



Application No.: _____

City of Blue Lake

PLANNING PERMIT APPLICATION

(Required for All Planning Permit Types)

1. Type of Application (Check One):

Use Permit:	☐	Rezone/Ordinance Amendment:	☐
Variance:	☐	Minor Subdivision:	☐
General Plan Amendment:	☐	Major Subdivision:	☐
Site Plan Approval:	☐	Pre-Application:	☐
Other:	_____		☐

2. Name of Property Owner: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

3. Name of Applicant (if different): _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

4. Site Location (Assessor Parcel Number): _____

Street Address: _____

5. Project Description (Please attach additional pages as necessary): _____

I understand that plans and information are required to accompany the application, (site plan, plot plan, tentative subdivision map, or variance finding justification, etc...) and that a pre-application review precedes formal acceptance of the application. I also understand that incomplete application submittals may cause delay in processing the application request. I hereby certify that the above and all accompanying information and plans are true and correct. Further, I authorize the City personnel to enter upon the described property as reasonably necessary to evaluate the project.

Print Name: _____ Signature: _____

If the applicant is not the owner of record:

I authorize the applicant to file this application and to represent me in all matter concerning the application.

Print Name: _____ Signature: _____

REMINDER TO APPLICANTS: A filing fee is required to accompany this application. For most project types, if excess time is required to process your permit or approve your project, the fee you have paid will be treated as a deposit. Remaining costs will be billed on a cost recovery basis. (Res. No. 969)

Office Use Only:

Received By: _____ Check/Receipt No.: _____ Date of Receipt: _____

Total Fee: _____ Fee Category: _____

Copies to: Clerk: ☐ City Manager: ☐ Planner: ☐ Engineer: ☐ City Attorney: ☐ Other: ☐

Acknowledgement of Policy Pertaining to Deposits to Cover the Cost of Planning, Zoning, and Land Use Approvals.

Resolution 969, Section 4, provides: Deposits and/or minimum fees.

SECTION 4. DEPOSITS AND / OR MINIMUM FEES

Each of the fees and charges listed in Appendix A is considered to be an initial deposit. If an application requires extraordinary assistance from city staff, city manager, city engineer, city planner, and city attorney (beyond standard review), the city manager is authorized to collect additional funds based upon an “estimate of actual costs”. The city manager is authorized to require submittal of these funds at the initial application stage and / or later after review by any of the city officials listed above. An application shall not be processed or continued to be processed until the initial fee, the initial deposit, or subsequent deposit of funds is made to the satisfaction of the city manager.

The City Manager is hereby authorized to collect a ten percent (10%) general overhead charge in addition to all of its actual costs.

In the event a project costs more than the deposit, the City is entitled to collect, not only all costs (engineer, planner, attorney, City staff, etc), but in addition, a general overhead charge of ten percent (10%). Any funds not applied towards City costs or the ten percent (10%) general overhead cost shall be returned to the applicant within thirty (30) days of project completion.

Acknowledgement:

I understand and acknowledge that the project for which I am making application to the City of Blue Lake is subject to the provisions of Section 4 of Resolution No. 969, as above set forth, and acknowledge receipt of this disclosure.

Applicant

Date

Applicant

Date