

City of Calexico
Community Development Department
Planning Division
608 Heber Avenue
Calexico, CA 92231
Tel: 760.768.2118
Fax: 760.357.-7862
www.calexico.ca.gov

Submittal Requirements - Checklist Form for:

ANNEXATION & SPHERE OF INFLUENCE AMENDMENTS

Items required for initial submittal of application to accurately analyze and efficiently process this land use proposal. If these items are not included the application will either not be accepted or will be deemed incomplete by the Project Planner.

- Deposits – The City works on a Cost Recovery Account System Basis (CRA). The amounts listed below are the estimated costs for this type of application. If, however, the application is delayed or if unusual circumstances arise, an additional deposit may be required. Likewise, if the project submittal is complete and there are no delays, a refund for unexpended monies will be returned to the applicant.
 - Annexations/ Sphere of Influence Amendment- \$18,021.00
 - Note: This is only Planning Division processing fees. Contact the Engineering and the Building & Safety Divisions to determine other related plan check and inspection fees and required impact fees associated with your project.*
- Completed Application Form signed by applicant and property owner. The applicant may submit a letter of authorization from the property owner in lieu of having them sign the application.
- Information to comply with the California Environmental Quality Act (CEQA). A completed Environmental Information Form
- Fifteen (15) sets of plans indicating the information below. All sheets must be the same size and shall be a minimum size of 11" x 17". All sheets shall be bound together in the order described below and folded to a maximum size of 8-1/2" x 14". All plans must be to an easily readable scale and be fully dimensioned.
 - a) Site Plan
 - i) Name, address, and telephone number of owner and developer of subject property.
 - ii) Name, address, and phone number of person preparing plan.
 - iii) North arrow and scale.
 - iv) Vicinity map showing site location and major cross streets.
 - v) Engineer Certified Legal description of subject property.
 - vi) All property lines, dimensions, and lot area.
 - vii) Existing Zoning, General Plan Designation, and current use.
 - viii) Proposed Zoning, General Plan Designation, and proposed use.
 - ix) Conceptual or proposed development plan.
- Ten (10) sets of an 11" x 17" reduction of all of the above required sheets.
- A detailed statement indicating the purpose of the requested Annexation or Sphere of Influence Amendment.
- Three (3) sets of typed gummed address labels containing the book, block, parcel number, names and addresses of the owner for all parcels within a 300-foot radius of the exterior boundaries of the subject

- Three (3) sets of typed gummed address labels containing the book, block, parcel number, names and addresses of the owner for all parcels within a 300-foot radius of the exterior boundaries of the subject parcel. A copy of the Assessor's Parcel Maps illustrating the 300-foot radius and an affidavit certifying that this information was completed from the latest available assessment roll (specify the year) shall accompany these labels.

Note: **A FISCAL IMPACT STUDY WILL BE REQUIRED AS PART OF THE REVIEW PROCESS. TIMING OF STUDY WILL BE DETERMINED BY THE DEVELOPMENTS SERVICES DIRECTOR AND WILL BE REQUIRED PRIOR TO PLANNING COMMISSION AND CITY COUNCIL CONSIDERATION.**

Following review of the application and prior to scheduling the project for Planning Commission hearing, staff will notify the applicant to submit the following items.

- Twenty (20) additional complete sets of plans showing all information required in Item 4 as well as any additional information requested by the Planning Division. *(Twenty (20) additional sets are required in the event the plans are amended resulting from plan check and/or comments).*
- An 8 1/2" 11" reproducible reduction of all sheets.

Notice to Applicant:

1. *Acceptance of application at the counter does not represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness.*
2. *The applicant will be sent a letter upon acceptance of application indicating a) project name/reference and b) Project Planner.*
3. *The applicant will be sent a letter within 30 days from the date of submittal stating that the application is complete or that additional items are necessary.*
4. *Please note that the Project Planner will have little information regarding the status of your project until the end of this 30 days period. During the 30 days, the project will be circulated to internal and outside agencies and the Project Planner cannot respond until all comments are received.*
5. *A Public Hearing/Public Meeting date cannot be set until the project is reviewed and any additional information or revisions to existing plans are made by the applicant.*
6. *It is recommended that the applicant, representative, or property owner be present at all hearings.*
7. *All correspondence and reports will be mailed to the project applicant only.*
8. *If you have any questions regarding the above, please call the Planning Division at (760) 768-2118. Please ask for your Project Planner, if known, or Administrative Assistant.*

REQUIRED COMPLETE FORMS:

1. Form No. CLX PD 21
2. Form No. CLC PD 19



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UNIFORM APPLICATION

APPLICANT:

Name: _____
 Company: _____
 Address: _____
 City/State/Zip: _____
 Telephone: (_____) _____
 Fax Number: (_____) _____
 E-Mail: _____

PROPERTY OWNER:

Name: _____
 Company: _____
 Address: _____
 City/State/Zip: _____
 Telephone: (_____) _____
 Fax Number: (_____) _____
 E-Mail: _____

Please check this box if you are willing to receive staff reports via email. If this box is not checked, staff reports will not be sent via US Mail.

Please check all that apply

- | | | |
|---|---|---|
| <input type="checkbox"/> Uniform Application | <input type="checkbox"/> Annexation | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Sphere of Influence | <input type="checkbox"/> Zone Change | <input type="checkbox"/> Specific Plan |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Tentative Parcel Map | <input type="checkbox"/> Tentative Tract Map |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Zone Ordinance Amendment | <input type="checkbox"/> Other |

ASSESSOR'S PARCEL NUMBER: _____

GENERAL LOCATION OF PROJECT / ADDRESS: _____

PROJECT DESCRIPTION (Attach a separate sheet if needed): _____

PROJECT INFORMATION:

Zoning: _____ General Plan Designation: _____
 Acreage: _____ Number of Buildings/Units: _____

AFFIDAVIT: I hereby certify that the information furnished above is accurate, true, and correct to the best of my knowledge or belief.

Applicant's Signature: _____ Date: _____

Type / Print Name: _____

Property Owner's Signature: _____ Date: _____

Type / Print Name: _____

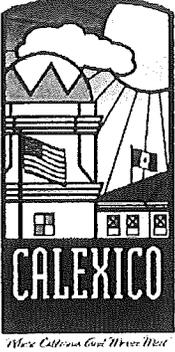
**** By signing the above, owner consents to the processing of the above request by the applicant. A letter of authorization from the owner may be submitted in lieu of the property owner's signature.**

FOR OFFICE USE ONLY

Received By: _____ Date: _____

CRA Number: _____ Project Planner: _____

Uniform Application No.: _____ Development Review No.: _____



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ENVIRONMENTAL INFORMATION FORM

GENERAL INFORMATION

1. Developer or Applicant: _____
2. Contact Person: _____
3. Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
4. Address / APN of Project: _____
5. Identify any other related permits and other public approvals required for this project including those required by the City, regional, State, Federal agencies, not including approvals from the fire & Police departments, _____

6. Proposed Use of Site (project described in this form): _____

7. Surrounding Land Uses: _____

8. Site Size: _____
9. Number of Floors of Construction: _____

10. For Residential Development.

Number of Units: _____ Unit Sizes: _____

Units per Acre: _____ Lot Sizes: _____

Number of Required Parking: _____

11. For Commercial and Other Development.

Type of Development: _____

Scale of Development (neighborhood, City-wide, regional): _____

Number of Buildings: _____ Size of Buildings: _____

Number of Parking: _____

ENVIRONMENTAL INFORMATION
IT IS RECOMMENDED THAT PHOTOGRAPHS BE PROVIDED TO SHOW THE FOLLOWING:

12. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural or scenic aspects.

13. Describe any existing structures onsite, and use of these structures.

14. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects.

15. Describe the typed of surrounding land use, intensity of land use, and sale of development.

16. Discuss all items checked "yes" (attach additional sheets as necessary):

	<u>YES</u>	<u>NO</u>
A. Change existing features of the lake or substantial alteration to hills or of ground contours?	_____	_____
B. Change scenic views or vistas from existing residential areas or public lands or roads?	_____	_____
C. Change pattern, scale or character of general area?	_____	_____
D. Increase air emissions or ground water or any stream?	_____	_____

- E. Alter water quality or quantity of lake or ground
Water or any stream? _____
- F. Increase existing noise levels? _____
- G. Is site on filled land or on slopes of 10 percent or more? _____
- H. Use or disposal of potentially hazardous materials, such
as toxic substances, flammables or explosives? _____
- I. Change in demand for public services and utilities
(police, fire, water, sewer, etc.)? _____

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge.

SIGNATURE: _____ DATE: _____

NAME OF PERSON COMPLETING FORM: _____

PHONE: _____