



DEVELOPMENT AGREEMENT SUBMITTAL REQUIREMENTS

A. ITEMS REQUIRED FOR FILING:

- 1. Completed Application Form.
- 2. Processing fees: Deposit required – actual cost charged.
 - Legal publication fee if set for City Council public hearing of \$265
 - County Clerk processing fee of \$50.00 (1st Reading).
 - County Clerk processing fee of \$50.00 (2nd Reading).
- 3. Thirty (30) copies of the proposed Development Agreement in standard legal format.
- 4. Completed Environmental Information Form with:
 - a. Environmental Impact Assessment fee
\$3,395 mitigation fee
\$340 categorical exemption
“Full Cost” environmental exemption
- 5. Letter from the applicant explaining the purpose of the agreement and how it meets the following criteria:
 - a. Consistency with the objectives, policies, general land uses and programs specified in the General Plan and any applicable specific plan.
 - b. Compatibility with the uses authorized in, and the regulations prescribed for, the land use district in which the property is located.
 - c. Conformity with public convenience, general welfare and good land practice.
 - d. Will not be detrimental to the health, safety and general welfare.
 - e. Will not have an adverse effect on the orderly development of property or the prevention of property value.
- 6. Legal description of the property.
- 7. Proposed development schedule and/or term of the agreement.
- 8. Proof of ownership (i.e., latest Grant Deed).
- 9. Letter of authorization from the property owner if different than applicant.
- 10. Noticing package which includes:
 - a. List of property owners names, addresses and assessors parcel numbers within 500' prepared and certified by a licensed Title Company, prepared from latest tax roll.
 - b. List of property occupants addresses (when owner mailing address is different than property address) and assessor parcel numbers for properties contiguous to the site.
 - c. Assessor's maps showing the site and indicating the properties listed in the 500' radius.
 - d. Two sets of gummed mailing labels for 500 foot property owner list and property occupants addresses list (when owner mailing address is different than property address).
- 11. Submit one (1) CD containing the following information organized in the following folders:
 - a. Application Materials: Including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, title reports, etc.
 - b. Technical/Environmental Studies if applicable.
 - c. Plans: Including but not limited to a subdivision maps, site plans, grading plans, utility plans, architectural elevation plans and renderings, floor plans, conceptual landscape plans, sign program, etc. as applicable to the respective application type.

B. NOTICE TO APPLICANTS:

- 1. Acceptance of application at the counter **does not** represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary. The application will not be determined to be complete until the City Attorney has reviewed and accepted the Development Agreement.