



Planning Permit Application

Required for All Planning Permit Types

PROJECT LOCATION

Submission Date: _____

Street Address: _____ APN(s): _____

PROPERTY OWNER(S)

NOTE: Email address required for correspondence.

Name _____
Business Name _____
Street Address _____
City/State/Zip _____
Phone _____
Email _____

Name _____
Business Name _____
Street Address _____
City/State/Zip _____
Phone _____
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: Email address required for correspondence & billing.

Name _____
Business Name _____
Street Address _____
City/State/Zip _____
Phone _____
Email _____

Name _____
Business Name _____
Street Address _____
City/State/Zip _____
Phone _____
Email _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

BILLING CONTACT *If different from Property Owner*

PROJECT REPRESENTATIVE *If any*

Name _____
Business Name _____
Street Address _____
City/State/Zip _____
Phone _____
Email _____

Name _____
Business Name _____
Street Address _____
City/State/Zip _____
Phone _____
Email _____

PRIMARY CONTACT *From parties listed above* _____

PROJECT DESCRIPTION: Include a general description of the proposed project including current and proposed uses. Attach additional pages as needed.

DEPOSITS: The amount of the deposit depends on the permit type selected below. Time and materials are charged against deposits, and any costs that exceed the deposit will be billed. All deposits include a 10% General Plan Update fee, and all deposits are non-refundable except for appeal fees.

Administrative Actions	\$229.36 Deposit	Planning Commission – Public Hearing	\$4,587.15 Deposit
<input type="checkbox"/> Tree Removal – Ministerial		<input type="checkbox"/> Coastal Development Permit	
<input type="checkbox"/> Vision Clearance Waiver		<input type="checkbox"/> Hillside Development Permit	
<input type="checkbox"/> Zoning Clearance		<input type="checkbox"/> Interpretation / Determination	
<input type="checkbox"/> Alteration / Demolition – Ministerial		<input type="checkbox"/> Minor Use Permit or Amendment	
<input type="checkbox"/> Burn Down / Rebuild Assessment		<input type="checkbox"/> Planned Development Permit	
<input type="checkbox"/> Information Request		<input type="checkbox"/> Major Subdivision – 5 or More Parcels	
<input type="checkbox"/> Minor Modification to Approved Permit		<input type="checkbox"/> Use Permit or Amendment	
<input type="checkbox"/> Wetlands & Stream Protection – Notice or Easement		<input type="checkbox"/> Alteration / Demolition – Discretionary	
<input type="checkbox"/> Zoning District Boundary Determination			
Zoning Administrator – No Hearing	\$458.77 Deposit	City Council – Public Hearing	\$8,600.91 Deposit
<input type="checkbox"/> Certificate of Compliance		<input type="checkbox"/> Interpretation / Determination	
<input type="checkbox"/> Interpretation / Determination		<input type="checkbox"/> Annexation	
<input type="checkbox"/> Lot Line Adjustment		<input type="checkbox"/> Development Agreement	
<input type="checkbox"/> Parcel Merger / Unmerger		<input type="checkbox"/> General Plan Amendment	
<input type="checkbox"/> Alteration / Demolition – Ministerial		<input type="checkbox"/> Land Use Code Amendment	
<input type="checkbox"/> Zoning Enforcement		<input type="checkbox"/> Local Coastal Plan Amendment	
<input type="checkbox"/> Tree Removal – Discretionary		<input type="checkbox"/> Vacation / Abandonment	
		<input type="checkbox"/> Zoning Map Amendment	
Zoning Administrator – Hearing	\$1,834.87 Deposit	Design Review & Other Permits and Actions	<u>Deposit</u>
<input type="checkbox"/> Coastal Development Permit		<input type="checkbox"/> Design Review	\$688.07
<input type="checkbox"/> Hillside Development Permit		<input type="checkbox"/> Environmental Impact Report	\$6,880.73
<input type="checkbox"/> Minor Use Permit or Amendment		<input type="checkbox"/> General Plan Consistency	\$860.09
<input type="checkbox"/> Planned Development Permit or Amendment		<input type="checkbox"/> Historic / Landmark Designation	\$1,720.18
<input type="checkbox"/> Variance		<input type="checkbox"/> Mills Act Enrollment	\$1,720.18
<input type="checkbox"/> Alteration / Demolition – Discretionary		<input type="checkbox"/> Preliminary Review	\$401.38
<input type="checkbox"/> Parcel Map – Parcel Division into 4 or Less Parcels		<input type="checkbox"/> Appeal ZA Decision to Planning Commission *	\$1,938.07
<input type="checkbox"/> Emergency Permit		<input type="checkbox"/> Appeal PC Decision to City Council *	\$1,938.07

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

Planners are available during their Counter Hours: Monday - Thursday from 11:00 a.m. - 1:00 p.m.
Call #707-822-5955 or email comdev@cityofarcata.org.