

Planning & Building Division  
2220 Magnolia Street  
Ceres, CA 95307  
(209) 538-5774  
FAX (209) 538-5675

CITY OF CERES  
ADMINISTRATIVE USE PERMIT APPLICATION NO. 25 - \_\_\_\_\_

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**APPLICANT INFORMATION:**

- 1) APPLICANT'S NAME: \_\_\_\_\_  
(FIRST) (INITIAL) (LAST)
- 2) APPLICANT'S MAILING ADDRESS: \_\_\_\_\_  
(PO BOX) (CITY) (STATE) (ZIP)
- 3) APPLICANT'S TELEPHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_
- 4) PROPERTY OWNER'S NAME (a Letter of Authorization from the owner, if other than applicant, is required):  
\_\_\_\_\_  
(FIRST) (INITIAL) (LAST)
- 5) PROPERTY OWNER'S ADDRESS: \_\_\_\_\_  
(NUMBER) (STREET) (CITY) (STATE) (ZIP)
- 6) PROPERTY OWNER'S TELEPHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_

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**APPLICATION INFORMATION:**

- 1) BRIEF DESCRIPTION OF PROPOSED USE, including dates (please include Subdivision name):  
\_\_\_\_\_
- 2) STREET ADDRESS WHERE USE IS PROPOSED: \_\_\_\_\_
- 3) ZONE DISTRICT: \_\_\_\_\_
- 4) ASSESSOR'S PARCEL NUMBER: \_\_\_\_\_

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Signature of Applicant

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Date

## CHECK LIST OF REQUIRED INFORMATION FOR ADMINISTRATIVE PERMITS:

**NOTE:** 13 copies of the plan(s) on a minimum 11" x 17" sheet and one copy of 24" x 36" in size must be submitted. (We ask that the 13 copies of plans be folded to letter size (8½" x 11"). These plans shall include the following information:

- Site plan of the project, which shows any existing or proposed building(s), parking lots, drive aisles, landscape areas, lighting, signs, walkways, and other additional features. Plan should include dimensions from property lines to structures and from structure to structure for all existing or proposed structures;
- Floor plan of all existing or proposed buildings on the site;
- Elevations of all existing or proposed buildings on the site; (At discretion of the Planning Division, photographs of existing structures may be substituted for drawn elevations);
- One colored rendering (11" x 17" minimum size) or color material samples proposed for building elevations;
- If applicable, one set of photographs of each existing or proposed structure(s);
- Letter of Authorization, if applicant is not the property owner;
- Landscape and Irrigation plan (if necessary at discretion of the Planning Division) prepared by a landscape architect or equivalent.

**Note:** Meeting the initial submittal requirements of the checklist associated with this application does not necessarily deem the application as complete. The City has thirty (30) days upon the initial submittal of the application to determine if the application is complete. The City reserves the right to require the submittal of additional information during the 30-day review period that the City deems pertinent to complete the application process. Such information may include, but is not limited to, submittal of: revised plans, photo simulations, special studies, or addressing project issues. If the application requires public hearing approval, submittal of such information may be required prior to the City scheduling a public hearing date for the application. An application is complete upon City receipt of all required revised information (if applicable).

### Site Plan

#### A. Sheet 1 - Illustrate Project Site

- A vicinity map on the cover sheet.
- A scale (i.e. 1" = 30', etc.) and north arrow.
- Dimensions of the property.

- A legend with the following notations: Name of Project; Address and/or Assessor Parcel Number (APN); current and/or proposed zoning designation; proposed land use; square footage/acreage of the site; square footage of proposed building area(s); lot (building) coverage; landscape coverage; proposed parking ratio for anticipated uses for the site and indicate existing and proposed number of parking spaces.
- The location of existing (E) and proposed (N) improvements on the project site. These improvements shall be dimensioned and shall include, but not be limited to: buildings and/or structures, driveways and streets, curb/sidewalks; parking areas, loading areas; refuse enclosures; landscape areas, walls and fences; drainage systems; easements (i.e. utility, access, etc.); trees (type/species, that are 6" or greater in diameter measured at 2 feet above grade level).
- Building setbacks from property lines, dimensioned parking stalls and drive aisle widths, and landscape planter widths.
- Identify existing and proposed land uses on the property and the uses extending at least 100 feet beyond the property lines of the site.

#### **B. Sheet 2 - Illustrate Project Site and Surrounding Area**

- A scale (i.e. 1" = 30', etc.) and north arrow.
- Dimensions of the project site.
- Building setbacks from property lines, dimensioned parking stalls and drive aisle widths, and landscape planter widths of the project site.
- The location of existing and proposed improvements on the project site and all improvements extending at least 100 feet beyond all the property lines. These improvements shall be dimensioned and shall include, but not be limited to: buildings and/or structures, driveways and streets, curb/sidewalks; parking areas, loading areas; refuse enclosures; landscape areas, walls and fences; drainage systems; easements (i.e. utility, access, etc.); trees (type/species, that are 6" or greater in diameter measured at 2 feet above grade level).
- Identify existing and proposed land uses on the project site and the uses extending at least 100 feet beyond the property lines of the project site.

#### **Building Elevations**

- Illustrate the north, south, east, and west direction views of all proposed buildings and structures, including all mechanical, duct work, utility boxes, etc. The illustrations shall also include notations of overall building height, as well as heights at the finished floor, first floor and second floor (if applicable) levels.
- Clearly identify the type, texture, size and colors of the building materials proposed for all buildings of structures.



**PLANNING DIVISION APPLICATION, ENVIRONMENTAL REVIEW  
AND MAINTENANCE FEES  
RESOLUTION 2024-147**

**APPLICATION FEES**

<input type="checkbox"/> SITE PLAN APPROVAL	10070.006712	
<input type="checkbox"/> Site Plan Approval (Custom Residential)	525.00	
<input type="checkbox"/> Site Plan Approval – Commercial/Industrial (Hearing)	4,200.00	
<input type="checkbox"/> Site Plan Approval Amendment – Commercial/Industrial (Hearing)	2,100.00	
<input type="checkbox"/> Site Plan Approval Amendment – Commercial/Industrial Staff Level	1,050.00	
<input type="checkbox"/> Site Plan Approval – Residential (Hearing)	2,800.00	
<input type="checkbox"/> Site Plan Approval Amendment – Residential (Hearing)	1,400.00	
<input type="checkbox"/> Site Plan Approval Amendment – Residential (Staff Level)	700.00	
<input type="checkbox"/> VARIANCE	10070.006712	2,800.00
<input type="checkbox"/> CONDITIONAL USE PERMIT	10070.006712	
<input type="checkbox"/> Hearing, Major	4,200.00	
<input type="checkbox"/> Hearing, Minor	2,100.00	
<input type="checkbox"/> Staff Level-Request for Minor Amendment	1,050.00	
<input type="checkbox"/> PLANNED COMMUNITY DEVELOPMENT PLAN	10070.006712	
<input type="checkbox"/> Planned Community Development Plan	11,200.00	
<input type="checkbox"/> Planned Community Development Plan Amendment	5,600.00	
<input type="checkbox"/> REZONE/PREZONE/PLANNED COMMUNITY MASTER PLAN	10070.006712	8,400.00
<input type="checkbox"/> TENTATIVE PARCEL/TRACT MAPS	10070.006714	
<input type="checkbox"/> Tentative Parcel Map 4 or less	3,150.00	
<input type="checkbox"/> Tentative Tract Map 5 or More	5,600.00	
<input type="checkbox"/> Tentative Tract/Parcel Map Amendment	1,400.00	
<input type="checkbox"/> Tentative Tract/Parcel Map Time Extension	700.00	
<input type="checkbox"/> LOT LINE ADJUSTMENT		
<input type="checkbox"/> Planning Fee	10070.006716	2,800.00
<input type="checkbox"/> Engineering Fee	10019.002330	4,800.00
<input type="checkbox"/> TIME EXTENSION	10070.006712	700.00
<input type="checkbox"/> SIGN PERMIT	10070.006712	175.00
<input type="checkbox"/> Grand Opening/Special Event Sign Permit		No Fee
<input type="checkbox"/> DEVELOPMENT AGREEMENTS/PLANS [a]		
<input type="checkbox"/> Development Agreement [a]	9200 787-XXX	8,400.00 T&M with Initial Deposit
<input type="checkbox"/> Development Agreement Amendment	9200 787-XXX	4,200.00 T&M with Initial Deposit
<input type="checkbox"/> Development Plan [c];[d]		
<input type="checkbox"/> Specific/Master Plan [a]	9200 787-XXX	11,200.00 T&M with Initial Deposit
<input type="checkbox"/> Specific/Master Plan Amendment [a]	9200 787-XXX	5,600.00 T&M with Initial Deposit
<input type="checkbox"/> GENERAL PLAN AMENDMENT [a];[b]	9200 787-XXX	7,000.00 T&M with Initial Deposit
<input type="checkbox"/> ANNEXATION	9200 787-XXX	11,200.00 T&M with Initial Deposit
<input type="checkbox"/> ZONING ORDINANCE TEXT AMENDMENT	9200 787-XXX	7,000.00 T&M with Initial Deposit
<input type="checkbox"/> OUT OF BOUNDARY SERVICE AGREEMENT		
<input type="checkbox"/> LAFCO Hearing	10070.006716	2,800.00
<input type="checkbox"/> Staff Level	10070.006716	700.00
<input type="checkbox"/> TEMPORARY USE PERMIT		
<input type="checkbox"/> Staff Level (Major)	10070.006712	263.00
<input type="checkbox"/> Staff Level (Minor)	10070.006712	131.00
<input type="checkbox"/> Amendment	10070.006712	79.00
<input type="checkbox"/> SIDEWALK VENDOR		
<input type="checkbox"/> Application Fee	10070.006712	263.00
<input type="checkbox"/> Annual Renewal Fee	10070.006712	116.00
<input type="checkbox"/> Engineering Fee	10070.006712	160.00

<input type="checkbox"/>	ADMINISTRATIVE USE PERMIT			
	__ Application Fee	10070.006712	378.00	_____
	__ Annual Renewal Fee	10070.006712	116.00	_____
<input type="checkbox"/>	ADMINISTRATIVE CONDITIONAL USE PERMIT			
	__ Application Fee	10070.006712	378.00	_____
	__ Annual Renewal Fee	10070.006712	116.00	_____
<input type="checkbox"/>	HOME OCCUPATION PERMIT	10070.006712	32.00	_____
	__ Renewal – 2-year	10070.006712	13.00	_____
<input type="checkbox"/>	COTTAGE FOOD OPERATIONS PERMIT	10070.006712	32.00	_____
	__ Renewal – 2-year	10070.006712	13.00	_____
<input type="checkbox"/>	PREDEVELOPMENT REVIEW		No Fee	_____
<input type="checkbox"/>	APPEAL			
	__ Appeal of Planning Commission Decision	10070.006712	1,000.00	_____
	__ Appeal of Planning Manager Determination	10070.006712	500.00	_____
<input type="checkbox"/>	PLANNING COMMISSION INTERPRETATION	10070.006712	700.00	_____

#### **ENVIRONMENTAL REVIEW FEES [f]**

<input type="checkbox"/>	INITIAL STUDY/MITIGATED NEGATIVE DECLARATION [c];[d]	10070.006716	4,200.00 T&M with Initial Deposit	_____
<input type="checkbox"/>	ENVIRONMENTAL IMPACT REPORT	9200 787-XXX	8,400.00 T&M with Initial Deposit	_____

#### **DEPT. OF FISH AND WILDLIFE FEES [e]**

<input type="checkbox"/>	REVIEW OF NEGATIVE DECLARATION/MITIGATED NEG. DEC [e]	78700.000201	2,968.75	_____
<input type="checkbox"/>	REVIEW OF EIR [e]	78700.000201	4,123.50	_____
<input type="checkbox"/>	NOTICE OF EXEMPTION [e]	10070.006716	57.00	_____
<input type="checkbox"/>	NOTICE OF DETERMINATION	10070.006716	57.00	_____

#### **MAINTENANCE FEES**

<input type="checkbox"/>	COPIES OF MAPS (Black & White)	10073.006728	10.00	_____
<input type="checkbox"/>	CD COPIES OF DOCUMENTS/MINUTES/PLANS	10073.006728	10.00	_____
<input type="checkbox"/>	FILE ARCHIVE-MICROFILMING	10073.006708	102.00	_____

Received by \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

[a] Deposit required-Burdened hourly rate charged against deposit.

[b] Deposit required-Burdened hour rate plus full cost of map service charged against deposit.

[c] Deposit required-Burdened hourly rate plus consultant and/or attorney costs charged against deposit.

[d] Requires submission of Processing Agreement Form.

[e] Fee set by State of California/Stanislaus County and may be adjusted each year.

[f] May require special studies (noise, traffic, air, etc...) - full cost of studies is responsibility of applicant. \$10,000 deposit is required so that staff may begin RFP process towards selection of a consultant to complete necessary study. If study is less than deposit, unused balance will be returned. If amount is more than deposit, the applicant will be required to submit the difference prior to commencement of contract.

FINANCE DEPT. USE ONLY
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