: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

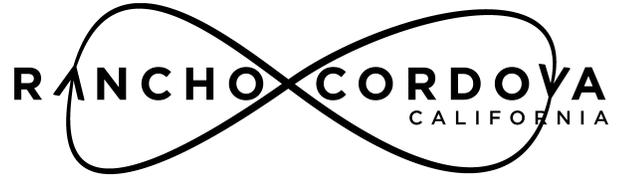
Owner: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

DISCRETIONARY ENTITLEMENT APPLICATION



Number of roads to be named _____

Please submit twice as many road names as needed, with preferred names listed first. Proposed road names should be written exactly as one wants them to appear. City of Rancho Cordova staff will send all approved street names to the Sacramento County for County approval. Please allow several weeks for approval. Upon approval, City of Rancho Cordova staff will inform you of the approved street names.

Example: Road Name Suffix
 Hunter Street

1 _____	11 _____
2 _____	12 _____
3 _____	13 _____
4 _____	14 _____
5 _____	15 _____
6 _____	16 _____
7 _____	17 _____
8 _____	18 _____
9 _____	19 _____
10 _____	20 _____

CITY OF RANCHO CORDOVA STAFF APPROVAL

City of Rancho Cordova Staff Approval _____ Date _____

SACRAMENTO COUNTY STAFF APPROVAL:

GIS certifies that _____ names indicated by checkmark are approved.
 Please disregard all other names.

Comments:
