

TO OUR CUSTOMERS

Welcome to the City of Gustine's Planning Department.
Please let us know how we may assist you.

Our Staff is here to help simplify the planning process and to assist you
with your questions and concerns.
By working together we can continue to build a great city.

Thank you for your interest in Gustine.

City of Gustine

COMMUNITY DEVELOPMENT DEPARTMENT

APPLICATION AND PERMIT

- ◆ 682 Third Street
- ◆ Gustine CA 95322
- ◆ Phone: (209) 854-6471
- ◆ Fax: (209) 854-2840

For Office Use Only		
Receipt Number	Check Number	Application Number(s)
Total Fee	Received By	Date

APPLICANT	PROPERTY OWNER
ADDRESS	ADDRESS
CITY STATE ZIP	CITY STATE ZIP
AREA CODE/PHONE NUMBER	AREA CODE/PHONE NUMBER

PROJECT INFORMATION

Assessor's Parcel No(s) _____ Sec. _____ Twp. _____ S Rng. _____ E.

Street Address or Location of Property: _____

Size of Parcel	Zoning/Designation	Existing No. of Lots
_____ Acres/Sq. Ft.	_____	_____

Existing Use of Property	Surrounding Uses
	North: _____ South: _____
	East: _____ West: _____

Proposed Use of Property/Project Description

APPLICATION INFORMATION

FEE	<input checked="" type="checkbox"/>	CHECK TYPE OF APPLICATION
		ADMINISTRATIVE PERMIT To permit:
		ANNEXATION Acres:
		ENVIRONMENTAL REVIEW FEE
		GENERAL PLAN AMENDMENT To reclassify the property from: To:
		MINOR SUBDIVISION <input type="checkbox"/> Lot Merger <input type="checkbox"/> Parcel Map <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Other Proposed number of lots:
		ORDINANCE AMENDMENT Section:
		SUBDIVISION <input type="checkbox"/> Final Map <input type="checkbox"/> Tentative Map Proposed No. of Lots:
		SIGN REVIEW
		SITE PLAN REVIEW To permit:
		USE PERMIT To permit:
		VARIANCE Allow:
		ZONE CHANGE/PRE-ZONE Existing Zone: Proposed Zone:
		OTHER
		TOTAL DEPOSIT - (Additional fees may be charged or a partial refund to be given, depending on the complexity of the project.)
		ALL OWNERS MUST SIGN. PLEASE ATTACH ADDITIONAL SIGNATURES AS NECESSARY.

The foregoing information is true and correct to the best of my knowledge and belief. The applicant and property owner hereby acknowledge the requirements as set forth in the Gustine Zoning Ordinance and agree to comply with all County and State Laws. (BOTH MUST SIGN)

SIGNATURE OF APPLICANT

SIGNATURE OF PROPERTY OWNER

OFFICE USE ONLY

IS APPLICATION COMPLETE? ___ 300' RADIUS LABELS ___ SITE PLAN ___ ELEVATIONS ___ TITLE REPORT ___ ERC

Staff Date of Action _____ Staff <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> PC Date of Action _____ PC <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Resolution No. _____	City Council Date of Action _____ CC <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Ord/Res. No. _____ Building Permit # _____ Date _____
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REFER TO ATTACHMENTS FOR CONDITIONS OF APPROVAL
Time Limit: Valid Until _____, 20____

Permits and Variances become void if not used within one year of the date of approval.

AUTHORIZED SIGNATURE: _____ DATE: _____, 20____

CITY OF GUSTINE

P.O. Box 16 • 682 Third Ave. • Gustine, CA 95322

Office: (209) 854-6471 • Fax: (209) 854-2840 • www.ci.gustine.ca.us

Planning Department

Application Submittal Requirements

The chart below outlines the information required to be submitted with Planning Department applications. Within ten (10) days of submitting your application package, we will notify you of the completeness of your application and of any additional information that may be required. If you have any questions regarding submittal requirements, please contact the Planning Department at (209) 854-6471.

NOTE: All forms within this package may not be applicable to your project. Follow the permit application checklist below.

Annexation

- Completed Application
- Location Map (15copies)
- Site Plan (15 copies)
- Operation/environmental checklist
- Legal Description
- Transparency of Reduced Site Plan (81/2" x 11')

Conditional Use Permit

- Completed Application
- Site Plan (8 copies)
- Elevations (8 copies)
- Operation/environmental checklist
- Findings of Fact
- Surrounding Property Owners List on Gummed Labels (2 sets)
- Reduced Site and Floor Plans (81/2" x 11")

Parcel Map

- Completed Application
- Blue line Copies of Parcel Map (12 copies)
- County Tax Certificate
- (2) Original Mylar Copies of Parcel Map, West Signed (upon approval)
- Original Mylar of Improvement and Grading Plans Plans (upon approval)

Variance

- Completed Application
- Site Plan (8 copies)
- Operation/environmental checklist
- Findings of Fact
- Surrounding Property Owners List on Gummed Labels (2 sets)

Tentative Subdivision Map

- Completed Application
- Environmental checklist
- Title Report
- Blue Line Sets folded to 8"x 12" (15 copies)
- Clear Photo Transparency of all sheets (8 1/2" x 11")
- APN Map showing 300' radius from property boundaries
- Surrounding Properties Owners List on Gummed Labels

Site Plan review

- Completed Application
- Site Plan (10 copies)
- Floor plan & Elevation (10 copies)
- Building Finish & Color Scheme
- Operation/environmental checklist
- Preliminary Landscape Plan
- Clear Photo Transparency of all Sheets
- Master Sign Plan
- Reduced Site and Floor Plans (81/2" X 11")

Final Subdivision Map

- Completed "Request of Final Map" Approval Form
- Completed "Request to join Landscape & Lighting District form
- Improvement & Grading Plans Blue Lines (7copies)
- Final Map Blue Line (7 sets)
- Itemized Engineers Cost Estimate (2copies)
- Conditions of Approved Tentative Tract Map
- Copy of Approved Tentative Tract Map
- Calculations Sheets; Closures
- Preliminary Title Report/ Guarantee of Title (2copies)
- Copies of all Referenced Deeds and Maps
- Soils Report (2copies)
- C.C. & R.s, if any (3 sets)

Parcel Merger

- Completed Application
- Legal Description of Existing Properties
- Lot Book Report including subject properties
- Legal Description of Merged Parcels, Wet
- Exhibit Map (see application form for requirements)

Lot Line Adjustment

- Completed Application
- Site Plan
- Legal Description
- Lot Line Adjustment

Prezone/Rezone/General Plan Amendment

- Completed Application
- Site Map with Existing & Proposed Zoning/ G.P. Designation
- Conceptual Development Plan
- Operation/environmental checklist
- Vicinity Map (showing zone/G.P. land uses and infrastructure)
- Clear Photo Transparency of all sheets (81/2" x 11')
- Legal description of subject site
- Surrounding Property Owners List on Gummed Labels (2sets)

Master Sign Plan

- Site Plan showing locations (3copies)
- Elevations indicating sign locations (3copies)
- Drawings showing sign dimensions (3copies)
- Descriptions of permitted signs, including ht, size, etc.
- Property owner consent

*Requires 21 blue line folded 8'x12'

*All applications shall be appropriate fees, as indicated on the Fee Schedule



CITY OF GUSTINE

SITE PLAN REQUIREMENT CHECKLIST

The following items shall be shown and labeled on the submitted site plan. Distinguish between existing (dotted lines) and proposed (solid lines) and show sufficient dimensions to define all items. All plans shall be drawn to scale and professionally designed.

1. Property lines and dimensions
2. Building and structure footprints
3. Preliminary grading and method of draining the site.
4. Driveways: show all points of ingress and egress
5. Handicapped parking, ramps, signs, and pavement markings
6. Parking layout showing the size and location of each stall, back-up area and driving aisles
7. Loading zones
8. Dimensions, location, and nature of all easements.
9. Location of water/sewer mains
10. Frontage streets: names(s), curbing, right-of-way, improvements and utility poles
11. Location, height and composition of walls and fences
12. Proposed signage location (s)
13. Location of trash enclosure(s)
14. Outside storage area(s)
15. Location and method of lighting
16. Location of fire hydrant(s)
17. Setback distance Easements
18. Sidewalks and interior walkways
19. Landscaping: indicate percentage of gross area
20. North arrow and scale.

The plans shall contain the following information within the legend:

1. Name address & telephone # of property owner
2. Name, address & telephone # of developer
3. Descriptive title of project
4. Address & APN of subject site
5. Full site statistics: acreage, building. area percent of landscaping and shade coverage, etc.
6. Scale of drawings (Engineer's scale only)
7. Vicinity Map
8. Sheet Index

All sets of blue lines must be folded to 8 1/2" x 11" per the following Instructions:

OPERATIONAL/ENVIRONMENTAL STATEMENT CHECKLIST

It is important that the operation/environmental statement provides for a complete understanding of your proposal. Your operational/environmental statement must be typed or written in a legible manner on a separate sheet(s) of paper. **DO NOT SUBMIT THIS CHECKLIST AS YOUR STATEMENT.**

1. Please provide the following information:
Assessors Parcel Number
Applicant(s) Name
Address
Phone Number
2. Describe the nature of your proposal/operation (please be specific).
3. What is the existing use of the property?
4. What products will be produced by the operation? Will they be produced on site or at some other location? Are these products to be sold on site? Explain.
5. What are the proposed operational time limits?
Months (if seasonal)
Days per week:
Hours (from____to____)
Total hours per day:
6. Will there be any special activities or events?
Frequency:
Hours:
Are these activities indoors or outdoors?
7. How many customers or visitors are expected?
Average number per day:
Maximum number per day:
What hours will customers/visitors be there?
8. How many employees will be there?
Current:
Future:
Hours they work:
Do any live on-site? If so, in what capacity (i.e. caretaker)?
9. What equipment, materials, or supplies will be used and how will they be stored? If appropriate, provide pictures or brochures.
10. Will there be any service and delivery vehicles?
Number:
Type:
Frequency:

City of Gustine Planning Department

Use Permit Findings of Fact

The following Findings of Fact have been taken from the Gustine Municipal Code. The Planning Commission, City Council, and Planning Department are required to evaluate information received from the applicant in response to these findings when deciding upon a use permit request. The applicant must prepare responses to these statements when preparing the application package. **Response must be typed or handwritten on a separate sheet of paper.**

Gustine Municipal Code, Sec. 4-6-131. Conditional use permits.

- (a) Conditional use permits which shall be revocable, conditional, and/or valid for a term period may be issued as provided in this section for any of the uses or purposes for which such permits are required or permitted by the provisions of this chapter. The commission may impose such conditions as it deems necessary to secure the purposes of this chapter and may require tangible guarantees or evidence that such conditions are being, or will be, complied with.
 - (b) The application for a conditional use permit shall be made in writing by the owner of the property, lessee, purchaser in escrow, optionee with the consent of the owner, or by a public utility company or other agency with the powers of eminent domain, on a form prescribed by the commission. The application shall be accompanied by a fee, which shall be set by the council, and plans showing the details of the proposed use to be made of the land or building.
 - (c) Upon the receipt of the application for a conditional use permit, the commission shall determine whether or not the establishment, maintenance, or operation of the use applied for will, under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort, and general welfare of the persons residing or working in the neighborhood of such proposed use, or whether such use will be injurious or detrimental to the property and improvements in the neighborhood or to the general welfare of the city. If the commission finds that such conditions will not result from the particular use applied for, the commission may grant the conditional use permit.
- (Code 1966, §§ 9-2.702--9-2.704)

**City of Gustine
Planning Department**

**Variance
Findings of Fact**

The following Findings of Fact have been taken from the Gustine Municipal Code. The Planning Commission, City Council, and Planning Department are required to evaluate information received from the applicant in response to these findings when deciding upon a Variance request. The applicant must prepare responses to these statements when preparing the application package.

Gustine Municipal Code Sec 4-6-132 (a).

Sec. 4-6-132. Variances.

(a) Variances from the terms of this chapter shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the zoning ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification. Any variance granted shall be subject to such conditions as will ensure that the adjustment thereby authorized shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated. A variance shall not be granted for a parcel of property which authorizes a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of property. The provisions of this subsection shall not apply to conditional use permits.

State law references: Similar provisions, Government Code § 65906.

City of Gustine Planning Department

Master Signage Plan Submittal Requirements

No permit shall be issued for an individual sign requiring a permit unless and until a master signage plan for the zone lot on which the sign will be erected has been submitted to the Planning Director and approved by the Planning Commission as conforming with this section.

For any zone lot on which the owner proposes to erect one or more signs requiring a permit, the owner shall submit to the Department a master signage plan containing the following:

- A. An accurate site plan of the zone lot, at such scale as the Director may reasonably required: and
- B. Location of building, parking lots, driveways, and landscape areas on such zone lots; and
- C. Computation of the maximum total sign areas, the maximum area for individual signs, the height of signs, and the number of freestanding signs allowed on the zone lot(s) included in the plan under this article; and
- D. An accurate indication on the site plan of the proposed location of each present and future sign of any type, whether requiring a permit or not, except that incidental signs need not be shown; and
- E. The master signage plan shall be signed by all owners or their authorized agents in such form as the Director shall require.

Procedures: A master signage plan shall be included in any development plan, site plan, planned unit development plan, or other official plan required by the City for the proposed development and shall be process simultaneously with such other plan.

Amendments: A master signage plan may be amended by filing a new master signage plan that conforms with all requirements of the ordinance then in effect. Amendments must be accompanied by the required fee.

Binding effect: After approval of a master signage plan, no sign shall be erected, placed, painted, or maintained, except in conformance with such plan and such plan may be enforced in the same way as any provision of this article. In case of conflict between the provisions of such a plan and other provisions of this article, the article shall control.

City of Gustine Planning Department

Surrounding Property Owners List

Gustine Municipal Code Sec. 9-2.708 (a) Requires that the public notice be sent to owners of property within a radius of 300 feet of the exterior boundaries of the property for which a discretionary permit or zone change is sought.

Applicants are required to submit the following information in the proper format or the application package will be deemed incomplete.

1. Map(s) showing the subject site and all properties within 300' radius of the subject property.

City of Gustine Planning Department

Discretionary Permit Process

1. Application submittal: The Planning Department does not consider a project application complete until all of the application materials are submitted in the correct form. Within ten business days of submitting your application, Planning Department staff will notify you of the completeness of your application and of any additional information that may be required. (If the Planning Department does not receive the additional items within thirty calendar days of the original receipt of application, the application may be considered null and void and the property would retain the same status as if no application had been filed. At the time your application is deemed complete, Planning Staff will schedule the dates for your Planning Commission meetings. (Refer to the Project Review Calendar for a schedule Planning Commission meeting dates.) **NOTE**: Larger, more complex projects may take longer to process than is indicated on the Project Review Calendar.

2. Environmental Review: Where it is determined an environmental impact report or expanded initial study is required; such study shall be performed by an outside consultant at the applicant's expense.

3. Staff Report: Upon completion of any environmental review the information supplied by the application, Planning staff prepares a report for the Planning Commission. The staff report outlines the project and details what potential impacts may be generated. The staff report will contain the recommended conditions of approval, any mitigation measures, and staff's recommendation. Staff reports and agendas are mailed out to the applicant(s) and their representative(s), no later than the Friday before the Planning Commission meeting. Applicant's concern(s) with the report should be discussed with staff prior to the Planning Commission meeting.

4. Planning Commission meeting: Planning Commission meetings are held on the second Wednesdays of the month. All meetings are held in the City Council chambers, located within City Hall, and start at 7:00 p.m. Following staff's presentation of the project, applicants are permitted to address the Commission to respond to any of their questions and/or concerns. Applicants may also dispute any of staff's recommended conditions of approval for the project.

5. Appeals: Applicants are afforded the opportunity to appeal all Planning Commission decisions to the City Council. All appeals must be received by the Planning Department, or the City Clerk, within five business days of the Commission's ruling. Appeals shall be specific about what item(s) is being appealed. The appeals shall be in letterform and include the logic for and/or the reasoning behind appealing the decision

6. Conditions of approval: Prior to occupancy of any building or the operation of any business, all conditions of approval shall be met. Failure to comply with all of the conditions may jeopardize approval of the application and/or may be cause for the Planning Commission to revoke the permit. It is the responsibility of the applicant to insure that all conditions have been completed and that all Municipal Code requirements have been met.

I, the undersigned, have read the information above and understand the Discretionary Permit Process. I also understand it is my responsibility to provide staff a complete and accurate application and the failure to do so may jeopardize approval of my project and/or cause delay in processing this application.

Applicant's signature

Date

Planning Fees
Adopted by Resolution 2003-1863
Effective 5-19-03

Conditional Use Permit	
Residential	\$125
All other zones	\$150 + any additional costs to the city
Zone Variance	
Residential	\$300
All other zones	\$500 + any additional costs to the city
Subdivision	
A. Minor/Tentative Map	\$500.00 deposit + any additional cost to the city
B. Parcel Map	NA
C. Major/Tentative Map	\$ 1000 deposit + any additional cost to the city
D. Final Map	NA
E. Major/Minor/Improvement Plans/Inspection	
Residential	3% of engineers estimate upon submittal for plan check
Commercial	3% of Engineers estimate prior to recording final map
Industrial	or parcel map.
Etc.	
Note: The applicant will be reimbursed any unused funds.	
Planned Community District	NA
Annexation Requests	\$1000 deposit = all fees fees associated with LAFCO
Municipal Code Amendments	NA
General Plan Amendments	\$500
Specific Plan Amendments	NA
Pre-zoning	NA
Rezoning	\$500
Environmental Review	
Checklist	\$100
EIR	Actual cost
Expanded Initial Study	Actual cost
Appeals to Council	\$125
Map Extension Requests etc.	\$250
Street Abandonment Req.	\$500 deposit
Lot Line Adjustment	
Application/Plot Map	\$500
Map Review	NA

In addition to the basic fee, the additional cost incurred by the city shall be payable by the applicant upon demand by the city. In no case will a building permit be issued until all costs associated with the map process have been paid in full by the applicant.

City of Gustine

Impact Fees

Subject to change without notice

WATER CONNECTION

For new **residential** development, the fee shall be **\$3810.** (3/4" meter) per dwelling unit.
\$3885. (1" meter) per dwelling unit.

For each new **commercial** development, the fee shall be **\$3810.** (3/4" meter)
\$3885. (1" meter)

For each new **industrial** development, the fee shall be calculated based on the **quantity of the service needs.**

SEWER CONNECTION

For new **residential** development, the sewer facilities fee shall be **\$3525** per dwelling unit.

For each new **commercial** development, the fee shall be **\$3525.**

For each new industrial development, the fee shall be calculated based on the quantity of the service needs.

FIRE SERVICES FEE

Single Family Residential	\$ 200.00 Per Unit
Multiple Family Residential Units	\$ 100.00 Per Unit
Commercial	\$ 400.00 Per Unit
Manufacturing and Industrial	\$1,000.00 Per Unit

DRAINAGE FEE

Lot Size up to 10,000 square feet	\$ 250.00 Per Lot
Lot Size from 10,000 square feet to 20,000 square feet	\$ 500.00 Per Lot
Lot size from 20,001 square feet to 30,000 square feet	\$ 750.00 Per Lot
Lot size from 30,001 square feet to one acre	\$1,000.00 Per Lot Plus \$1,000.00 Per Additional Acre

PUBLIC FACILITIES FEES

For new **residential** development, the public facilities fee shall be **\$665** per dwelling unit

For each **commercial** development, the fee shall be **\$665** per building.

For each new **industrial** development, the fee shall be **\$665** per building.

PARK IN LIEU FEES

Residential shall be \$357. per lot.

SCHOOL IMPACT FEES

Contact Gustine Unified School District - 209-854-3784

TRANSPORTATION FEES

Single Family Residence	\$1,480.00 Per Dwelling
Multi Family	\$ 899.00 Per Dwelling Unit
Retail Commercial General	\$1,970.00 Per 1000 Sq. Ft. of Space
Retail Commercial High Turnover	\$5,741.00 Per 1000 Sq. Ft. of Space
Retail Commercial Low Turnover	\$1,321.00 Per 1000 Sq. Ft. of Space
Retail Commercial Retail > 50,000 Sq. Ft.	\$3,402.00 Per 1000 Sq. Ft. of Space
Office / Commercial	\$1,586.00 Per 1000 Sq. Ft. of Space
Industrial / Agricultural Processing	\$ 670.00 Per 1000 Sq. Ft. of Space

City of Gustine Planning Department

Mailing List

Please list the names and addresses of all firm's (architect, engineer, landscape architect, etc.) and individuals who are to receive copies of:

1. Staff Reports

2. Conditions of Approval

Note: Only the applicant will receive the above items if no names are listed.