



# Planning Permit Application

Required for All Planning Permit Types

## PROJECT LOCATION

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

Street Address: \_\_\_\_\_ APN(s): \_\_\_\_\_

## PROPERTY OWNER(S)

Name _____	Name _____
Business Name _____	Business 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
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## APPLICANT(S) – If different from Property Owner

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

_____ Applicant Signature	_____ Date	_____ Applicant Signature	_____ Date
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## BILLING CONTACT – If different from Property Owner

Name \_\_\_\_\_

Business Name \_\_\_\_\_

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

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

Phone \_\_\_\_\_

Email \_\_\_\_\_

## PROJECT REPRESENTATIVE – If any

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 paid will be billed. All deposits include a 10% General Plan Update fee, and all deposits are non-refundable except for appeal fees.

<b>Administrative Actions</b>		<b>\$232.18 Deposit</b>	<b>Planning Commission – Public Hearing</b>		<b>\$4,643.57 Deposit</b>
<input type="checkbox"/>	Alteration / Demolition – Ministerial		<input type="checkbox"/>	Alteration / Demolition – Discretionary	
<input type="checkbox"/>	Burn Down / Rebuild Assessment		<input type="checkbox"/>	Coastal Development Permit	
<input type="checkbox"/>	Information Request		<input type="checkbox"/>	Hillside Development Permit	
<input type="checkbox"/>	Minor Modification to Approved Permit		<input type="checkbox"/>	Interpretation / Determination	
<input type="checkbox"/>	Time Extension		<input type="checkbox"/>	Minor Use Permit or Amendment	
<input type="checkbox"/>	Tree Removal – Ministerial		<input type="checkbox"/>	Planned Development Permit or Amendment	
<input type="checkbox"/>	Vision Clearance Waiver		<input type="checkbox"/>	Major Subdivision – 5 or More Parcels	
<input type="checkbox"/>	Wetlands & Stream Protection – Notice or Easement		<input type="checkbox"/>	Use Permit or Amendment	
<input type="checkbox"/>	Zoning Clearance				
<input type="checkbox"/>	Zoning District Boundary Determination				
<b>Zoning Administrator – No Hearing</b>		<b>\$464.41 Deposit</b>	<b>City Council – Public Hearing</b>		<b>\$8,706.70 Deposit</b>
<input type="checkbox"/>	Alteration / Demolition – Ministerial		<input type="checkbox"/>	Annexation	
<input type="checkbox"/>	Certificate of Compliance		<input type="checkbox"/>	Development Agreement	
<input type="checkbox"/>	Interpretation / Determination		<input type="checkbox"/>	General Plan Amendment	
<input type="checkbox"/>	Lot Line Adjustment – Director and City Engineer		<input type="checkbox"/>	Interpretation / Determination	
<input type="checkbox"/>	Parcel Merger / Unmerger		<input type="checkbox"/>	Land Use Code Amendment	
<input type="checkbox"/>	Zoning Enforcement		<input type="checkbox"/>	Local Coastal Plan Amendment	
<input type="checkbox"/>	Tree Removal Permit – Discretionary		<input type="checkbox"/>	Vacation / Abandonment	
			<input type="checkbox"/>	Zoning Map Amendment	
<b>Zoning Administrator – Hearing</b>		<b>\$1,857.43 Deposit</b>	<b>Design Review &amp; Other Permits and Actions</b>		<b>Deposit</b>
<input type="checkbox"/>	Alteration / Demolition – Discretionary		<input type="checkbox"/>	Design Review	<b>\$696.53</b>
<input type="checkbox"/>	Coastal Development Permit		<input type="checkbox"/>	Environmental Impact Report	<b>\$6,965.36</b>
<input type="checkbox"/>	Emergency Permit		<input type="checkbox"/>	General Plan Consistency	<b>\$870.67</b>
<input type="checkbox"/>	Hillside Development Permit		<input type="checkbox"/>	Historic / Landmark Designation / Mills Act	<b>\$1,741.34</b>
<input type="checkbox"/>	Minor Use Permit or Amendment		<input type="checkbox"/>	Preliminary Review	<b>\$406.32</b>
<input type="checkbox"/>	Planned Development Permit or Amendment		<input type="checkbox"/>	Appeal ZA Decision to Planning Commission *	<b>\$1,961.91</b>
<input type="checkbox"/>	Parcel Map – Parcel Division into 4 or Less Parcels		<input type="checkbox"/>	Appeal PC Decision to City Council *	<b>\$1,961.91</b>
<input type="checkbox"/>	Variance				

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

We accept payment by cash, check, Visa, or Mastercard. Please make checks payable to: City of Arcata