



GENERAL PROJECT APPLICATION

This application is for the following entitlements:
 (Please check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Annexation
<input type="checkbox"/> Design Review
<input type="checkbox"/> Conditional Use Permit
<input type="checkbox"/> General Plan Amendment
<input type="checkbox"/> Minor Use Permit
<input type="checkbox"/> Modification
<input type="checkbox"/> Planned Development | <input type="checkbox"/> Rezone/Zone Text Amendment
<input type="checkbox"/> Specific Plan
<input type="checkbox"/> Specific Plan Amendment
<input type="checkbox"/> Tentative Parcel Map
<input type="checkbox"/> Tentative/Vesting Map
<input type="checkbox"/> Tentative Map Time Extension
<input type="checkbox"/> Variance |
|---|--|
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You are encouraged to informally review your application with the Planning Division prior to formally submitting it. This will improve the probability that your application is complete and that it will be processed quickly. Please contact the Planning Division at the Municipal Service Center, 495 Industrial Dr., Galt, CA or by telephone at (209) 366-7230 for an appointment.

Your application cannot be considered complete until all necessary information is submitted. If it is determined that your application is not complete, you will be notified of the deficiencies within thirty days.

If it is determined to be complete, it will be reviewed by staff and ultimately scheduled for any necessary hearing(s) or acted upon by staff.

It will be necessary for the project applicant or an authorized representative to be present at all public meetings when the application is considered. Failure to do so may result in continuance or denial.

Meetings

All meetings are held at Galt City Hall Council Chambers, 380 Civic Drive, Galt, CA unless otherwise noticed.

PLANNING COMMISSION: Held the second Thursday of the month at 6:00 P.M.

CITY COUNCIL: Held the first and third Tuesdays of each month at 7:00 P.M.

OFFICE USE ONLY	
Date Filed: _____	Application Taken In By: _____
Project # _____	Receipt Amount: _____

Application Contents

An application cannot be considered complete unless it includes the following:

- ___ 1. General Project Application Form, attached (page 4).
- ___ 2. Legal Description: A copy of the legal description, such as that found on the deed for the subject property or preliminary title report, is required. A preliminary title report (no more than three months old) may be required. Applicant shall provide full text copies of all easements that affect the subject property.
- ___ 3. Filing Fee: The Filing Fee is based on the established schedule of development fees, contact the Planning Division for current fees. The Filing Fee must be paid before the application can be considered complete.
- ___ 4. Additional Fee: An additional fee will be due to pay for Sacramento County's environmental document filing fees and possible Dept. of Fish & Wildlife review fees (for Negative Declarations or Environmental Impact Reports). You are encouraged to contact the Planning Division prior to application submittal to determine the appropriate fee. Otherwise, your application will be deemed incomplete until said fees are paid.
- ___ 5. Environmental Information Form (optional): A development application may be processed only after the environmental review has been completed in accordance with the Galt Development Code and the California Environmental Quality Act. The size and scope of the proposed project will determine the extent of information the applicant is required to provide regarding the environmental impacts of the project. The applicant should discuss the proposal with a member of the City Community Development Department to determine if this form is required for the application.
- ___ 6. Indemnity and Reimbursement Agreement: Please contact the Planning Department for information on this agreement.
- ___ 7. Supplemental Information: Depending upon the type of application request filed, further information may be necessary.

For applications requiring a public hearing, the following items must also be submitted in order to determine an application complete:

- ___ 8. 500-Foot Radius Map: Prepare a map showing the parcel affected by your application and all other properties located within a radius of 500 feet of the subject parcel's boundaries. Identify each parcel by its Assessor's Parcel Number. The map should be drawn at a scale of one inch equals one hundred feet. Show all streets, highways, railroads and streams within the 500-foot radius. An example of a correctly drawn map is enclosed in this packet. Due to special circumstances of a project, a radius map larger than 500 feet may be required (not required for lot line adjustments).

- ___ 9. Property Owners List: This list shall include all the names and mailing addresses of the owners of record of all properties located within the 500-foot radius from the most recent assessment rolls (the owners of record may not necessarily reside at the property address), as well as the Cosumnes Community Services District Fire Department, Galt Joint Union Elementary School District and the Galt High School District. An instruction sheet and owner list form is included in this packet.
- ___ 10. Property Owner Addressed and Stamped Envelopes: The applicant must provide stamped envelopes (**see note below**) addressed to all property owners on the property owners list and include the assessor's parcel number (APN). The return address should be as follows:

City of Galt Planning Division
495 Industrial Drive
Galt, CA 95632

Each envelope should be business size (4" x 9-1/2", no quick strip sealing) and contain sufficient postage to mail a first class letter. Applications for Annexation, Parcel/Subdivision Map, General Plan Amendment and Zone Change must include **two** separate sets of property owner addressed & stamped envelopes (one for Planning Commission hearing and one for City Council meeting). **NOTE: When using metered postage, the date must be left blank. The City will date stamp the envelopes at the time of mailing.**

GENERAL PROJECT APPLICATION FORM

Project Site Address/Location: _____
Assessor's Parcel No. (APN): _____
Zone: _____ General Plan Land Use: _____
Project Area Size (in square feet): _____
Existing Use: _____

Applicant: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____ Email: _____

Property Owner (If different from Applicant): _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____ Email: _____

Other Person to be Notified: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____ Email: _____

Describe proposal in detail. (An incomplete project description could result in project delays and increased environmental analysis costs at a later date) (Please attach additional sheets, if necessary):

Describe requested legislative entitlements (General Plan Amendments and Rezone requests) in detail. List all policies, text and maps you are requesting to amend and indicate how you wish to amend them. Be as specific as possible. (Please attach additional sheets if necessary):

Before the City of Galt can accept an application as complete, the applicant shall consult the five hazardous waste lists provided at <http://www.calepa.ca.gov/SiteCleanup/CorteseList> and must submit a signed statement to the city indicating whether this project and any alternatives are located on a site that is included on any of the lists.

Hazardous Waste and Substances Statement

This development project and any alternatives proposed in this application are / are not (*circle one*) contained on the lists compiled pursuant to section 65962.5 of the Government Code.

If this project is on one of the lists found on the website noted above, specify the name of the list

I hereby certify, under penalty of perjury, that I am the property owner or am authorized by the property owner(s) to submit this application. I further certify that this application has been prepared in compliance with the requirements of the Galt Municipal Code, that the materials are being submitted as a formal application for the request noted on this application, and that the statements (including the hazardous waste and substances statement) and information above referred to are, to the best of my knowledge and belief, in all respects true and correct.

Applicant: _____ Date: _____

Legal Owner: _____ Date: _____

(NOTE: If applicant is different from the owner of record, signed authorization from the owner is required for application processing)