



# PLANNING APPLICATION

Project (Street) Address

Current Use of Property

Assessor Parcel No(s).

Provide a detailed written description of the project below (attach additional sheets) that thoroughly describes:

1. Demolition of structures and new construction (in square feet for commercial or in number of units for residential); and
2. List all proposed use(s) and activities. List all application(s) needed. Note any issues that need to be resolved.

### PROPERTY OWNER (Must Complete Ownership and Consent Affidavit)

\_\_\_\_\_  
 Name Phone Number Email

\_\_\_\_\_  
 Address City State and Zip Code

Signature

### OFFICIAL USE ONLY:

PROJECT FILE NUMBER: \_\_\_\_\_ RECEIPT NUMBER: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ FEE/DEPOSIT AMOUNT: \_\_\_\_\_

DEEMED COMPLETE BY: \_\_\_\_\_ DATE: \_\_\_\_\_



# PLANNING APPLICATION

### AUTHORIZED OWNER'S REPRESENTATIVE OR APPLICANT (If not the owner)

_____	_____	_____
Name	Phone Number	Email
_____	_____	_____
Address	City	State and Zip Code

\_\_\_\_\_  
**Signature**

### ARCHITECT OF RECORD

_____	_____	_____
Name	Phone Number	Email
_____	_____	_____
Address	City	State and Zip Code

\_\_\_\_\_  
**Signature**

### TO ALL APPLICANTS:

Employees of the City of Glendora will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to provide accurate and up-to-date information. Submittal of inaccurate or incomplete information or plans, or failure to comply with the application instructions may result in processing delays and/or denial of my application. There is no guarantee – expressed or implied – that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall also understand that each matter must be carefully reviewed and investigated and, after a staff review has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions. City staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**



# PLANNING DIVISION – APPLICATION FEES

<b>Project File No.</b> _____			
<b>Applications</b>			
<input type="checkbox"/> Animal Conditional Use Permit	\$1,665	<input type="checkbox"/> Recreational Vehicle Administrative Review Permit Appeal	\$200
<input type="checkbox"/> Annexation	*Actual cost	<input type="checkbox"/> Reversion to Acreage	*Actual cost
<input type="checkbox"/> Certificate of Appropriateness / Historic Landmark Review / Resource Review	No fee	<input type="checkbox"/> Sign Variance	\$1,100
<input type="checkbox"/> Certificate of Compliance	\$1,000 + Technical Review	<input type="checkbox"/> Specific Plan Review	*Actual cost
<input type="checkbox"/> Conceptual Review	\$2,000	<input type="checkbox"/> Tentative Parcel Map <input type="checkbox"/> Administrative Subdivision (SB9, SB684, & AB1033)	\$4,000 + Technical Review
<input type="checkbox"/> Conditional Use Permit (CUP)	\$3,500	<input type="checkbox"/> Tentative Tract Map	\$5,400 + Technical Review
<input type="checkbox"/> Conditional Use Permit – Minor	\$700	<input type="checkbox"/> Time Extension Review	\$700
<input type="checkbox"/> Community Art Program (CAP)	No fee **	<input type="checkbox"/> Variance	\$3,700
<input type="checkbox"/> Development Agreement	*Actual cost	<input type="checkbox"/> Zone Change - Map	\$8,600
<input type="checkbox"/> Development Plan Review – Director Review	\$4,300	<input type="checkbox"/> Zoning Verification Letter	\$1,600
<input type="checkbox"/> Development Plan Review – Commission Review	\$4,900	<b>Environmental (CEQA)</b>	
<input type="checkbox"/> Development Plan Review – Council Review	\$7,200	<input type="checkbox"/> Categorical Exemption	\$400
<input type="checkbox"/> General Plan Amendment - Map	\$8,600	<input type="checkbox"/> Other CEQA	*Actual cost
<input type="checkbox"/> General Plan Amendment / Zoning Change - Other	\$8,600	<b>Public Notice</b>	
<input type="checkbox"/> Landscape Plan	\$300	<input type="checkbox"/> Newspaper \$75 x # ___ of meetings (PC and CC) = \$ ___	\$75 or actual cost
<input type="checkbox"/> Legal Review	*Actual cost	<input type="checkbox"/> Mailing Label Postage (PC) .78 x # ___ of labels = \$ ___	78¢ per mailing label
<input type="checkbox"/> Lot Line Adjustment	\$700 + Technical Review	<input type="checkbox"/> Mailing Label Postage (CC) .78 x # ___ of labels = \$ ___	78¢ per mailing label
<input type="checkbox"/> Lot Merger	\$700 + Technical Review		
<input type="checkbox"/> Minor Modification	\$3,700		
<input type="checkbox"/> Modification Review (CUP or Variance)	\$3,700		
<input type="checkbox"/> Planned Development / Redevelopment	\$8,600	<b>Total Fees (minus any CRC)</b>	

\* Actual cost for consultant contract(s) and staff time. Administrative cost for city staff review, meetings and contract management shall be charged at an hourly rate for city staff time and materials.

\*\* Projects with a Building Permit Valuation (BPV) meeting the CAP threshold (Ord. 2083; GMC §21.03.150) must install approved public art or pay an in-lieu fee: 1.0% for new commercial/industrial or mixed use (ancillary residential, BPV ≥ \$375,000); 0.5% for new tenant improvements of same (BPV ≥ \$375,000); 0.25% for new residential (11+ units) or mixed use (primary residential).