

CITY OF TULARE- PLANNING DEPARTMENT

APPLICATION CHECKLIST

Drawings to Scale:

SEVENTEEN copies of the plot plans, drawn to a workable scale (24' x 36' or 18' x 26'), must accompany any applications or petition for variance, conditional use permits, general plan amendments, and zone changes shall indicate the following:

Existing and proposed structures and dimensions of same.	
All setbacks and buildings separations.	
Automobile parking arrangement including the location of driveways and dimension of same.	
Location and type of existing or proposed walls and/or fences, landscape and amount of landscaping in low water usage plants.	
Photographs of the building elevations or of an architectural rendering are always helpful to the Commission and are suggested as exhibits, but are not required.	
All elevations of new structures. Provide at least one color elevation depicting proposed color scheme (file foldable).	
All improvements as required by the Zoning Ordinance (obtain copy of the improvement standards from Planning staff for the zone district where the property is located).	
Provide a reduced copy (11' x 8 1/2 ' or 11' x 14') of the site plan and elevations.	
Applications, except for Design Review, shall be accompanied by an accurate scale drawing of the site and the surrounding area for distance of at least three hundred feet (300') from each boundary of the site showing the location of streets and property lines and the names and last known addresses of the recorded legal owners of all properties shown on the drawings. In addition, mobile home park residents will need to be identified. PLEASE TYPE NAMES AND ADDRESSES OF ALL PROPERTY OWNERS ON MAILING LABELS, and including mobile home residents which shall be identified by "resident" and "space number". In addition, the Planning Director, may at his discretion, expand the noticing requirements in high growth areas, where it is clear that the county assessor's roll is not current with names and address. (Council authorization 7-2-2002)	
A completed environmental questionnaire.	
Indemnification Agreement	
Fees	

If your application requires review by other agencies, additional site plans may be required.

The action of the Planning Commission regarding variances, conditional use permits, and design review is final unless appealed to the City Council within ten (10) calendar days from the date of the decision of the Planning Commission. The appeal forms can be obtained from the Planning & Building Department.

I understand that if any items are missing that my application cannot be deem complete. A completed application will be deemed complete only when all required studies have been submitted as needed to make a CEQA determination. By my signature below I represent that all items checked above are included with this application.

Applicant