



CITY OF WILLITS

CITY HALL - 111 East Commercial Street, (707) 459-4601 Fax (707) 459-1562
Willits, CA 95490

APPLICATION FOR MAJOR SUBDIVISION

OFFICE USE ONLY

Case No(s) _____ Date Filed _____ Fee _____
Receipt No. _____ Received by _____

OWNER

Name _____
Mailing Address _____
City _____ State _____ Zip Code _____ Phone _____

ENGINEER

Name _____
Mailing Address _____
City _____ State _____ Zip Code _____ Phone _____

AGENT

Name _____
Mailing Address _____
City _____ State _____ Zip Code _____ Phone _____

LOCATION OF PROJECT

Street Address _____
Assessor's Parcel Number(s) _____

PROJECT INFORMATION

Parcel Size _____ 'Square feet _____ 'Acres
Number of Lots Proposed _____
Date Property was Purchased _____ Deed Recorded: Book _____ Page _____

CERTIFICATION AND SITE VIEW AUTHORIZATION

1. I hereby certify that I have read this completed application and that, to the best of my knowledge, the information in this application, and all attached appendices and exhibits, is complete and correct. I understand that the failure to provide any requested information of any misstatements submitted in support of the application shall be grounds for either refusing to accept this application, for denying the permit, for suspending or revoking a permit issued on the basis of such misrepresentatives, or for seeking of such further relief as may seem proper to the City.
2. I hereby grant permission for City staff and hearing bodies to enter upon and site view the premises for which this application is made in order to obtain information necessary for the preparation of required reports and render its decision.

Owner/Authorized Agent

Date

NOTE: IF SIGNED BY AGENT, OWNER MUST SIGN BELOW

AUTHORIZATION OF AGENT

I hereby authorize _____ to act as my representative and to bind me in all matters concerning this application.

Owner

Date

MAIL DIRECTION

To facilitate proper handling of this application, please indicate the names and mailing addresses of individuals to whom you wish correspondence and/or staff reports mailed if different from those identified on Page One of the application form.

Name	Name	Name
Mailing Address	Mailing Address	Mailing Address

SITE AND PROJECT DESCRIPTION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to Community Development and other agencies who will be reviewing your project proposal. Please remember that the clearer picture that you give us of your project and the site, the easier it will be to promptly process your application. Please answer all questions. Those questions which do not pertain to your project please indicate "Not applicable" or "N/A".

THE PROJECT

1. Describe your project. Include secondary improvement such as wells, sewage and water systems, grading, vegetation removal, roads, etc.

2. If the project is commercial, industrial or institutional, complete the following:
Estimated employees per shift: _____

Estimated shifts per day: _____

Type of loading facilities proposed: _____

3. Structures/Lot Coverage	Number of Units		Square Footage		
	Existing	Proposed	Existing	Proposed	Total
Single Family					
Mobile Home					
Duplex					
Multi-unit					
Other:					
Other:					
Other:					
Other:					
Total Structures					
Paved Area					
Landscaped Area					
Unimproved Area					

GRAND TOTAL (EQUAL TO GROSS AREA OF PARCEL) _____
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4. Will the proposed project be phased? Yes No If yes, explain you plans for phasing:

5. Will vegetation be removed on areas other than the building sites and roads? Yes No

6. Will the project involve the use or disposal of potentially hazardous materials such as toxic substances, flammables, or explosives? Yes No If yes, explain:

7. How much off-street parking will be provided?

	Number	Size
Number of covered spaces	_____	_____
Number of uncovered spaces	_____	_____
Number of standard spaces	_____	_____
Number of handicapped spaces	_____	_____
Existing Number of Spaces	_____	
Proposed Additional Spaces	_____	
Total	_____	

8. Is any road construction or grading planned? Yes No If yes, grading and drainage plans may be required. Also, describe the terrain to be traversed (e.g., steep, moderate, slope, flat, etc.).

9. For grading or road construction, complete the following:

- A. Amount of cut _____ cubic yards
- B. Amount of fill _____ cubic yards
- C. Maximum height of fill slope _____ feet
- D. Maximum height of export _____ feet
- E. Amount of import or export _____ cubic yards
- F. Location of borrow or disposal site _____

10. Will the development provide public or private recreational opportunities? Yes No If yes, explain below:

11. Will there be any exterior lighting? Yes No If yes, describe below and identify the location of all exterior lighting on the plot plan and building plans

12. Utilities will be supplied to the site as follows:

A. Electricity:

Utility Company (service exists to the parcel)

Utility Company (requires extension of service to site: _____ feet)

On Site Generation – Specify _____

B. Gas:

Utility Company

Tank

None

C. Telephone: Yes No

D. Cable Television: Yes No

13. What will be the method of sewage disposal?

City Sewer

Septic Tank

Other – Specify _____

14. What will be the domestic water source?

City Water

Well

Spring

Other – Specify _____

15. Are there any associated projects and/or adjacent properties under you ownership?

Yes No If yes, explain (e.g., Assessor's Parcel Number, address, etc.):

16. List and describe any other related permits and other public approval required for this project, including those required by other City departments, county, regional, state, and federal agencies:

THE SITE

17. Describe the location of the site in terms of readily identifiable landmarks (e.g., mailboxes, mile posts, street intersections, etc.):

18. Are there existing structures on the property? Yes No

If yes, describe below, and identify the use of each structure on the plot plan or tentative map if the proposal is for a subdivision.

19. Will any existing structures be demolished? Yes No
Will any existing structures be removed? Yes No

If yes to either question, describe the type of development to be demolished or removed, including the relocation site, if applicable.

20. Project Height. Maximum height of existing structures _____ feet. Maximum height of proposed structures _____ feet.

21. Gross floor area of existing structures _____ square feet (including covered parking and accessory buildings). Gross floor area of proposed structures _____ square feet (including covered parking and accessory buildings).

22. Lot area (within property lines): _____ square feet acres.

23. Briefly describe the project site as it exists before the project, including information on existing structures and their uses, slopes, soil stability, plants and animals, and any cultural, historical or scenic aspects. Attach any photographs of the site that you feel would be helpful.

24. Briefly describe the surrounding properties, including information on plants, animals and any cultural, historic or scenic aspects. Indicate the type of land use (use chart below) and its general intensity. Attach any photographs of the vicinity that you feel would be helpful.

25. Indicate the surrounding land uses:

	North	East	South	West
Vacant	_____	_____	_____	_____
Residential	_____	_____	_____	_____
Agricultural	_____	_____	_____	_____
Commercial	_____	_____	_____	_____
Industrial	_____	_____	_____	_____
Institutional	_____	_____	_____	_____
Timberland	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____