



**DATE FILED:**

**UNIFORM APPLICATION FORM** (rev.3-19-2021)

**FOR LAND DIVISION PERMIT APPLICATIONS CITY OF AVENAL ZONING ORDINANCE / LAND DIVISION ORDINANCE**

**PERMIT APPLICATION TYPE:**

(Planning Dept. Use Only)

- Tentative Parcel Map (TPM)
- Tentative Tract Map (TT)

TPM No.     \_\_\_ - \_\_\_  
 TT No.     \_\_\_ - \_\_\_

**SUMMARY INFORMATION FORM FOR ZONING PERMIT APPLICATIONS:**

The purpose of this form is to provide information concerning the proposed development to help determine whether it conforms to the provisions of the zoning ordinance and land division ordinance. Only the owner or owner's authorized agent may submit an application. **When filing is done by mail the signature must be notarized.**

The following information is necessary to process the application properly and efficiently. Incomplete applications cannot be accepted as complete and may delay processing the application until all of the required information is submitted. Please follow these directions and print or type the answers. If the information requested is not applicable to the proposal, write N/A In the space. Attachments may be used to better illustrate or explain the project.

**PART A: CERTIFICATION**

I hereby certify that the statements furnished in this application 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. Furthermore, I hereby certify that I am aware that both on-site and off-site improvements may be required to make the zoning permit valid.

**DATE SUBMITTED:** \_\_\_\_\_, 20\_\_\_\_\_;

**APPLICANT OR AGENT:** \_\_\_\_\_;  Applicant  Agent  
(Signature)

Print Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_

Phone No.: (\_\_\_\_\_) \_\_\_\_\_; FAX No.: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

**PART B: PROPERTY OWNER CERTIFICATION** *(To be completed if the applicant is not the property owner)* I hereby certify under penalty of perjury that I am the owner of the property described in this application and that the applicant is authorized by me to make this zoning / land division permit application for the proposed use on my property. Furthermore, I hereby certify that I understand that both on-site and off-site improvements may be required to make the zoning / land division permit valid. **When filing is done by mail signatures must be notarized.**

PROPERTY OWNER: \_\_\_\_\_; DATE: \_\_\_\_\_ 20\_\_\_\_; \_\_\_\_\_  
(Signature)

**Property Owner's Name (if different from Applicant):** \_\_\_\_\_  
Address: \_\_\_\_\_, City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No.: (\_\_\_\_) \_\_\_\_\_; FAX No.: (\_\_\_\_) \_\_\_\_\_  
Email (Required): \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_; DATE: \_\_\_\_\_ 20\_\_\_\_; \_\_\_\_\_  
(Signature)

**Property Owner's Name (if different from Applicant):** \_\_\_\_\_  
Address: \_\_\_\_\_, City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No.: (\_\_\_\_) \_\_\_\_\_; FAX No.: (\_\_\_\_) \_\_\_\_\_  
Email (Required): \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_; DATE: \_\_\_\_\_ 20\_\_\_\_; \_\_\_\_\_  
(Signature)

**Property Owner's Name (if different from Applicant):** \_\_\_\_\_  
Address: \_\_\_\_\_, City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No.: (\_\_\_\_) \_\_\_\_\_; FAX No.: (\_\_\_\_) \_\_\_\_\_  
Email (Required): \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_; DATE: \_\_\_\_\_ 20\_\_\_\_; \_\_\_\_\_  
(Signature)

**Property Owner's Name (if different from Applicant):** \_\_\_\_\_  
Address: \_\_\_\_\_, City: \_\_\_\_\_, State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No.: (\_\_\_\_) \_\_\_\_\_; FAX No.: (\_\_\_\_) \_\_\_\_\_  
Email (Required): \_\_\_\_\_

If the title to the property is other than a single, joint, or multiple ownership, please use the following space to state precisely in what manner the title to the property is recorded (i.e., partnership, corporation, trust, estate, etc.)

1. Name of partnership, corporation, etc.: \_\_\_\_\_  
\_\_\_\_\_

2. Name and title of person authorized to execute this application for the above named: \_\_\_\_\_  
\_\_\_\_\_

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**Subscribed and certified by:**

Received by: \_\_\_\_\_  
Planning Department Representative

Receipt Number: \_\_\_\_\_ Date Received: \_\_\_\_\_



**PART F: HAZARDOUS WASTE SITE DATA** (Must be completed by the applicant)

Section 65962.5(f) of the California Government Code states the following:

(f) Before a lead agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the local agency indicating whether the project and any alternatives are located on a site that is included on any lists compiled pursuant to this section and shall specify any list. If the site is included on a list, and the list is not specified on the statement, the lead agency shall notify the applicant pursuant to Section 65493.

The “Cortese” list can be accessed at the following link:

[https://www.envirostor.dtsc.ca.gov/public/search?cmd=search&reporttype=CORTESE&site\\_type=CSITES.FUDS&status=ACT,BKLG,COM&reporttitle=HAZARDOUS+WASTE+AND+SUBSTANCES+SITE+LIST+%28CORTESE%29](https://www.envirostor.dtsc.ca.gov/public/search?cmd=search&reporttype=CORTESE&site_type=CSITES.FUDS&status=ACT,BKLG,COM&reporttitle=HAZARDOUS+WASTE+AND+SUBSTANCES+SITE+LIST+%28CORTESE%29)

The following statement must be completed by the owner of the subject property or the owners authorized agent before this application can be certified complete by the City of Avenal – Community Development Department:

**STATEMENT:**

1. I have reviewed the attached "Cortese" list from the California Department of Toxic Substances Control's (DTSC's) "Envirostor" database dated \_\_\_\_\_ 20\_\_\_\_\_, and state that the subject site(s) of this application (  is /  is not ) on the "Cortese" list.

2. Name of applicant/agent: \_\_\_\_\_

3. Address of applicant/agent: \_\_\_\_\_

4. Applicant's/agent's phone number: \_\_\_\_\_

5. Address of project site (street name and number if available and ZIP Code): \_\_\_\_\_

\_\_\_\_\_

6. Local agency (city/county): City of Avenal \_\_\_\_\_

7. Assessor's Parcel Number(s) for the project site: \_\_\_\_\_

8. Specify any list pursuant to Section 65962.5 of the Government Code: "Cortese" list: \_\_\_\_\_

\_\_\_\_\_

9. Regulatory identification number: \_\_\_\_\_

10. Date of "Cortese" list: \_\_\_\_\_

11. Applicant's/agent's signature: \_\_\_\_\_

12. Date of applicant's/agent's signature: \_\_\_\_\_

## **PART H: TENTATIVE TRACT MAP FILING REQUIREMENTS**

1. File *five* (5) paper copies and *one* (1) electronic copy with the City of Avenal Community Development Agency, containing the following information:
  - a. A tract number as assigned by the secretary of the Advisory Agency.
  - b. Name and address of the owner(s) of record of the property to be subdivided, and name and Subdivider(s) if the owner(s) is/are not the Subdivider(s).
  - c. The Assessor's Parcel Number or numbers of the land to be divided.
  - d. Name of the registered civil engineer, licensed land surveyor, or person who prepared the map.
  - e. A vicinity map indicating the location of the proposed Subdivision in relation to the surrounding area or region.
  - f. Date of preparation, north arrow, and scale.
  - g. Approximate acreage of parcel to be subdivided and the acreage or square feet proposed for each lot in the Subdivision.
  - h. Exterior boundary lines of the total area to be divided.
  - i. The location, names, width, and curve radii of all existing or proposed alley, roads, streets, highways, and ways adjacent to or within the proposed Subdivision. Profiles shall be required where the grade exceeds three percent.
  - j. Contour lines drawn to intervals of one foot, and/or spot elevations shown on a maximum grid of one hundred (100) feet in each direction. Contour lines are required when grades in the Subdivision exceed three (3) percent.
  - k. The width and location of all existing or proposed easements or rights-of-way, whether public or private, for roads, drainage, sewers, public utilities, flood control purposes, or any other purpose.
  - l. Lot numbers, lot lines and approximate dimensions.
  - m. Location and approximate dimensions of proposed public areas.
  - n. Waivers of rights of access to and from streets, lots and other parcels of land and the location and approximate width of Reserve Strips.
  - o. Location of existing structures, irrigation ditches, water wells, pipelines, railroads, utility lines, and other physical features. Any existing structures or physical features which are to be left in place shall be so noted.
  - p. Location of specific plan lines.
  - q. Location of city boundary lines and boundary lines of any public district which may lie within 300 feet of the exterior boundary line of the proposed Subdivision.
  - r. Location and widths of watercourses and areas subject to flooding.
  - s. Approximate location and species of all existing and proposed trees or groups of trees located within the proposed Subdivision.
  - t. Proposed name of Subdivision, if any. No existing Subdivision name may be reused. Phased developments may reuse a previous phase name by adding the words "Unit No. 2", etc. Subdivisions contiguous to other Subdivisions may reuse the previous name by adding the word "Addition."
  - u. The existing and proposed zoning of the property to be divided.

## **PART I: EVERY TENTATIVE MAP SHALL BE ACCOMPANIED BY THE FOLLOWING STATEMENTS:**

1. Existing uses of property.
2. Proposed uses of the property, including a statement of the relative proportions of the total area of the proposed Subdivision to be devoted to each use.
3. Source of water supply (system of supply and distribution).
4. Proposed method of sewage disposal.
5. Proposed storm water or other means of drainage disposal.
6. Type of street improvement.
7. A preliminary title report. (Separate).
8. Environmental Information Form (Separate).

9. All other improvements proposed to be made or installed.
10. The time when improvements are proposed to be made or installed. (One of the following must be completed prior to recording the map: 1) install the improvements or, 2) bond for the improvements.)
11. Description and location of community facilities which would serve the proposed Subdivision.
12. Minimum lot size and average lot size.
13. If the Subdivider desires that notices, reports and other communications from Community Development Department, Planning Commission, City Council, and other officers and agents of the county be sent to him in care of his engineer, he shall attach to the Tentative Parcel Map a statement to that effect
14. Representative percolation tests at site locations, taken in accordance with the "Manual of Septic Tank Practice" by the U.S. Health Service, PB 218 226, shall be submitted if septic tanks are proposed or if storm waters are to be contained on the lots, and percolated.
15. If the depth of ground water, as determined from information provided by the health department is less than 30 feet, its expected annual minimum depth, taking into account annual variation and fluctuations in adjacent water ways, shall be submitted. If the source of water supply is to be located within the Subdivision the expected depth to the potable water shall be reported.
16. **This checklist stating that all information required on the Tentative Map is included with the application and signed by the applicant or his, or her, agent.**

**PART J: SITE PLAN DRAWING; INSTRUCTIONS FOR PREPARING A SITE PLAN DRAWING** (This must be completed by the applicant):

The site plan must be drawn in a neat and legible manner on paper, a minimum of 8½ by 11 inches to a maximum of 24 by 36 inches in size. The scale must be large enough to show all details clearly. *Three copies of the site plan must be submitted with Building Permit applications. 5 copies of the site plan must be submitted with Zoning Permit applications.* If additional copies will be necessary, you will be notified. The following information must be included on the site plan. **Site plans for commercial and industrial projects shall be professionally drawn to scale and shall include elevation drawings of all structures, proposed or existing.**

The following information must be included on the site plan.

- a. Name and address of the legal owner of the site, and of the applicant, if not the owner.
- b. Address of the property if it has been assigned.
- c. Assessor's Parcel Number (APN).
- d. Date, north arrow, and scale of drawing.
- e. Dimension of the exterior boundaries of the site.
- f. Name all adjacent streets, roads, or alleys, showing right-of-way and dedication widths, reservation widths, and all types of improvements existing or proposed.
- g. Locate and give dimensions of all existing and proposed structures on the property. Indicate the height and depth of the buildings and their distances to at least two (2) property lines.
- h. Show access, internal circulation, parking and loading space. Detail off-street parking exits and entrances, complete with dimensions and numbers of parking spaces, including handicapped spaces.
- i. Show all fences, walls, and landscaping: their locations, heights, materials and/or type.
- j. Show all signs: their location, size, height, and material used.
- k. Note all external lighting: location and the general nature and hooding devices.
- l. Indicate location of existing and proposed septic tanks and leach lines, and water wells within 50 feet of the property if the proposed use is not connected to a municipal water and sewer system (i.e., City of Hanford, Armona CSD, etc.)
- m. Location and direction of on-site drainage Indicate method of storm water drainage.
- n. Location of existing and/or proposed public improvements (such as curbs, gutters, sidewalks, utility poles, fire hydrants, streetlights, traffic signal devices, etc.)
- o. Note the distances to the nearest fire hydrant and proposed method of fire protection
- p. Note any special method of fire protection (i.e., water tanks, new fire hydrant, etc.)
- q. Show existing and proposed landscaping.

- r. The applicant should include any additional information that may be pertinent or helpful concerning this application.
- s. Other data may be required to permit the zoning administrator to make the required findings.