City of Kerman

Planning & Development Application

Planning & Development Services Department
850 S. Madera Avenue, Kerman, CA 93630
Office: (559) 846-9386/Fax: (559) 846-9348

Applicant Information

Applicant		Applicant #2	
Name:		Name:	
Address:		Address:	
Email:		Email:	
Phone:		Phone:	
Fax:		Fax:	

Property Owner *(if different than applicant)*		Agent *(i.e., architect or engineer)*	
Name:		Name:	
Address:		Address:	
Email:		Email:	
Phone:		Phone:	
Fax:		Fax:	

Project Information

Project Address: _____ Zoning Designation: _____
APN(s): Existing Use: _____
General Location: _____
Proposed Project: _____
_____

Type of Application

(Please check all that apply)

☐	Site Plan Review (Minor)	$500	☐	Tentative Parcel Map (1-4 Lots)	$900
☐	Site Plan Review (Major)	$1,400	☐	Tentative Tract Map (5+ Lots)	$2,000(+$26/lot)
☐	Conditional Use Permit (Minor)	$500	☐	Annexation (City Fee)	$2,000
☐	Conditional User Permit (Major)	$1,300	☐	General Plan Amendment	$1,500
☐	Density Bonus	$750	☐	Rezone/Prezone Map	$1,300
☐	Fire Department Review Fee	$247			

For Office Use Only

Date Application Received: _____ Received by: _____
Application Complete: ☐ Yes ☐ No Date Complete: _____
Notarized Letter of Agency: ☐ Yes ☐ No Funds Received:

Proposed Use *(Check the use that applies and provide all requested information)*

☐ Residential	☐ Commercial	☐ Industrial	☐ Institutional	☐ Other
☐ Single Family	☐ Retail	☐ Manufacturing	☐ School	
☐ Multi-Family	☐ Office	☐ Warehouse	☐ Church	
☐ Mixed-Use	☐ Other	☐ Other	☐ Other	

Residential

Number of Units: _____ Number of Floors: _____ Sq. Ft.: _____

Average Lot Size: _____ Architectural Style: _____

Building Height (feet from grade to highest point): _____ Bedrooms: _____

Commercial/Industrial/Institutional/Other

Describe project: _____

Square Footage: _____ Number of Floors: _____ Building Height: _____

No. of Employees: _____ No. of Shifts: _____ Largest Shift: _____

Parking Spaces: _____ Compact Spaces: _____ Handicap: _____

Hours of Business: _____ Water Usage (gpd): _____ Air Permit Req.? _____

Permanent Seating: _____ Parcel Size (acres): _____ Trucks per day? _____

Hazardous Material? _____ Describe: _____

Describe size and type of loading facilities: _____

Other Comments about the project: _____

Environmental Information

		YES	NO
1.	**Grading**: Will any type of grading be done? Include estimates of material to be moved on or off the site. Where will any excess material be disposed of? _____	☐	☐
2.	**Aesthetics:** Will the project result in the obstruction of any scenic vista or view open to the public, or will the project result in the creation of an aesthetically offensive site open to public view? How will unsightly views be screened? _____	☐	☐
3.	**Historic & Archaeological Resources:** Will the project result in the destruction of any prehistoric or historic archaeological sites? Will the project result in physical changes to historic buildings or other structures or sites? Will the project result in physical changes that would affect unique ethnic cultural values or restrict religious or sacred uses within the project site? _____	☐	☐
4.	**Solid Waste:** Will the project generate significant volumes of solid waste? How will solid waste be disposed of at the site? _____ _____	☐	☐
5.	**Air Pollution:** Will the project generate substantial air emissions or cause deterioration of air quality? Will there be any types of equipment (i.e. generators, paint spray boots, etc.) that will generate air emissions? How much vehicle traffic will be generated by the project? _____ _____	☐	☐
6.	**Water & Drainage:** Will the project result in changes in soil absorption rates, drainage patterns or the rate and amount of surface runoff? How will runoff be handled? _____	☐	☐
7.	**Water Supply:** Will the project result in a substantial reduction in the amount of water otherwise available for public water supplies? Include an estimate of daily water use. _____	☐	☐
8.	**Water, Sewer, & Storm Drainage:** Can the proposed project be adequately served by the existing water, sewer, and storm drainage facilities. Do water, sewer, and storm drain lines exist along the project frontage? _____ _____	☐	☐
9.	**Flooding:** Is the project being proposed within a flood zone? What measures will be taken to avoid damage in the event of a flood? _____ _____	☐	☐

		Yes	No
10.	**Agriculture & Vegetation:** Will the proposed project require the removal of any agricultural land or crops? How many acres? _____ Will the project reduce the numbers of any unique, rare, or endangered species of plants? _____	☐	☐
11.	**Animals:** Will the proposed project reduce the numbers of any unique, rare or endangered species of animals? _____	☐	☐
12.	**Noise:** Will the proposed project result in significant increases in noise levels or expose people to severe noise levels? If so, what measures will be taken to reduce noise levels? _____	☐	☐
13.	**Land Use Plans:** Will the proposal result in a substantial alteration of the present or planned land use of the project area? Does the project require a rezoning or General Plan Amendment? _____	☐	☐
14.	**Hazardous Materials:** Does any part of the project create a risk of explosion or the release of hazardous substances? Include information on the use of hazardous substances in the operation of the proposed project. _____	☐	☐
15.	**Housing:** Will the proposed project result in a significant increased demand for additional housing within Kerman? _____ _____	☐	☐
16.	**Traffic & Circulation:** Will the project generate significant volumes of additional traffic? Will the project require alterations to streets or highways or require the construction of new streets? _____ _____	☐	☐
17.	**Public Services:** Will the project impact the city's police, fire or other government services, including the school district?	☐	☐
18.	**Solid Waste:** Will the project generate significant volumes of solid waste? How will solid waste be disposed of at the site? _____ _____	☐	☐
19.	Has the project site been exposed to any hazardous materials (e.g., oil spills, underground fuel tanks, chemical toxins or buried debris? _____ _____	☐	☐
20.	Are there any existing buildings on the site that will be removed or altered with the development of the project? _____ _____	☐	☐

Planning Application Fee Processing Agreement

I the undersigned, hereby authorize the City of Kerman to process the permit request contained in this application in accordance with the Kerman Municipal Code. I am depositing $_____ to cover staff review, coordination and processing costs in accordance with the adopted City of Kerman Fee Schedule Resolution.

CULTURAL RESOURCES REVIEW: I further understand that the City of Kerman may refer my application to the Southern San Joaquin Valley Archaeological Information Center to determine whether an Initial Study (Environmental Analysis) addressing cultural resources will need to be conducted by a cultural resources consultant. Should this referral occur, I understand that the flat fee cost will be $150.00 (or the fee amount at the time the cultural resource review is requested) and that further study by a cultural resources consultant may be required. If further study is required, I understand that I will be responsible for any additional costs for the work of the cultural resources consultant.

ENVIRONMENTAL REVIEW FEES: The environmental review documentation fee will be determined after a review by all affected responsible agencies. The Planning Division will request the applicant to submit the appropriate environmental fee prior to any legal notifications for public hearings before the decision-making body on my application. The fee will be based upon the environmental determination made (i.e., categorical/statutory exemption, negative/mitigated declaration, or environmental impact report).

If an Environmental Impact Report (EIR) is required, the City will contract with a private consulting firm to prepare the EIR. The Planning Division will request the applicant to submit an EIR processing fee as identified in the City's adopted Fee Schedule (attached to this application). When the Scope-of-Work for the EIR is finalized, staff will prepare a consultant contract. Upon approval of the contract by the applicant, the consultant, and the City Council, the applicant will be required to deposit fees covering total consultant costs plus 15% in a trust account with the City of Kerman. Upon receipt of these fees, staff will notify the consultant to commence preparation of the EIR.

FISH AND GAME REVIEW FEES: I further understand that the City, or the State Office of Planning and Research, may refer any applicable environmental document for my project to the California Department of Fish and Game for review and comment in accordance with the provisions of the California Environmental Quality Act. Should this referral occur, I understand that I must pay all fees as required by Section 711.4 of the Fish and Game Code ($1,993 for Negative Declarations or $2,768.25 for Environmental Impact Reports, as updated). Should these fees be required, I agree to remit a cashier's check or money order in the required amount, payable to the City of Kerman Planning Division prior to any legal notifications for public hearings before the decision-making body on my application.

I (we), being duly sworn, declare and say that I am (we are) the owner (applicant or agent) of property involved in this application and the I (we) have completed this application and all other documents and maps required to the best of my (our) ability and that the statements and information above referred to are, in all respects, true and correct except as to the matters stated to be on my (our) information and belief.

_____ _____

Owner/Applicant Date

_____ _____

Agent Date

Supplemental Information

(*To be attached to this application*)

SITE PLAN: *(Required for Site Plan Reviews and Conditional Use Permits).*

Items required for new construction and building additions:

- Fully completed City of Kerman Planning Application;
- Filing fee as listed in the Planning Fee Schedule;
- Environmental / Project Site Questionnaire;
- A Notarized Letter of Agency signed by the current property owner if not the same as the applicant;
- Six (6) large copies/sets of the site plan, elevations and floor plans on standard sheet size of 24" x 36". All maps must be folded to a size no greater than 8½" x 11". Additional copies will be required prior to the City Council meeting.
- Digital copy of the site plan, floor plans, and exterior elevations, and landscape plans in **JPG format or PDF format**;
- Sixteen (16) small copies of the site plan on standard sheet size of 11" x 17".
- Sixteen (16) small copies of the floor plans of all proposed buildings on standard 11" x 17".
- Sixteen (16) small copies of all exterior elevations for all buildings on standard 11" x 17";
- Two (2) large landscape plans for all proposed and/or modified landscape areas on standard size 24" x 36".

All plans or exhibits to be filed shall be drawn and dimensioned to a reasonable scale in a legible fashion on a recommended standard sheet size of 18" x 24" or 24" x 36", and folded to an approximate size of 8" x 14". **(DRAWINGS MUST BE FOLDED)**

1. The site plan is a drawing showing the layout of your project and must show the following information:
    a. The scale of a tentative map must not be less than 1" = 100', and such map must be clearly and legibly reproduced.
    b. Site Location and Dimensions. Lot dimension of each parcel, lot numbers (if applicable), "north arrow", assessors parcel number, and street address (if assigned).
    c. Buildings and Structures. Show the location and dimensions, elevations, size, height and identify proposed use(s), such as dwelling unit, carports, or garages. Include elevations of the proposed buildings and structures on all sides, including notes on exterior finish materials.
    d. Equipment Screening. Show on the exterior elevations the locations and size of all proposed roof-mounted equipment and materials, providing specifications proposed to screen the equipment.
    e. Yards, walkways, spaces between buildings, paved and landscaped areas.
    f. Addressing. Show location of address identification number on the building(s);

g. Walls and Fences. Show location, height and materials.

h. Off-Street Parking. Show location, dimension, number of spaces (indicate regular, compact & ADA spaces).

i. Access and Circulation. Show pedestrian/vehicular access, and service points of ingress and egress, and internal circulation.

j. Loading and refuse area(s). Show location and dimension of on-site loading and refuse area(s), include type of screening proposed for loading, refuse and recycling areas.

k. Signs. Show location, size, face area, height, and type of illumination of existing and proposed signs. Show dimension to the top of the sign.

l. Lighting. Show location of all proposed free-standing and building mounted lighting fixtures, methods proposed to screen lighting from illuminating adjoining property, and a manufacturer's specifications sheet detailing the type of light fixture proposed.

m. Street Dedications. Show all street dedications and improvements; include proposed finished surfaces of all paved areas.

n. Easements. Show all existing and proposed easements.

o. Utilities. Show location of existing and proposed utilities and connections (i.e., sewer, water, storm drain, electrical, etc.).

p. Storm drainage. Show proposed location and dimension of any on-site storm water drainage.

q. Landscaping. Include location, plant types, and irrigation equipment.

r. Phasing. Show phase lines if the project is to be phased or not completed simultaneously.

2. A statement of proposed uses of the building(s), sufficiently defined to assist the Building Division and Fire Department to provide analysis of building safety related to the type of proposed use.

3. Prior to filing a site plan application, it is suggested that the applicant/owner verify the following information:

   a. Flood hazard requirements;
   b. City and state building and fire safety codes;
   c. Setback and building heights standards of the zone district;
   d. Proposed uses in compliance with the zone district.

If you have any questions, please contact the Planning Division at (559) 846-9386.

TENTATIVE MAP: *(Required for Tentative Parcel Maps and Tentative Tract Maps)*

Items required for submission of a tentative tract map:

- Fully completed City of Kerman Planning Application;
- Filing fee as listed in the Planning Fee Schedule;
- Environmental / Project Site Questionnaire;
- Sixteen (16) **FOLDED** copies of the tentative tract map. All maps must be folded to a size no greater than 8½" x 11" or application will not be accepted. Additional copies will be required prior to the City Council meeting;
- One (1) 8½"x11" reduction of the Tentative Tract Map exhibit;
- Digital copy of the Tentative Tract Map exhibit in JPG format;
- Legal Description (must be submitted on disk in MS Word format) and Preliminary Title Report no more than 30 days old that covers the entire property being considered for a tentative tract map;
- A Notarized Letter of Agency signed by the current property owner if not the same as the applicant;
- A copy of any proposed conditions, covenants, and restrictions.

The following information must be shown on the tentative map or in an accompanying data statement:

1. Scale. The scale of a tentative map must not be less than 1" = 100', and such map must be clearly and legibly reproduced.

2. Vicinity Sketch. A vicinity sketch at a scale of 1" = 1000' must be drawn on the tentative map. It must show the street and tract lines and names or numbers of all existing subdivisions, and the outline of acreage parcels of land, adjacent to the proposed tract.

3. Tract Name and Tract Number. A tract name and unit number (if possible) must be provided for any subdivision containing five (5) or more lots. Such tract names must not duplicate or nearly duplicate the name of any other tract in the City.

4. Owner Information. The name and address of the record owner or owners must be included with the map.

5. Subdivider Information. The name and address of the subdivider; if different from the record owner there must be a statement indicating the record owner's permission to file the map, must be included with the map.

6. Preparers Information. The name and address of registered civil engineer, licensed surveyor, landscape architect or land planner who prepared the map.

7. Graphics. The date, north point arrow, and a written and graphic scale must be included with the map.

8. Boundary Description. A sufficient description to define the location and boundaries of the proposed subdivision must be included with the map.

9. Streets. The locations, names, widths and grades of all existing and proposed streets (including alleys) within the boundaries of the tract and adjacent to the tract must be included with the map. Each street shall be identified by actual street names or an identifying letter for proposed streets.

10. Adjacent Land. The names or tract numbers of adjacent tracts including land use(s) and the names of owners of adjacent unplatted land must be included with the map.

11. Contour Lines. Approximately contours to be included with the map.

12. Grading Plan. A grading plan, showing by appropriate graphic means, the proposed grading of the subdivision.

13. Tree Location. The approximate location of all isolate trees with a trunk diameter of four (4) inches or greater, within the boundaries of the tract, and the outlines of groves or orchards must be included with the map.

14. Overflow Boundaries. The approximate boundaries of areas subject to inundation or storm water overflow, including location width and direction of flow of all watercourses must be included with the map.

15. Uses. The existing use or uses of the property and, to scale, the outline and location of any existing railroads, buildings, structures, irrigation ditches and other permanent physical structures in relation to existing or proposed street and lot lines must be included with the map.

16. Zoning. A statement of the present zoning and proposed use of the property, as well as proposed zoning changes, whether immediate or future, must be included with the map.

17. Public Areas. Any proposed public areas must be included with the map.

18. Community Lands. Any proposed lands to be retained in private ownership for community use must be included with the map. When a subdivision contains such lands, the subdivider must submit with the tentative map the proposed articles of incorporation of an owner's or tenant's organization legally empowered to own, maintain, and pay taxes on such lands.

19. Easements. The approximate widths, locations, and uses of all existing or proposed easements for drainage, sewerage, and public utilities must be included with the map.

20. Curves. The approximate radius of each curve must be included with the map.

21. Lots. The approximate layout and dimensions of each lot must be included with the map.

22. Areas. The area of each lot must be included with the map.

23. Water Sources. A statement of the domestic water source or sources must be included with the map.

24. Sewage Disposal. A statement of provisions for sewerage and sewage disposal must be included with the map.

25. Storm Drains. Preliminary indication of needed or proposed storm drain facilities must be included with the map.

26. Access Easements. The locations, names, widths, approximate grades and a typical cross-section of curbs, gutters, sidewalks and other improvements of all street and access easements, including proposed location of all underground utilities must be included with the map.

27. Landscaping. A preliminary landscaping plan, including measures for irrigation and maintenance must be included with the map.

28. Outside Construction. The location of any of the foregoing improvements which may be required to be constructed beyond the boundaries of the subdivision must be shown on the map or on the vicinity map as appropriate.

29. Units. If it is contemplated that the development will proceed by units, the boundaries of such units must be shown on the tentative map.

30. Street Names. The following principles must govern street names in a subdivision: Each street which is a continuation of or approximately the continuation of any existing dedicated street must be shown on the tentative map and must be given the name of such existing street. When any street forms a portion of a proposed street previously ordered by the City Council to be surveyed, opened, widened or improved, the street must be given the name established in the said Council order.

City of Kerman
Planning Fee Schedule

PERMIT TYPE	FEE
Administrative Actions	
Appeal of Administrative Decision	$340
Appeal of Planning Commission to City Council	$340
Appeal of Administrative Review	$300
Annexations	
Annexation Processing (City)	$2,000
Conditional/Temporary Use Permits	
Conditional Use Permit (Major)	$1,300
Conditional Use Permit (Minor-No Construction)	$500
Temporary Use Permit	$180
Amendment to Conditional Use Permit	$450
Conditional Use Permit Extension	$150
Environmental	
Categorical Exemption	$100
Negative/Mitigated Declaration	$1,000
Environmental Impact Report Review	Cost + 15%
Mitigation Monitoring Plan Preparation	$335
Mitigation Monitoring	$500 (Deposit)
Planning	
General Plan Amendment	$1,500
Specific Plan	Cost + 15%
Amendment to Specific Plan	50% of Cost
Site Plan	
Site Plan Review (Major)	$1,400
Site Plan Review (Minor – No Construction)	$500
Amendment to Site Plan	$445
Site Plan Time Extension	$150

Subdivisions

Lot Line Adjustment	$350
Certificate of Correction	TBD
Tentative Parcel Map review (1-4 parcels)	$900
Amendments to Tentative Parcel Map	$355
Tentative Parcel Map extension	$270
Parcel Map Waiver	$500
Final Parcel Map Check	$800
Tentative Tract Map Review (5+ lots)	$2,000(+26/Lot)
Amendments to a Tract Map	$900
Tentative Tract Map Extension	$320
Final Tract Map Check	$1,808(+26/Lot)
Planned/Smart Development	$1,800
Development Agreement	$1,259
Deferred Improvement Agreement	$785
Subdivision Map Engineering Plan Check & Inspection	Cost of Improvements

Cost of Improvements	Percentage of Cost
• First $50,000	7%
• Nest $250,000	5.5%
• Next $400,000	4%
• Over $700,000	2.5%

Zoning

Rezone/Prezone Map Amendment	$1,300
Text Amendment to Zoning Ordinance	$575
Variance Review	$1,000
Zoning Conformance Letter	$35
Second Residential Unit	$360
Minor Deviation	$100
Density Bonuses	$715
Classification of Use	$215
Home Occupation (+Inspection Fee)	$140

Signs

Sign Review (Master Sign Plan)	$150
Temporary Subdivision Sign Review/Permit	$75
Temporary Sign/Banner Permit	$25

Fresno County Filing (*Fee Schedule Effective as of January 1, 2009)*

Notice of Determination	$50
Negative Declaration (Department of Fish & Game)	$1,993
Mitigated Negative Declaration (Department of Fish & Game)	$1,993
Environmental Impact Report (Department of Fish & Game)	$2,768.25
Certified Regulatory Program (Made out to Fresno County)	$886.25

Annexation (Local Agency Formation Commission Fees)

Under 3 Acres	$750
3 to 5 Acres	$1,500
6 to 10 Acres	$3,000
11 to 20 Acres	$4,500
21 to 40 Acres	$6,000
41 to 80 Acres	$7,500
81 to 160 Acres	$9,000
Over 160 Acres	$10,500

Document Fees

General Plan	$35
Housing Element	$20
Specific Plan	$20
Standard Plans & Specifications	$20
Subdivision Ordinance	$20
Zoning Ordinance	$20

Maps

Zoning Map (Color)	$20
Zoning Map (Black & White)	$10
General Plan	$20
Specific Plan	$10
Large Map format copies (24”X36”)	$5

Miscellaneous

Landscape Plan Check/Inspection	$225
Permit Refund	$100
Business License	$129