



# Planning Permit Application

Required for All Planning Permit Types

Submission Date: \_\_\_\_\_

## PROJECT LOCATION

Street Address \_\_\_\_\_

APN(s) \_\_\_\_\_

## PROPERTY OWNER(S)

*NOTE: If you are also the applicant, provide your email address for correspondence and billing.*

Name \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

## PROPERTY OWNER'S AUTHORIZATION AND ACKNOWLEDGMENT

I hereby authorize the City of Arcata to process this application, and I authorize the City of Arcata representatives to enter the above referenced property as reasonably necessary to evaluate the project. I have reviewed the appropriate application checklist and information for this type of project; and all information, plans, fee deposits, and other requirements noted on the checklist have been submitted with this application. I acknowledge that processing applications which are not complete or do not contain accurate information may result in delay, and possibly result in denial or revocation of approvals. I also acknowledge if this project requires excess staff time not covered by my fee deposit, I will be billed at the fully burdened rate for all costs, and the payment is due before I receive a certificate of occupancy. Unless another party is designated, I am the responsible party and primary contact for all billing, status reports and project updates.

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPLICANT(S) *If Different from Property Owner*

*NOTE: Provide your email address for correspondence and billing.*

Name \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

## PROJECT DESCRIPTION - *Include general description of project, current and proposed uses. Attach additional sheet as needed.*

**See Planning / Permits on the City website for checklists and information about most planning permit types. You are encouraged to speak with a planner at the number below if you have any questions or concerns.**

**PROJECT REPRESENTATIVE *if Any***

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**BILLING ADDRESS *If different from Applicant Address***

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**Name of PRIMARY Contact (from parties listed above):** \_\_\_\_\_

**INDICATE TYPE OF PERMIT REQUESTED** *(The most frequently obtained permits in each category are listed first.)*

**Administrative Actions**                      **\$225.28** Deposit

- Tree Removal – Ministerial
- Vision Clearance Waiver
- Zoning Clearance
- Alteration / Demolition – Ministerial
- Burn Down / Rebuild Assessment
- Information Request
- Minor Modification to Approved Permit
- Wetlands & Stream Protection – Notice or Easement
- Zoning District Boundary Determination

**Planning Commission – Public Hearing**                      **\$4,505.60** Deposit

- Coastal Development Permit
- Hillside Development Permit
- Interpretation / Determination
- Minor Use Permit or Amendment
- Planned Development Permit
- Major Subdivision – 5 or More Parcels
- Use Permit or Amendment
- Alteration / Demolition – Discretionary

**Zoning Administrator – No Hearing**                      **\$450.60** Deposit

- Certificate of Compliance
- Interpretation / Determination
- Lot Line Adjustment
- Parcel Merger / Unmerger
- Alteration / Demolition – Ministerial
- Zoning Enforcement
- Tree Removal – Discretionary

**City Council – Public Hearing**                      **\$8,448.00** Deposit

- Interpretation / Determination
- Annexation
- Development Agreement
- General Plan Amendment
- Land Use Code Amendment
- Local Coastal Plan Amendment
- Vacation / Abandonment
- Zoning Map Amendment

**Zoning Administrator – Hearing**                      **\$1,802.24** Deposit

- Coastal Development Permit
- Hillside Development Permit
- Minor Use Permit or Amendment
- Planned Development Permit or Amendment
- Variance
- Alteration / Demolition – Discretionary
- Parcel Map – Parcel Division into 4 or Less Parcels
- Emergency Permit

**Design Review & Other Permits and Actions**                      Deposit

- Design Review                      \$675.84
- Environmental Impact Report                      \$6,758.40
- General Plan Consistency                      \$844.80
- Historic / Landmark Designation                      \$1,689.60
- Mills Act Enrollment                      \$1,689.60
- Preliminary Review                      \$394.24
- Appeal ZA Decision to Planning Commission \*                      \$1,903.62
- Appeal PC Decision to City Council \*                      \$1,903.62

*\* Appeals are a flat fee, not a deposit.*

**IMPORTANT NOTE: Except for appeal fees, all amounts are non-refundable deposits. Time and materials are charged against the deposit. You will be billed for costs that exceed the deposit.**