



# Uniform Planning Application

**City of Rio Vista**  
**Community Development Department**

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**Type of application:**

- |  |   |
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| <input type="checkbox"/> Conditional Use Permit  | <input type="checkbox"/> Site and Architectural (Design) Review                                       |
| <input type="checkbox"/> Variance (Requires additional submittal-supplemental application)   | <input type="checkbox"/> Development Agreement  |
| <input type="checkbox"/> Natural Gas Permit:<br>__ Ministerial (Requires additional submittal-supplemental application)<br>__ Conditional Use Permit<br>__ Master (Requires additional submittal-supplemental application) | <input type="checkbox"/> Planned Unit Development<br>__ PUD Amendment Major<br>__ PUD Amendment Minor |
| <input type="checkbox"/> General Plan Amendment  | <input type="checkbox"/> Rezone/Zoning Ordinance Amendment  |
| <input type="checkbox"/> Mobile Home Park Development  | <input type="checkbox"/> Minor Subdivision Tentative Map (1-4 lots and condominium maps)              |
| <input type="checkbox"/> Sign (Requires additional submittal-supplemental application)   | <input type="checkbox"/> Major Subdivision Tentative Map (5+ lots)                                    |
|  | <input type="checkbox"/> Other: _____   |

**CITY USE ONLY**

<b>Application No:</b> _____	<b>Date submitted:</b> _____	<b>Fee:</b> _____	<b>Rec'd by:</b> _____
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**Property Information (All fields MUST be completed prior to submittal) (Please note all full size maps submitted must be folded prior to acceptance of application)**

Project Name (if applicable): \_\_\_\_\_

Assessor's Parcel No: \_\_\_\_\_

Property Address/Location: \_\_\_\_\_

Existing General Plan/Zoning: (as stated in Rio Vista General Plan and Zoning Ordinance. Please contact staff if you are unsure of the correct designations) \_\_\_\_\_

Gross Acres: \_\_\_\_\_

Project Detail: (submit separate attachment if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Existing Use of the Property: \_\_\_\_\_

\_\_\_\_\_

Is this an amendment to a previous approval?  Yes  No

**Contact Information**

**Property Owner:**

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

Contact: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail \_\_\_\_\_

**Applicant:**

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

Contact: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail \_\_\_\_\_

**Agent or Representative:**

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

Contact: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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## **Standard agreement and representations of applicant\***

**This application is not complete, and processing of this application will not begin, until this agreement, with required signatures, are provided. \*Not required for minor projects (waiver subject to Community Development Staff approval).**

- 1) Applicant(s) acknowledge and agree that by making this application, and under the authority of Government Code Section 65105, that in the performance of their functions, City staff may enter upon the subject property and make examinations and surveys, provided that the entries, examinations and surveys do not unreasonably interfere with the use of the land by those persons lawfully entitled to the possession thereof.
- 2) Applicant(s) certify under penalty of perjury that he/she/they is/are the legal owner(s) (all individual owners must sign as they appear on the deed to the land), Corporate Officer(s) empowered to sign for the corporation, Owner's Legal Agent having power of Attorney (a notarized Power of Attorney document must accompany this application).
- 3) Applicant(s) acknowledge and agree that all required items have been submitted and understand that missing items may result in delaying the processing of the application with completeness to be determined by Community Development Department staff. Applicant(s) further acknowledge and agree that by signing this document he/she/they accept the posting of public notices regarding the proposed project at the project site.
- 4) Applicant(s) agree to defend, indemnify and hold harmless the City of Rio Vista ("City") and its agents, officers, consultants, independent contractors and employees ("City's Agents") from any and all claims, actions or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the Project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim and the City shall cooperate fully in the defense. If the City fails to promptly notify the Applicant of any Claim or if the City fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Nothing in this paragraph shall obligate the City to defend any Claim and the City shall not be required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City. Nothing contained in this paragraph shall prohibit the City from independently defending any Claim, and if the City does decide to independently defend a Claim, the City shall bear its own attorney's fees, expenses of litigation and costs for that independent defense. The Applicant may agree to reimburse the City for attorney's fees, expenses of litigation and costs for that independent defense. Should the City decide to independently defend any Claim, the Applicant(s) shall not be required to pay or perform any settlement arising from any such Claim unless the settlement is approved by the Applicant.
- 5) Applicant(s) acknowledge and agree that the Fees (hereinafter "Funds") paid herewith may not be adequate to fully reimburse the City for costs incurred in connection with the Application Process, and that periodically, as the need arises, Applicant(s) may be called upon to make further deposit of Funds. Applicant(s) agrees that there shall always remain on deposit with the

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City sufficient Funds to cover the anticipated costs to be incurred with the Application Process for a period of thirty (30) business days. In the event, for any reason, a City request for further deposit of Funds from Applicant(s) is not fully satisfied, within thirty (30) business days the City shall cease processing of this application and the related project, and shall record the failure to make the requested deposit of Funds as the Applicant(s)' request to cease processing the application. In addition, should the Funds on deposit ever fall below an amount, estimated by the City in its sole discretion, sufficient to cover the anticipated costs to be incurred in the Application Process for a period of thirty (30) business days, the City shall cease processing of the application and cancel same, and shall record the lack of Funds as the Applicant(s)' request to cease processing the application. The advance of Funds shall not be dependent upon the City's approval or disapproval of the Applicant(s)' application, or upon the result of any action, and shall in no way influence the Project. Neither Applicant(s) nor any other person providing funding for the Project shall, as a result of such funding, have any expectation as to the results of the Application Process or the selection of an alternative favorable to or benefiting Applicant(s).

- 6) Applicant(s) acknowledges and agrees that this application sets forth all covenants, promises, conditions and understandings between the parties regarding the advance of Funds and the uses thereof, and there are no promises, conditions or understandings either oral or in writing between the parties other than as set forth herein. No alteration, amendment, change or addition to this application form shall be binding upon the City unless reduced to writing and signed by a City Official or his/her designee. No course of conduct shall be binding upon the City and waiver of one or more provisions or violations shall not be construed as a course of conduct to be relied upon and may not be the basis for any expectation of future waiver or appeal.
- 7) No employee, agent, independent contractor or other representative of the City, other than a City Official or the City Council, has the authority to alter the terms or effect of this application and Applicant(s) acknowledge and agree that it/they have not relied upon any promises, representations, conditions or understandings other than those set forth in this application.
- 8) This Application shall be a public record. As such, all materials and information submitted is available to the public for review.
- 9) This Application is made under, and shall in all respects be interpreted, enforced, and governed by, the laws of the State of California. In the event of a dispute concerning the terms of this Application, the venue for any legal action shall be with the appropriate court in the County of Solano, State of California. Should legal proceedings of any type arise out of this Agreement, the prevailing party shall be entitled to costs, attorney's fees, and legal expenses, including but not limited to expert fees and costs.

IT IS SO AGREED:

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

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (If multiple owners, all must sign)

\_\_\_\_\_

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## Environmental Assessment Questionnaire

Please answer the following questions and return with your project application. Attach additional sheets as needed. All questions must be answered. Your answers will be used for preliminary environmental review of your project pursuant to CEQA. In order to fully assess the potential effects on the environment from the proposed project, additional information (such as a Phase 1 Environmental Assessment, Traffic Report, Biological Report, Noise Study, etc.) may be required.

- 1) Describe the physical setting of the **project site** as it exists. Include information on topography, soils, vegetation, and wildlife. Note any endangered or special status species that have been sited on the property and any physical features that may require additional permitting e.g. vernal pools/wetlands, hazardous waste deposits, areas subject to flooding or erosion. Also describe any existing structures and uses on the project site.

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- 2) Describe the physical setting of the **surrounding properties** as they exist. Include information on topography, soils, vegetation, and wildlife. Also describe any existing structures and uses.

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- 3) Would the implementation of your project result in or require the demolition or removal of:

- Any existing buildings, agricultural or industrial facilities?
- Any existing underground wells?
- Any existing septic tanks?
- Asbestos or other hazardous materials?

If so, please indicate date of construction and type of material used.

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4) Please describe any grading activities (cut or fill) needed to carry out your project.

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5) Does the project include the removal of any mature trees? Yes  No

6) List past uses of the site, if different than the current use.

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7) Please include any additional historical information regarding the property that may facilitate environmental review of the proposed project.

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

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

(If multiple owners, all must sign) \_\_\_\_\_  
\_\_\_\_\_

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## Letter of Authorization\*

This form shall serve to notify the City of Rio Vista that I/we am/are the legal owner(s) of the property described in the attached application and do hereby authorize the person/firm shown below to file and represent my/our interest in the application(s) listed below. \*A letter signed by the property owner(s) may be submitted in lieu of this form. The letter must identify the person being authorized to represent the owner(s) and the application(s) being submitted.

<b>Authorized Person:</b>
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Name/Firm \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

**Applications:** \_\_\_\_\_

<b>Legal Owners:</b>
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I/we are the legal owner(s) of the said property; have read the foregoing letter of authorization and know the contents thereof; and do hereby certify that the same is true of my/our own knowledge. I/we certify (or declare) that the information contained in the above referenced application(s) is true and correct.

Assessor's Parcel Number of Subject Property \_\_\_\_\_

o Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

o Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

o Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Public Noticing Labels and Radius Map

State law and City Council Policy require that property owners near the project site be notified by mail of public hearings and pending actions on the subject site. To accomplish this, applicants must submit both a map and a list of site addresses and current property owners' names and mailing addresses, based on the most recent ownership information from the Solano County Assessor's Office. The following guide has been prepared in order to help in the preparation of the required map and mailing list. Most Title companies provide this service for a nominal fee. Preparation, verification, and submission of the property owners' list are the responsibility of the applicant.

- A. Property Ownership Map (See sample on the last page). This map **must** be to scale.
- 1) Obtain copies of the most recent County Assessor's Parcel map(s) covering the subject property and surrounding properties within 300' (or broader if required). These are available at the Solano County Assessor's Office at 707-421-6265.
  - 2) Show the outside boundary of the subject parcel(s) of the application request.
  - 3) Draw a line that is a distance of 300' (or wider if required) in all direction from the outside boundary drawn above (2). This may require the use of additional assessor parcel pages.
- B. Property Ownership List. This information must be typed.
- 1) Compile a master list of assessor's parcel numbers (the book, page, block and parcel number) and site addresses, where possible, of all parcels within 300' (or wider if required) radius map. List must include information for all parcels with any portion of land located within the 300' radius.
- C. Mailing Labels and Stamped Envelopes (See sample on the next page). This information must be typed. Handwritten labels will not be accepted.
- 1) Type the above assessor's parcel numbers (APN) along with the corresponding property owner's name and mailing address on a label sheet. The owner's name and addresses must be obtained from the latest assessment roll, including updates, available from the Assessor's Office. Also type the above assessor's parcel numbers (APN) along with the corresponding site address, where addresses have already been assigned, on a label sheet with the word "tenant" typed in place of the owners name where appropriate. There is no need to type separate labels for the names that appear on more than one parcel and/or for sites occupied by the owner.
  - 2) Add to the label sheets the name and address of the applicant, as well as all other parties you believe should receive notice of the proposed project. This should include homeowners associations, citizen groups, applicant's engineer, property owner, tenant's name or business name where known, etc.
  - 3) The first square in the upper left hand corner of the label sheet must have the property owner's name and the page number of the mailing list (i.e. page 1 of 1, 2 or 3 etc.) Each square must contain the APN as the first line of information, followed by the addressee's name and mailing address.

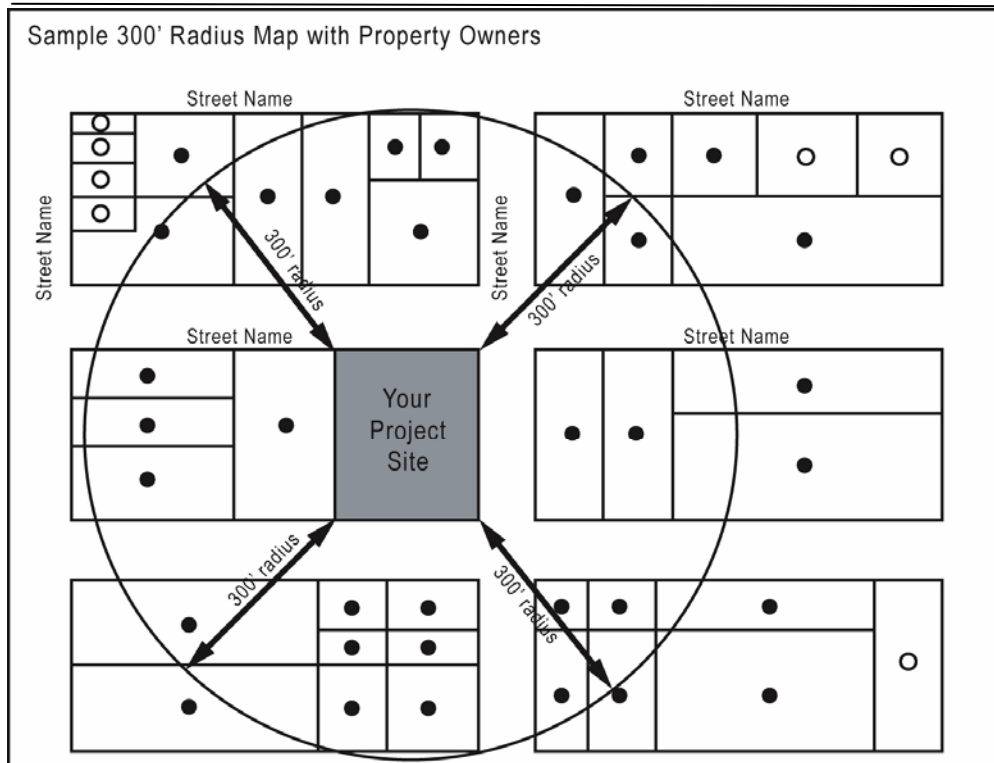
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**Sample Mailing Labels and 300 foot radius map:**

APN 36-780-45 CHRISTINE JONES 3487 SEAGULL STREET RIO VISTA, CA 94571	APN 70-345-67 MADELINE DUBOIS 2345 FLOWER COURT RIO VISTA, CA 94571	APN 70-345-56 VICTOR JOHNSON 345 FLOWER COURT RIO VISTA, CA 94571
APN 70-345-23 ELAINE HOLLAND 1209 FLOWER COURT RIO VISTA, CA 94571	APN 36-567-98 ALICE ANDERSON 6712 SEAGULL STREET RIO VISTA, CA 94571	APN 70-567-12 CATHY BROWN 9870 SEAGULL STREET RIO VISTA, CA 94571
<b>APN 70-345-23</b> <b>Tenant at</b> 1111 Front Street RIO VISTA, CA 94571	APN 70-345-23 Tenant at 1122 Front Street RIO VISTA, CA 94571	APN 70-345-23 Tenant at 1133 Front Street RIO VISTA, CA 94571



- Must provide labels for these parcels.
- Recommended to provide labels for these parcels.

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