



CITY OF ARVIN

Community Development Department – Planning Division
 141 Plumtree Drive, Arvin, CA 93203
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 mcuxum@arvin.org

Administrative Permit – SECTION 17.56

For All Permitted Uses in the R-1 and R-2 Zones, the estate Zones, and Agriculture Zones

Authority

Sec 17.56

17.56.020 - Prohibited uses permitted when. Certain uses may be permitted by the planning commission and the city council in zones in which they are not permitted by this title where such uses are deemed essential or desirable to the public convenience or welfare, and are in harmony with the various elements or objectives of the comprehensive general plan. The procedure for filing of applications, filing fees, investigations, notices, public hearings, findings and appeal shall be the same as provided in Chapter 17.54 for variances, except that the planning commission may waive public hearings on an application for conditional use permits for public utility or public service uses or public buildings, when found to be necessary for the public health, safety, convenience or welfare

Note: No building permit shall be issued nor a Business License shall be issued until a Conditional Use Permit is approved.

SECTION 1: Payment of Fees

Administrative Permit Fee – Single Family, Accessory Structures, Swimming Pools: \$150.00 for First Review \$50.00 for each review after 1 st Review \$1,500.00 Site Plan Review	SUB-Total: 1 st Review: \$150.00 _____; 2 nd Review: \$ 50.00 _____; etc. \$1,500.00
Maintenance Fee – MF-GP-2: \$0.005 per square foot of lot area CMF-AP-2 - \$25.00 FM-CD-1 - \$20.00	SUB-Total: Calculate Fee: _____ + : \$25.00; + : \$20.00;
Total Due:	

Date Received	
Staff Person Name:	
Receipt No.	

SECTION 6: Site Plan *Required

Note: Site Plan must be stamped by a Civil Engineer.

Per Zoning Ordinance Section 17.60.030 (Application Information Required):

The Applicant shall submit three (3) prints of the Site Plan. The Site Plan shall contain plot plan drawn to scale, and shall indicate clearly and with full dimensions the following information, where applicable:

- A. Name and address of the applicant and of all persons owning any or all of the property proposed to be used;
- B. Location of property involved (address or vicinity);
- C. Legal description of property;
- D. Proposed facility or use;
- E. The lot dimensions;
- F. All buildings and structures and their location, size, height, and proposed uses;
- G. Location and design of recreation areas;
- H. Yards and spaces between buildings;
- I. Walls and fences and their location, height, and materials;
- J. Landscaping and sprinkling system, including location, type and plant names and proposed disposition of existing trees;
- K. Off-street parking, including the location, number of stalls, dimensions of the parking facility, and internal circulation system;
- L. Access, pedestrian, vehicular, and service, points of ingress and egress, and driveway locations and dimensions;
- M. Signs and their location, size and height;
- N. Loading, including the location, dimensions, number of berths, internal circulation, and means of accessibility to structure or use served;
- O. Lighting, including the location, general nature and hooding devices, if any;
- P. Street dedication and improvements;
- Q. Location of utilities and trash collection areas;
- R. An appropriate description legend and North point;
- S. Such other data or information as may be required by the city.

(Ord. 174 §2(part), 1982).

SECTION 7: Submit A title report with your application *Required

SECTION 8: Indemnification and Cost Recovery Agreement *Required

Indemnification and Cost Recovery Agreement

In consideration by the City of Arvin of a project, including any related environmental documents,
for a _____
(Identify the type of project from page 1)

located at _____
(Address or general location)

I/We, _____
(Print name of property owner or authorized representative/applicant)

agree to indemnify, defend, and hold harmless the City of Arvin, its officers, agents, employees, departments, commissioners or boards (“City” herein) against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, in any way arising from, the terms and provisions of this application, including without limitation any CEQA approval or any related development approvals or conditions, whether imposed by the City or not, except for the City’s sole gross negligence whether active or not, or willful misconduct.

This indemnification agreement does not prevent the property owner from challenging any decision by the City related to this project and the obligations of this condition apply regardless of whether any other permits or entitlements are issued.

The City will promptly notify property owner of any such claim, action or proceeding, falling under this condition within thirty (30) days of actually receiving such claim. The City, in its sole discretion, shall be allowed to choose the attorney or outside law firm to defend the City at the sole cost and expense of the property owner and the City is not obligated to use any law firm or attorney chosen by another entity or party.

The Applicant further agrees to pay all costs associated with the review and processing of the application and agrees to deposit additional monies as may be required to pay for all costs in the review and processing of the application. The Applicant also acknowledges that should additional requested deposits are not received, the City shall not be obligated to process or take action on the application

SECTION 9: Deposit Acknowledgment Form *Required

Failure to deposit requested monies shall be considered withdrawal of the application.

Authorized Signature

Date

(If the owner is not an individual, the corporation name goes above and authorized signature goes below.)

By: _____

Title: _____

IMPORTANT NOTE:

In order for your project to be considered complete for processing, this properly executed form must be included with your project application. Please note that this agreement can only be signed by the property owner of record at the time this application is submitted to the City.

SECTION 10: Environmental Information *Required

APPLICANTS ENVIRONMENTAL INFORMATION FORM

This documents will assist the Community Development Department in evaluating the proposed project and its potential environmental impacts. Complete and accurate information will facilitate the required environmental assessment and review and will minimize future requests for additional information. Please contact the Community Development Department, Planning Division at 854-2822 if there are any questions you may have in responding to the following questions or assessments.

PROJECT SITE INFORMATION

Property Address or Location: _____

Property Assessor's Parcel Number: _____

Property Dimensions: _____

Property Area: Square Footage: _____ Acreage: _____

Site Land Use: Undeveloped/Vacant: _____ Developed: _____

If developed, give building(s) square footage: _____

Existing Zoning of Project Site: _____

General Plan Designation: _____

US EPA/Superfund Clean-Up Div	Corrective Action	Refer: EPA	600 S. Derby-	Arvin	93203	Kern
New South School Project	School Investigation	No Further Action	Meyer Street/El Camino Drive	Arvin	93203	Kern

SECTION 12: Consent of Applicant and Property Owner(s) *If Applicable

SIGNATURE PAGE

Consent of Applicant and Property Owner(s):

The consent of the applicant and property owner, if not the applicant, is required for filing an application for a land use development permit within the City of Arvin. The signatures of the applicant and property owner(s) below constitutes consent for filing of this application. *Applicants shall be responsible for all costs and fees associated with their application.* The applicant shall be responsible for maintaining a zero balance with the Community Development Department for the City of Arvin. If a negative balance occurs, it may cause the application to become incomplete until sufficient funds are paid to the City of Arvin. If funds are not deposited within 30 calendar days, the application shall become void and a new application will be required.

1. _____
Property Owner(s) Signature(s)

Print Name

2. _____
Property Owner(s) Signature(s)

Print Name

Date: _____

Applicants Signature

Print Name

Date

SECTION 13: Standard Comments from the City Engineer

1. Site plan (2 full sized sets) showing the following:
 - a. Property lines
 - b. Proposed house pad location showing setbacks from property lines
 - c. Utility connections
 - i. Site must connect to the municipal sanitary sewer system; septic systems will not be allowed
 - ii. Any existing septic systems must be
 - d. Existing easements
 - e. Proposed fence layout
 - f. Proposed landscaping and irrigation
 - g. Existing drive approaches to remain, existing drive approaches to be modified, new drive approaches to be installed, and or existing sidewalks to be modified or reconstructed.
 - i. Must be done per City standard details.
 - h. Needs to be signed and sealed by a registered civil engineer
2. Grading plan showing existing topographical information and proposed pad elevation.
 - a. Pad elevation must be set to 2 feet above highest adjacent grade to comply with the City floodplain ordinance
 - b. Must show earthwork calculations (cut/fill import/export)
 - c. Needs to be signed and sealed by a registered civil engineer
3. Fill out grading plan application and provide two sets of the above grading plan
4. Fill out and provide FEMA elevation certificate showing that the as-built elevation of the new building pad is 2 feet above the highest adjacent grade
 - a. Needs to be done by a registered land surveyor
5. Will serve letter from the Arvin Community Services District