

REVIEWED BY: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

# DEVELOPMENT APPLICATION

## CITY OF FOLSOM

## APPLICATION SUBMITTAL MATRIX

SUBMITTAL MATERIALS	REQUESTED ENTITLEMENT						
	STREET NAMES	CONDITIONAL USE PERMIT	PLANNED DEVELOPMENT PERMIT	VARIANCE	TENTATIVE MAPS	REZONE	GP/SP AMENDMENT
APPLICATION	X	X	X	X	X	X	X
FEES	X	X	X	X	X	X	X
AGENT AUTHORIZATION	X	X	X	X	X	X	X
RADIUS MAP		X	X	X	X	X	X
RADIUS LIST		X	X	X	X	X	X
ENVELOPES		X	X	X	X	X	X
VICINITY MAP	X	X	X	X	X	X	X
CURRENT TITLE REPORT <sup>(1)</sup>					X		
SITE PLANS	X	X	X	X	X	X	X
REDUCTIONS (8.5 x11)	X	X	X	X	X	X	X
PROJECT NARRATIVE		X	X	X	X	X	X
ENVIRONMENTAL INFO FORM		X	X	X	X	X	X
ELEVATION PLANS		1	X	X			
LANDSCAPING PLANS		1	X	X			
GRADING & UTILITY PLANS		1	X	1	X		
UNIFORM SIGN CRITERIA			1				
COLORS/MATERIALS BOARD		1	1				
INCLUSIONARY HOUSING PLAN			1		1		
COLOR RENDERING/ PHOTOGRAPH		1	1	1	1		
DESIGN GUIDELINES/ DEVELOPMENT STANDARDS		1	1		1		

X = REQUIRED ITEM

1 = ITEM MAY BE REQUIRED; CHECK WITH A PLANNER

(1) For all tentative maps, a preliminary title report showing the legal owners at the time of submittal is required.

# CHECK LIST OF REQUIRED MATERIALS

- Completed and signed Development Permit Application
- Planning application fees
- Property owner's signature on the "Agent Authorization Form" (if necessary)
- List of all property owners within 300 feet from any part of the subject property, by assessor's parcel number, including mailing addresses (may be obtained from a title company)
- Radius Map of all properties located within 300 feet from any part of the subject property (may be obtained from a title company)
- A supply of envelopes that are addressed to the owners of property within 300 feet from subject property. Envelopes must be legal size, stamped with sufficient postage and include the following return address: City of Folsom, Community Development Department, 50 Natoma Street, Folsom, CA 96530. **The mailing address and return address need to be typed.**
- Site Plans (PDF File and one physical copy)
- Tentative Maps (PDF File and three physical copies)
- Current Title Report (for all Tentative Maps)
- Building Elevation Plans (PDF File)
- Preliminary Landscaping (PDF File)
- Grading and Infrastructure Plans (PDF File and one physical copy)
- One digital (PDF) set of all plans on a USB Drive
- Project Narrative explaining the major concepts of the project
- Environmental Information Form with applicant's signature

## **IN ADDITION, THE FOLLOWING ITEMS MAY BE REQUIRED FOR THE PUBLIC HEARING.**

- Colors and materials board
- Colored renderings - site plans, landscaping plan, elevations, signage for display purposes
- Three-dimensional modeling or photo-montage
- Inclusionary Housing Plan
- Uniform Sign Criteria Plan

# DEVELOPMENT PERMIT APPLICATION

## CITY OF FOLSOM COMMUNITY DEVELOPMENT DEPARTMENT

Project Name: _____
Project Location: _____
Assessor's Parcel Number: _____
Total Size of Property: _____

Applicant Name: _____
Applicant Address: _____
Phone Number: _____ Email Address: _____

Property Owner Name: _____
Property Owner Address: _____
Phone Number: _____ Email Address: _____

Project Description: _____ _____
Current Zoning: _____ Current General Plan: _____
Proposed Zoning: _____ Proposed General Plan: _____
Adjacent Land Uses and Zoning:
North: _____
South: _____
East: _____
West: _____

**Any applicant or agent who is not the property owner must submit a signed Agent Authorization Form along with this applicant.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applications and plans may be submitted via email to [PlanningEPC@folsom.ca.us](mailto:PlanningEPC@folsom.ca.us).**

# AGENT FOR OWNER AUTHORIZATION FORM

When the Permit Application will be executed by a person other than the property owner, prior to applying for a permit or entitlement, the following shall be completed by the property owner and returned to the agency responsible for issuing the permit or entitlement.

## Project Location

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

## Permit / Entitlement

- Design Review
- General Plan Amendment
- Rezone
- Tentative Subdivision Map (Vesting map?  Yes  No)
- Tentative Parcel Map (Vesting map?  Yes  No)
- Planned Development Permit/Modification
- Use Permit
- Variance
- Other: \_\_\_\_\_

## Authorized Agent(s)

Name: _____	Name: _____
Address: _____	Address: _____
Phone Number: _____	Phone Number: _____
Email: _____	Email: _____

## Authorization of Agent to Act on the Property Owner's Behalf

I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain permits and/or entitlements for my project. I declare under penalty of perjury that I am the property owner\* for the address listed above; that I have personally filled out the above information, and certify its accuracy.

Property Owner Signature: _____	Property Owner Signature: _____
Property Owner (Print Full Name): _____	Property Owner (Print Full Name): _____

\* Owner of record as shown on the latest equalized assessment rolls of the County of Sacramento. (An option to purchase does not constitute ownership). If ownership has been recently transferred, a copy of the deed must accompany this authorization.

**NOTE:** A recent Preliminary Title Report showing legal ownership at the time of submittal is required with all applications for Tentative Parcel or Subdivision Map approval. (Folsom Municipal Code, Chapter 16.16.030 (4))

# CITY OF FOLSOM ENVIRONMENTAL INFORMATION FORM

(TO BE COMPLETED BY APPLICANT)

## GENERAL INFORMATION

1. Name and address of developer or project sponsor:  
\_\_\_\_\_
2. Address/location of project: \_\_\_\_\_
3. Name, address, and telephone number of person to be contacted concerning this project:  
\_\_\_\_\_
4. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state, and federal agencies:  
\_\_\_\_\_
5. Existing zoning: \_\_\_\_\_
6. Proposed use of site (project for which this form is filed):  
\_\_\_\_\_

## PROJECT DESCRIPTION (ATTACH ADDITIONAL SHEETS IF NECESSARY)

7. Site size: \_\_\_\_\_
8. Square footage of building(s): \_\_\_\_\_
9. Number of floors of construction: \_\_\_\_\_
10. Amount of off-street parking provided: \_\_\_\_\_
11. Proposed Phasing: \_\_\_\_\_
12. Associated project: \_\_\_\_\_
13. If residential, include the number of units and sizes: \_\_\_\_\_
14. If commercial, indicate type, square footage of sales area, and loading facilities:  
\_\_\_\_\_
15. If industrial, indicate type, estimated employment per shift, and loading facilities:  
\_\_\_\_\_
16. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project:  
\_\_\_\_\_

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

- |     |  |                              |                             |
|-----|--|------------------------------|-----------------------------|
| 17. | Change in exhibit features of any bays, tidelands, beaches, lakes, hills or substantial alteration of ground contours. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 18. | Change in scenic views or vistas from existing residential areas or public lands or roads.                             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 19. | Change in pattern, scale or character of general area of project.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 20. | Significant amounts of solid waste or litter.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 21. | Change in dust, ash, smoke, fumes or odors in vicinity.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 22. | Change in ocean, bay, lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 23. | Substantial change in existing noise or vibration levels in the vicinity.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 24. | Site on filled land or on slope of ten percent or more.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 25. | Use or disposal of potentially hazardous materials such as toxic substances, flammable or explosives.                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 26. | Substantial change in demand for municipal services (police, fire, water, sewage, etc.)                                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 27. | Substantial increase of fossil fuel consumption (electricity, oil, natural gas, etc.)                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 28. | Relationship to a larger project or series of projects.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**ENVIRONMENTAL SETTING**

29. Describe the project site as it exists before the project, including information on topography, soil stability, plants, and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. (Attach additional sheets if necessary.)

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30. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.) (Attach additional sheets if necessary.)

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**CERTIFICATION**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
For



# CITY OF FOLSOM

## HAZARDOUS WASTE AND SUBSTANCES DISCLOSURE

### PLEASE COMPLETE THIS SECTION FOR ALL PROJECTS

First, consult the most recent Hazardous Waste & Substances Site list located at the Planning Division Counter or through Sacramento County, then check the following applicable box.

PURSUANT to Government Code, Section 65962.5(f):

- The subject property IS listed on the Hazardous Waste and Substances Sites List.  
(Data source: California State Water Resources Control Board; Leaking Underground Storage Tanks)
- The subject property IS NOT listed on the Hazardous Waste and Substances Sites List.

### COMPLETE THIS SECTION FOR NON-RESIDENTIAL PROJECTS

Examples of commonly handled hazardous materials are listed below. If your proposed use involves one of these materials, or a similar material, you must, under State law, acknowledge the use or handling of such materials on this form.

1. Motor fuels, oils, solvents, thinners, paints (except latex), lacquers, kerosene, and other petroleum products.
2. Acids, caustics, and other corrosive materials.
3. Poisons and toxic materials such as pesticides and herbicides.
4. Oxidizers and oxidizing materials such as liquid oxygen, concentrated sulfuric and nitric acid, chlorates, permanganates, etc.
5. Compressed gases such as oxygen, acetylene, nitrogen, argon, and hydrogen.
6. Flammable solids, explosives, organic peroxides.
7. Toxic gases such as chlorine, ammonia, ethylene oxide, arsine, phosphine, etc.
8. Radioactive materials.
9. Infectious/etiologic materials such as needle syringes, cultures, anatomical parts, etc.
10. Other

PURSUANT to Section 65850.2 of the Government Code, declare as follows:

**Hazardous Materials:**

- I WILL be using or handling hazardous materials in my proposed use.
- I WILL NOT be using or handling hazardous materials in my proposed use.
- Unsure

**Acutely Hazardous Materials:**

- I WILL be using or handling acutely hazardous materials in my proposed use.
- I WILL-NOT be using or handling acutely hazardous materials in my proposed use.
- Unsure

**Proximity of Property to a School:**

- The property in which my use is proposed IS within 1,000 feet of a public or private school.
- The property in which my use is proposed IS NOT within 1,000 feet of a public or private school.

**Air Contaminants:**

- My proposed use WILL involve machinery, equipment or other contrivances that may cause release or emission of air contaminants.
- My proposed use WILL NOT involve machinery, equipment or other contrivances that may cause release or emission of air contaminants.

Date: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_



# MAILING ADDRESSES NOT SHOWN ON COUNTY ASSESSOR'S ROLL

In preparing the Property Owners List for your project you may find that some properties within 300 feet of your property are listed on the assessment roll without a mailing address. For the City's purposes, however, these property owners must still be notified and thus must be included on the Property Owners List. Therefore, we have prepared the following list of addresses for your use, if needed. If you should encounter others, we may be able to help you in determining an appropriate mailing address.

1. United States of America  
c/o Central California Area  
Manager Bureau of Reclamation  
794 Folsom Dam Rd.  
Folsom, CA 95630
2. State of California  
Folsom lake State Recreation Area  
7806 Folsom-Auburn Road  
Folsom, CA 95630
3. Facilities Planning Manager  
Folsom-Cordova Unified School District  
125 East Bidwell Street  
Folsom, CA 95630
4. Regional Engineer  
Southern Pacific Transportation Co.  
1200 Corporate Center Drive  
Monterey Park, CA 91754
5. Warden  
Folsom State Prison  
P.O. Box W  
Represa, CA 95671
6. Warden  
California State Prison Sacramento  
P.O. Box 290002  
Represa, CA 95671-0002
7. General Manager  
Prison Industry Authority  
560 E. Natoma St.  
Folsom, CA 95630-2200
8. Assistant Chancellor  
Administration & Operations  
Los Rios Community College District  
1919 Spanos Court  
Sacramento, CA 95825
9. San Juan Water District  
P.O. Box 2157  
Granite Bay, CA 95746-2157

# ENTITLEMENTS

**Street Name Review:** is required by the Planning Commission prior to Final Map approval. The Planning Commission encourages use of names from the City's Historical Street Names list.

**Use Permit:** is a conditional approval to conduct a use in a zone, which requires a special review of the proposed use.

**Planned Development Permit:** is a design review process required in commercial, business/professional, industrial, residential and open space zoning districts which have a "PD" designation.

**Variance:** is an exception from zoning standards, which would otherwise apply. Extraordinary circumstances related to the land, building or use must exist.

**Tentative Maps:** allow subdivision of property. After a tentative map is approved, a final map must be approved prior to formal completion and recordation. For more information about final maps, contact the Engineering Division. A recent Preliminary Title Report, showing the legal owners at the time of submittal, is required with all applications for approval of tentative maps.

**Rezone:** is a change of zoning on a property. The proposed zone must be consistent with the General Plan.

**Plan Amendment:** is a change to the General Plan an Area Plan or a Specific Plan. Plan amendments can change land uses and/or policies.

## **Explanation of Submittal Requirements**

**Application:** provides general and background information about the proposed project. Includes names of applicant and owner, project location and description, requested entitlements and other site information.

**Fees:** are required for each individual entitlement requested. A fee schedule is attached to the Development Application for your reference.

**Agent Authorization Form:** allows an agent or representative to apply on the owner's behalf; requires the signature of the property owner of record.

**Radius Map:** shows the subject parcel and all other parcels within a 300 foot radius of the subject parcel's property lines. Be sure map is to scale and includes all streets and alleys with their dimensions indicated (refer to the County Assessor's Parcel Maps).

**Radius List:** includes the Assessor's Parcel Number, owner's name, and owner's mailing address for each parcel indicated on the radius map.

**Envelopes:** should be standard business size, containing the assessor's parcel number, owner's name, and address for each parcel on the radius list. Envelopes must be stamped, and have the following return address: "Community Development Department, City of Folsom, 50 Natoma Street, Folsom, CA 95630". **The mailing address and return address need to be typed.**

**Vicinity Map:** indicates relationship of subject parcel to surrounding neighborhood. Typically, this map should show all neighborhoods with adjacent major streets and highways within a 1 to 2 mile radius of the project site. Use an arrow to identify the project site on the map.

**Site Plans:** (Requirements for residential and commercial projects) PDF Copies, indicating:

- a. Site address, subdivision and lot number, and assessor's parcel number
- b. Lot dimensions showing property lines of subject property and adjacent properties within 100 feet of subject property lines; adjacent streets, railroads, and bodies of water
- c. Building footprint and square footage; provide dimensions to property lines
- d. Location within building footprint where work is being done
- e. Building orientation, North arrow and scale
- f. Location of:
  - Electric meters and transformers
  - Sewer and water lines and drainage facilities
  - Water meters
  - Cleanouts
  - Backflow preventers
  - Fire department connections, hydrants, and post indicator valves
  - Gas meters
  - Trash enclosures
  - Retaining walls (show height)
  - Direction of lot drainage
- g. Neighborhood design review/Homeowners association approval (where applicable)
- h. Easements and setback requirements
- i. Lot coverage percentage
- j. Proposed use of structure and current zoning designation
- k. Grading plans - show existing and proposed grade contours and tree locations/sizes

#### **Commercial Projects - Additional Requirements**

- l. Fire lanes
- m. Handicapped accessible pathways and parking spaces
- n. Parking area with dimensions of typical parking stalls and drive aisle widths and traffic control signs and markings
- o. Lighting plan
  - Include cut sheet with fixture type/model and wattage
  - Show building and pole-mounted lights, landscape and parking area lights
- p. Freestanding sign locations
- q. Uniform sign criteria for multi-tenant development projects

**Tentative Map:** shows a plan for subdividing land into lots; Tentative Parcel Maps are filed for commercial projects and residential projects containing four or fewer lots; Tentative Subdivision Maps are filed for residential projects containing five or more lots. PDF Copies, indicating:

- a. Subdivision name and assessor's parcel number(s)
- b. North arrow and scale
- c. Boundary lines of subdivision (heavy lines) and adjacent properties within 100 feet of subject property (light dashed lines)
- d. Names and assessor's parcel numbers of adjacent subdivisions
- e. Streets and lot lines
- f. Location, dimensions, and boundaries of all utilities, railroads, bodies of water, and direction of flow of

watercourses

- g. Easements (location, dimension, and type)
- h. Number, dimensions, and sizes of lots
- i. Proposed building footprints and square footage; provide dimensions to property lines.
- j. Existing structures; provide dimensions to property lines
- k. Setback requirements
- l. Proposed use and current zoning designation for each lot
- m. Locations and sizes of each parcel to be dedicated for public use
- n. Centerlines of adjacent streets
- o. Existing and proposed street cross sections
- p. Proposed street names (use of the City's Historical Street Name List is encouraged)
- q. Dimensions and locations of sidewalks, bicycle and pedestrian trails
- r. Boundaries of areas of special flood hazards. along with base flood elevation data; if no special flood hazards exist, a statement to this effect shall be made

#### **Additional Reports**

- s. Current Title Report
- t. Preliminary soils and geology report
- u. Preliminary noise analysis
- v. Arborist's report
- w. Additional technical reports including, but not limited to environmental, traffic and parking may be required at the discretion of the Community Development Director

**Reductions:** high gloss reductions (8 1/2" x 11 ") of the above plans, photographically reproduced, usually made at a blueprint company

**Project Narrative:** includes a description and purpose of the request, indicating how the community will benefit from the project and how the project will avoid or mitigate negative effects on the community. Information required in the project narrative will vary depending on the entitlement requested. Consult the appropriate publication for additional information.

**Environmental Information Form:** asks questions about how the project will affect the environment. This information is used to determine whether additional environmental review is required.

**Elevation Plans:** show the exterior appearance of the building. Elevations should be drawn to scale and indicate exterior materials used. PDF Copies, indicating:

- a. North, south, east, and west elevations (**DO NOT label elevations "front, rear, left, right"**)
- b. Exterior attached or building-mounted lighting fixtures (include cut sheet with fixture type/model and wattage)
- c. Dimensions indicating height from finished grade to peak of roof or top of parapet
- d. Cross section of roof showing height of roof-mounted equipment relative to parapet height
- e. Exterior wall and roof materials

**Landscape Plans:** indicate size, quantity, and species of plant materials, shade calculations for parking areas (40% shading required), irrigation system design, watering and maintenance schedule, installation specifications, and construction details.

**Grading and Improvement Plans:** show grade contours, areas to be cut and filled, drainage, tree locations with sizes and species, and proposed public improvements to be constructed.

**Colors/Materials Board:** a display of color and material samples affixed to a cardboard or foamcore backing. Include paint chips and samples of roofing materials, brick or stone veneers, wood/metal/vinyl siding, etc. Typical materials such as stucco and plywood siding need not be included. Size should not exceed 11 " x 17 "; multiple boards may be used if necessary. Label each board with project name and applicant's name, address, and telephone number.

**Color Rendering/Photograph:** artist's rendering, photograph, or photomontage in color depicting existing conditions and/or how the project will appear.

**Design Guidelines/Development Standards:** define approved colors, materials, architectural styles, landscape design, signage standards, setbacks, building heights, and other details for the purpose of ensuring consistent application of uniform standards to future phases or modifications of a project.

**Uniform Sign Criteria:** provide information on the process of sign review by the landlord and incorporate the City of Folsom requirements for obtaining a sign permit. The uniform sign criteria shall establish consistency of sign type, location, logo and /or letter heights, lines of copy, illumination, construction details and colors and materials of sign within a development.