



CASE NO.: \_\_\_\_\_

▪ City of Portola ▪  
35 Third Avenue ▪ Portola, CA ▪ 96112  
(530) 832-4216 ▪ (530) 832-5418-fax ▪ www.ci.portola.ca.us

## DEVELOPMENT APPROVAL APPLICATION

### PROJECT INFORMATION (to be completed by the Applicant)

#### Proposed Project:

- |  |  |
|--|--|
| <input type="checkbox"/> Annexation                    | <input type="checkbox"/> Lot Line Adjustment |
| <input type="checkbox"/> Appeal (PC or Staff decision) | <input type="checkbox"/> Lot Merger          |
| <input type="checkbox"/> Conditional Use Permit        | <input type="checkbox"/> Mobile Home Park    |
| <input type="checkbox"/> Development Agreement         | <input type="checkbox"/> Parcel Map          |
| <input type="checkbox"/> Environmental Review          | <input type="checkbox"/> Street Abandonment  |
| <input type="checkbox"/> Environmental Impact Report   | <input type="checkbox"/> Variance            |
| <input type="checkbox"/> General Plan Amendment        | <input type="checkbox"/> Zone Change         |
| <input type="checkbox"/> Home Occupation Permit        | <input type="checkbox"/> Other               |

Total Fees (see current fee schedule): \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Detailed Description of Proposed Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address/Location of Project: \_\_\_\_\_

Present Property Use/Zone Classification: \_\_\_\_\_

#### Owner:

\_\_\_\_\_  
Name (property owner) Phone Number

\_\_\_\_\_  
Street Address City, State, Zip Code

#### Applicant:

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

\_\_\_\_\_  
Street Address City, State, Zip Code

#### Coordinator:

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

\_\_\_\_\_  
Street Address City, State, Zip Code

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**REQUIRED MATERIALS**

- Vicinity Map
- Plot Plan
- Building Elevations
- Floor Plan
- Sign Program
- Landscape Plan
- Parking Plan
- Sample Board of Building Materials
- Environmental Assessment Checklist
- Preliminary Title Report
- Colored Exhibits
- Legal Description of Property (prepared and stamped by a licensed land survey or qualified engineer)
- Radius Map (300 feet)
- Mailing List of Property Owners (300' radius) on mailing labels
- CUP or Variance Justification
- Other \_\_\_\_\_

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**SCHEDULE OF DEVELOPMENT REVIEW** (to be completed by City staff, following receipt of all required materials)

LEVEL OF REVIEW REQUIRED

SCHEDULED DATE OF REVIEW

Counter Review

\_\_\_\_\_

Staff Review

\_\_\_\_\_

- Planning Department*
- Building Department*
- Engineering Department*
- Sheriff's Department*
- Fire Department*
- City Administrator*

Planning Commission Review

\_\_\_\_\_

- Precise Plan of Design*
- Zone Change*
- Conditional Use Permit/Variance*
- General Plan Amendment*
- Parcel/Tract Map*
- Lot Merger/Lot Line Adjustment*

**DECISION ON DEVELOPMENT APPLICATION**

\_\_\_\_\_

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

Zone Classification: \_\_\_\_\_

Floodplain Zone: \_\_\_\_\_