



# Planning Permit Application Form

**City of Imperial**  
**Community Development Department**

420 South Imperial Avenue  
Imperial, CA 92251

Phone (760)355-1152 | Fax (760)355-4718

Permit Numbers \_\_\_\_\_

\_\_\_\_\_

## Applicant/Owner Information

Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

## Permit Information

### Administrative Review

- Building Permit
- Sign Permit
- Lot Line Adjustment
- Parcel Map Waiver
- Downtown Architectural Permit
- Off-Site Improvements
- Other \_\_\_\_\_

### Commission/Council Review

- Zoning & Code Text Amendment
- Zone Change / Pre-Zone
- General Plan Amendment
- Planned Unit Development
- Specific Plan / Specific Plan Amendment
- Variance
- Conditional Use Permit
- Land Use Classification
- Tentative Map
- Annexation
- Other \_\_\_\_\_

## Project Information

Project Location (address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parcel/Lot Size: \_\_\_\_\_

Building Sq Ft: \_\_\_\_\_

Detailed Project Description (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Indemnification Agreement

Applicant and Owner agree, as part of and in connection with each and any of the application(s), to defend, indemnify, and hold harmless the City of Imperial ("City") and its officers, contractors, consultants, attorneys, employees and agents from any and all claim(s), action(s), or proceeding(s) (collectively referred to as "proceeding") brought against City or its officers, contractors, consultants, attorneys, employees, or agents to challenge, attack, set aside, void, or annul:

- a. Any approvals issued in connection with any of the above described application(s) by City; and/or
- b. Any action taken to provide related environmental clearance under the California Environmental Quality Act of 1970, as amended ("CEQA") by City's advisory agencies, boards or commissions; appeals boards or commissions; Planning Commission, or City Council. Applicant's indemnification is intended to include, but not be limited to, damages, fees and/or costs awarded against or incurred by City, if any, and costs of suit, claim or litigation, including without limitation attorneys' fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by Applicant, City, and/or parties initiating or involved in such proceeding.

Applicant's defense and indemnification of City set forth herein shall remain in full force and effect throughout all stages of litigation including any and all appeals of any lower court judgments rendered in the proceeding.

After review and consideration of all of the foregoing terms and conditions, Applicant, by its signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

Executed at \_\_\_\_\_ California on \_\_\_\_\_, 200 \_\_\_\_\_

### Applicant

### Property Owner

(If different from Applicant)

By: Signature: \_\_\_\_\_

By: Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## Signatures

The undersigned hereby declare and certify that they are all the owners of the property described in this application and that the information stated above and on forms, plans and other materials submitted herewith in support of the application is true and correct to the best of our knowledge.

### Applicant

### Property Owner

(If different from Applicant)

By: Signature: \_\_\_\_\_

By: Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## Materials to be Submitted with Application

	Application Forms	Proof of Ownership (Deed or Tax Bill)	Title Report (current within 90 days)	Tentative Map ❶	Technical Studies ❷	Vicinity Map	Site Plan ❸	Elevation Plan	Color Renderings / Color Schedule	Other ❹	Fees/Deposit
Annexation	✓	✓	✓	✓	✓	✓	✓			✓	✓
Conditional Use Permit	✓	✓			✓	✓	✓	✓		✓	✓
Downtown Architectural Permit	✓	✓				✓	✓	✓	✓		✓
General Plan Amendment	✓	✓			✓	✓	✓			✓	✓
Land Use Classification	✓	✓				✓	✓				✓
Lot Line Adjustment	✓	✓	✓			✓	✓				✓
Parcel Map Waiver	✓	✓	✓			✓	✓				✓
Planned Unit Development	✓	✓			✓	✓	✓	✓	✓	✓	✓
Sidewalk Permit	✓	✓				✓	✓	✓			✓
Sign Permit	✓	✓				✓	✓	✓			✓
Specific Plan / Specific Plan Amendment	✓	✓			✓	✓	✓			✓	✓
Tentative Map	✓	✓	✓	✓	✓	✓	✓			✓	✓
Variance	✓	✓			✓	✓	✓			✓	✓
Zone Change / Pre-Zone	✓	✓			✓	✓	✓			✓	✓
Zoning & Code Text Amendment	✓	✓			✓	✓	✓			✓	✓
Other	✓	✓								✓	✓

❶ 26 copies , folded to 8½ x 11".

❷ Technical Studies may include, but not limited to Air Quality Assessment, Biological Resources Study, Cultural Resources Study, Noise Study, and Traffic Impact Analysis. Other Technical Studies may be required based on project description and characteristics.

❸ 7 copies of Site Plan folded to 8½ x 11".

❹ As determined by the Planning Department depending on project description and characteristics.

## Fee Schedule

	Fee	+	Time & Materials Deposit
<b>Annexation:</b>	\$500.00/acre		\$15,000
<b>Appeals:</b>	\$120.00		
<b>Conditional Use –Minor:</b> (includes all secondary dwelling units, project valuations less than \$100,000)	\$205.00		\$1,000
<b>Conditional Use – Major:</b> (project valuations more than \$100,000)	\$320.00		\$5,000
<b>Condominium Conversion:</b>	\$295.00		\$5,000
<b>Encroachment Permit:</b>	\$75.00		
<b>Environmental Review:</b> (CEQA Initial Study with a Negative Declaration)	\$175.00 Plus County & State Filing Fees		\$1,000
<b>Environmental Review:</b> (CEQA Initial Study with Mitigation Recommendations and Environmental Impact Report)	\$325.00 Plus County & State Filing Fees		\$15,000
<b>Final Subdivision Map:</b>	\$235.00		\$15,000
<b>General Plan Amendment:</b>	\$525.00 Plus \$5.00 per dwelling unit		\$5,000
<b>Home Occupation:</b>	\$75.00		
<b>Lot Line Adjustment:</b>	\$175.00		\$1,000
<b>Off-site Improvements:</b>	3% of the estimated cost of installation as approved by the City Engineer  \$1,500.00 deposit for Existing Parcels  \$5,000.00 deposit for project within subdivisions.		
<b>Parcel Map Waiver:</b>	\$175.00		\$1,000
<b>Permit to Perform Work:</b> (structures, signs, fences, etc.)	\$22.00		
<b>Revised Tentative Parcel Map:</b> (4 or less lots)	\$351.00		
<b>Revised Tentative Subdivision Map:</b> (5 or more lots)	\$470.00		

## Fee Schedule (continued)

	Fee	+	Time & Materials Deposit
<b>Signs:</b>	\$60.00		
<b>Site Plan Review:</b>			
<b>Minor Review:</b> (Patios/porches, pools, signs, etc.)	\$50.00	deposit applied towards building permit fee	
<b>Intermediate Site Plan Review:</b> (Residential room additions, commercial/industrial tenant improvements, etc.)	\$100.00		
<b>Major Site Plan Review Fee:</b> (New homes, new commercial and industrial buildings, etc.)	\$300.00		
<b>Street/Alley Vacation:</b>	\$175.00		\$1,000
<b>Tentative Parcel Map:</b> (Minor Subdivision-less than 4 lots)	\$350.00		\$5,000
<b>Tentative Subdivision Map:</b> (Major Subdivision-5 or more lots)	\$470.00 Plus \$5.00/lot		\$15,000
<b>Time Extension:</b>	\$115.00		
<b>Variance - Minor:</b> (includes all ROW encroachments, project valuations less than \$100,000.)	\$235.00		\$1,000
<b>Variance - Major:</b> (project valuations more than \$100,000)	\$320.00		\$5,000
<b>Zone Change &amp; pre-zone</b> (minor-less than 4 lots)	\$205.00		\$5,000
<b>Zone Change &amp; pre-zone</b> (major-5 or more lots)	\$320.00		\$5,000