



PLANNING APPLICATION FORM

GENERAL REQUIREMENTS (Print or Type)

Please complete this application thoroughly and accurately, and attach the required exhibits as indicated in the attached **Application and Filing Requirements** form. Please note that an incomplete application will **not** be accepted for processing.

Name of Proposed Project _____

Location of Project _____

Assessors Parcel No.	Property Size; Square Feet	Acres
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Building(s) Size: Existing	Proposed	Height
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Zoning: Existing	Proposed	General Plan Designation: Existing	Proposed
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Applicant/Contact Name	Phone No:	FAX No:
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Address _____

Property Owner's Name (if different from above)	Phone No:
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Address _____

Application Type: Type of Review Requested (Please Check All Applicable Boxes)

- | | | |
|---|--|--|
| <input type="checkbox"/> Specific Plan Review | <input type="checkbox"/> Prezoning | <input type="checkbox"/> Design Review/Site Plan |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezoning/Planned Dev. Overlay | <input type="checkbox"/> Preapplication |
| <input type="checkbox"/> Specific Plan Amendment | <input type="checkbox"/> Planned Dev. Modification | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Zoning Ordinance Amendment | <input type="checkbox"/> Planned Dev. Extension/Review | <input type="checkbox"/> Development Agreement |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Tentative Subdivision Map | <input type="checkbox"/> Other _____ |

PROJECT DESCRIPTION

Detailed description of the Proposed Project (Attach additional sheets if necessary)

OWNER CERTIFICATION

I declare under penalty of perjury that I am the legal owner of the above described property involved in this application. I certify that the information furnished above and in the attached exhibits is true and correct to the best of my knowledge and belief. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form).

Signature of Property Owner	Title	Date
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For Office Use Only

Received By	Date	Fee Amount (Deposit)	Fee Amount (Fixed)
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PA#	Application No(s)	Project (billing) No
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APPLICATION PROCEDURE AND FILING REQUIREMENTS

SECTION 1: Application Procedure & General Filing Requirements

A. Preapplication Review

It is recommended for projects of a more complex nature, that the applicant submit a Preapplication proposal prior to submission of the formal application. This will allow the Planning, Building and Public Works staff to review the request and provide input on potential environmental concerns, zoning and engineering requirements, and specific traffic, site planning, landscaping, and building design criteria. This early review and input by staff should save the applicant possible delay and expensive plan revisions later in the process.

B. Initial Submittal – Due when initial application is filed with the City

(Note: Some items listed below may not be required based on type of application, Refer to Section 3, Table 1)

- ρ 1. Completed Planning Application Form.
- ρ 2. Applicant Narrative / Justification Statement.
- ρ 3. Environmental Information Form.
- ρ 4. Filing Fees and Fee Agreement.
- ρ 5. Project Contact Labels. (See Section 3, Table 1 for required sets) Typed gummed labels for all persons who need to be contacted in connection with the project to be notified such as legal property owner, applicant, architect, engineer, etc.
- ρ 6. **Twelve sets of the Project Development Review Information** (see Section 3, Table 1, Part 2) to be reviewed by staff for completeness and accuracy. Fewer sets may be required for minor applications.
- ρ 7. One materials / color board.
- ρ 8. One set of 8½ x 11" reductions of all plans.
- ρ 9. One set of colored elevations.
- ρ 10. Other: Depending on the nature of the project, additional descriptive materials may be required such as models, sight line studies, computer overlay graphics, and/or a streetscape perspective.

C. Final Submittal – Due once application has been determined complete and ready for further processing

(Note: Some items listed below may not be required based on type of application. Refer to Section 3, Table 1, i.e. final submittal may not be required for minor applications)

- ρ 1. **Twelve sets of the Project Development Review Information** (see Section 3, Table 1, Part 2)
- ρ 2. A revised set of colored plans to include: a detailed site plan, conceptual landscape plan, illustrative building elevations, and any necessary cross-sections.

SECTION 2: Plan Preparation Guidelines

- ρ 1. All plans shall be drawn on uniform sheets of 24" x 36" or 30" x 42". However, for minor application reviews such as minor modifications, plans may be 8½ x 11" in size as long as all necessary information has been provided and plans are clearly legible.
- ρ 2. All site and landscape plans shall be drawn to an engineering scale of 1"=20'; 1"=30'; 1"=40'; or 1"=50' with the scale clearly labeled.
- ρ 3. All elevations shall be drawn to an architectural scale no smaller than ¼"=1'.
- ρ 4. All required plans shall be collated and stapled together into development package sets and shall be folded to the following specifications. Each set shall be:
- a) folded lengthwise in half with the text inside
 - b) fold the two opposite edges back over to meet the spine of the original fold
 - c) then, beginning on one long end fold in 2 or 3 sections as necessary to result in a rectangular set approximately 8½ x 11" in size (accordion style).

Colored plans shall be rolled rather than folded.

* It should be noted that additional sets of plans may be required for distribution.

SECTION 3: Table 1 – Application Submittal Requirements

The following information is required to process planning applications. An “X” in a cell means the information is required for that particular application. Applicants are responsible for providing a complete and accurate submittal package which will allow the city to evaluate the application. The **initial** submittal requirements are due when the application is filed with the City (at filing deadline). The **final** submittal requirements are due once the application has been determined complete and ready for further processing. These plans will then be used to prepare final conditions and will be distributed to Planning Commission/City Council. Staff will notify project applicant when the final submittal package is due.

General Project Information														
SUBMITTAL REQUIREMENTS	General / Specific Plan Amendment		Rezone & Preliminary PD		Final PD & Revision		Tentative Map / Other Map Applications		Design Review		Conditional Use Permit		Variance & Minor Modification	
	Completed Application Form (Signed by the Property Owner)	X		X		X		X		X		X		X
Applicant Narrative / Justification	X		X		X		X		X		X		X	
Environmental Information Form	X		X		X		X		X		X		X	
Signed Fee Agreement	X		X		X		X		X		X		X	
Fee	X		X		X		X		X		X		X	
Project Contact Labels	3 sets		3 sets		3 sets		3 sets		3 sets		3 sets		3 sets	
Title Report	X		X		X		X		X		X		X	
Legal Description	X		X		X		X		X		X		X	
Contextual Map	X		X		X		X		X		X*		X*	

Project Development Review Information														
SUBMITTAL REQUIREMENTS	General / Specific Plan Amendment		Rezone & Preliminary PD		Final PD & Revision		Tentative Map / Other Map Applications		Design Review		Conditional Use Permit		Variance & Minor Modification	
	I	F	I	F	I	F	I	F	I	F	I	F	I	F
INITIAL/FINAL														
Site Plan (12 sets)	X	X	X	X	X	X	X	X	X	X	X*	X*	X*	X*
Building Elevations/ Floorplans (12 sets)					X	X			X	X	X*	X*	X*	X*
Materials/Color Board (1 set)					X	X			X	X	X*	X*		
Conceptual Landscape Plan (12 sets)					X	X			X	X	X*	X*		
Parking Lot Shading Plan (12 sets)					X	X			X	X	X*	X*		
Conceptual Grading Plan					X	X	X	X	X	X				
Tentative Map (12 sets)					X#	X#	X	X						
8 ½" x 11" Reductions of all Plans (1 set)		X		X		X		X		X		X		X
Colored Landscape Plans (1 set)						X				X		X*		
Colored Elevations (1 set)					X	X			X	X	X	X		
Streetscape Perspective						X				X		X		

* Required number of sets are dependent upon nature of the application. Those which are minor in nature, shall only be required to submit 4-sets of plans, rather than 12, and may not be required to submit material samples. Additionally, at the discretion of the Planning & Building Department, plans for minor projects such as minor modification, may only be required to be submitted in 8½ x 11" format.

If a tentative map is involved, please submit additional copies with the package.

SECTION 4: Explanation of Matrix Information

- ρ **Application Form, Fees, and Environmental Information Form.** Only one form is required for all applications; do not submit separate applications for the different requested actions. Fees are according to entitlement.
- ρ **Applicant Narrative/Justification.** This is a written narrative provided by the project proponent explaining the application request, project description and goals, and justification statement if any deviation from approved or standard code is requested. In the case of a request for a General Plan amendment, the applicant should provide written justification as to why and how a change in the approved General Plan would provide benefit to the community.
- ρ **Project Contact Labels.** Typed gummed labels for all persons who need to be contacted in connection with the project, (e.g., Applicant, Engineer, Architect).
- ρ **Title Report.** This is required unless specifically waived by the Public Works Staff.
- ρ **Legal Description.** This can be obtained from the Title Report. Lot Line Adjustment/Mergers require descriptions of both the existing and proposed properties. Check with Staff for other requirements.
- ρ **Contextual Map.** This is a map that shows the location of the site and the relationship of the proposed project to existing surrounding properties, buildings, and site features. This map shall indicate the proposed project site plan, all parcel lines and streets, location and use of structures, adjacent access and circulation, and existing zoning and land use within an approximately 300-foot radius. Aerial photographs may be used if features are properly labeled.
- ρ **Site Plans.** The following information is required to be included on all plans in order for the plan to be considered complete. Information may be provided on more than one page for legibility, if necessary.
 - ρ Name, address, and daytime phone number of the applicant and the author of the plan.
 - ρ Date of preparation of plan, scale, and north arrow. North must be at the top of the site plan. A small vicinity map shall be located in the upper right hand corner of the plan, or attached as a separate map, with the project site located in relation to major streets and landmarks.
 - ρ Property lines and lot dimensions, square footage, Assessor's Parcel Number, address and APN's of the adjacent properties.
 - ρ Existing and proposed easements. State the purpose of the easement (i.e., access, PUE, etc.) If requesting abandonment of an easement, include a statement on the plan which contains the legal description of the easement, plus the County Recorder's book and Page numbers, date easement was granted, who granted the easement, for what purpose the easement was granted and whether the easement has been used.
 - ρ Drainage structures and direction of surface flow (if not included on a conceptual grading plan).
 - ρ Locations of all buildings and other structures, including existing fencing, both on the property and within 200 feet of the site.
 - ρ **Dimensioned locations of:**
 - ρ Street dedications and improvements (existing and proposed), including overhead utilities
 - ρ Access, for vehicular, bicycles, and pedestrian, showing service area and points of ingress and egress.
 - ρ Off street parking and loading or outdoor storage areas showing location, number and typical dimension of spaces and wheel stop locations.
 - ρ All street improvements, driveways and parking on adjacent and across-the-street properties within 200 feet of the site.
 - ρ Any existing or planned median islands within 200 feet of the site.
 - ρ All structures/ buildings existing or proposed on site; clearly indicating size of structure(s), setbacks from property lines, yard areas, and distances between buildings/structures.
 - ρ Landscape areas including designated open space, landscape planters, islands, tree wells, etc.

- ρ Building accessory structure and mechanical equipment locations, including pavement/sidewalks, trellises, light standards, trash enclosures, transformers, and monument signs, including dimensioned setbacks (front, rear, sides)
 - ρ Location, height and materials of all walls.
 - ρ All property proposed for public use. Note size of all property to be dedicated, conveyed and /or reserved for streets, open space and affordable housing program dedicated land.
 - ρ Open space use must be described (i.e., yard, greenbelt, park, drainage, etc.) and a statement disclosing the means whereby such open space provided for public use shall be established and maintained. For residential projects, a separate exhibit showing usable open space locations and calculations shall be included.
 - ρ Parking areas shall be clearly labeled. Include a summary table of the number of spaces, handicapped spaces and ramps, dimensions of spaces and aisles, and a comparison of required and provided spaces.
 - ρ Plans must also show location of bike racks. A separate bicycle parking exhibit is suggested for commercial/apartment projects.
- ρ **Building Elevations**
- ρ Illustrative elevations of all sides of buildings and structures. “Illustrative” building elevations means drawn with shadows to give depth with people, cars or trees for scale. Do not cover the elevation with trees, cars, or people – place them behind or on the side.
 - ρ Illustrative elevations of all walls and/or fences.
 - ρ Illustrative cross sections and enlargements or architectural elements or details as needed.
 - ρ All exterior building materials shall be clearly labeled on each sheet of elevations. These shall include notes on all design details such as building materials, roofing materials, trim and building colors, etc. Design details such as lighting fixtures, bicycle racks, paving materials, directory structures, trellis and awnings, fencing, etc. shall be clearly described and drawn.
- ρ **Floor Plans.** All floors, including labeled use of each room (bedroom, kitchen, office, warehouse, etc.) Dimensions of all exterior walls, doors, windows and room sizes.
- ρ **Materials Board.** A foam core board containing actual samples of roof, building, paint, awning, and window materials.
- ρ **Conceptual Landscape Plans**
- ρ All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded. Show roof outlines, including eave overhang.
 - ρ Conceptual location of all plants and a planting legend which identifies such things as:
 - ρ Trees, shrubs, and ground cover areas or other softscape elements. Indicate the intended function of plants (i.e. street tree, accent tree, canopy shade tree, parking lot tree, screening hedge, etc.)
 - ρ Plant legend (schedule) shall identify type of plant with genus and common names, size of plants initially and at maximum growth, and corresponding symbol identification for the plan.
 - ρ Include description of open space areas, (i.e. common area, tot lot, barbeque areas, pool/spas, recreation buildings, sports courts, etc...) calculation of landscape area or useable open space.
 - ρ Existing trees on site or other plants proposed for removal and/or retention. Plants to be deleted shall be marked with an ‘X’ across the trunk or plant base.

- ρ Information on identified significant trees (Section 37.04.040) including: species, size, and condition, as determined by an arborist. Details of proposed construction activity within the root zone, including grading, trenching, building construction, utility work, staging, storage and parking, both during construction and upon project completion.
- ρ Plazas, sidewalks or other hardscape elements, such as special paving materials or rockscape.
- ρ Private and public sidewalks, paths or greenbelts.
- ρ Primary and secondary project entry points and their treatment (textured paving, accent planting, entry walls, and/or monument signs).
- ρ **Parking Lot Shading Plan.** This plan is to be separate from the landscape plan. (See Parking Lot Shading Guidelines handout for examples and approved parking lot tree species)
 - ρ The plan should clearly show all surfaced areas included in the calculation. Parking areas included should be shaded. A surface area square footage amount shall be indicated.
 - ρ Tree canopies drawn to scale representing the appropriate canopy size at 15 years and the percentage of shade for each tree clearly indicated using shading or other graphic representation.
 - ρ Provide a shade calculation table identifying the quantity and type of trees used and the corresponding percentage of shade credited to each tree.
- ρ **Conceptual Grading Plan.**
 - ρ Proposed items shall be identified with solid lines and existing features with short dashes or screened
 - ρ Proposed grading, structures, curbs, walls (ht), sidewalk gutters, drainage structures, swales, etc. The plan shall include spot elevations, gradients, contours, details, cross sections, flow arrows, etc.
 - ρ Existing features within 200 feet beyond site boundaries; natural ground (contours), trees, structures (pad and floor elevations), drainage courses, streets, etc.
 - ρ Structures, footprints, pad and floor elevations, retaining walls, etc.
 - ρ Easements, property lines and rights of way
 - ρ Earthwork quantities (borrow and disposal areas)
 - ρ Existing and proposed sewers
 - ρ Drainage and flood control facilities (size, type, etc.)
 - ρ Cross sections at all site boundaries to scale, showing existing and proposed grading, cut and fall, wall heights, and elevation differences. Sections should extend through building pads and streets.
 - ρ Shade pavement and slopes 3:1 or steeper
- ρ **Tentative Map.** Contents of this map can be obtained from the city's subdivision regulations.
- ρ **Reduced Plans.** A set of site plans reduced to 8½ x 11" paper and legible for photocopying. For Rezoning, Tentative Maps, and Planned Developments the reductions must be PMT reductions.
- ρ **Colored Landscape Plans.** Plans should be colored to clearly illustrate locations and percentage of pavement, building areas as well as amount and type of landscape.
- ρ **Colored Elevations.** Elevations should be colored to represent as closely as possible the colors and materials proposed.

COST BASED FEE SYSTEM AGREEMENT

Agreement for Payment of Full Cost Recovery Fees for Application Processing

(Not required for flat fee applications: contact Planning and Building Department if you have any questions.)

(Print names of Property Owners (or Authorized Agent) and Applicant (if different from Owner))

agree(s) to pay the City of Winters all incurred costs, both direct and indirect, including State-mandated costs, associated with the review and processing of the accompanying application for land use approval(s) with respect to the subject property located at:

(Address and/or Assessor's Parcel Number(s))

even if the application is withdrawn or not approved. Reimbursement costs include all items within the scope of the City's adopted Fee Resolutions, as well as the cost of retaining professional consultants to prepare environmental documentation: provide planning, engineering, building inspection, and legal services; and perform other functions related to review and processing of the application. Owner and Applicant understand that one or more deposits will be required to cover the costs noted above at such time(s) as requested by the Planning Director. Deposits against hourly rate charges are charged when the total costs to process the application exceed \$1,000.00 and when the amount of time spent by the City to review the application cannot be easily estimated at the time of application. Actual costs are charged based on a tiered hourly rate structure, City agrees to review and process the application in accordance with the Agreement and all applicable laws, regulations, ordinances, standards and policies. Payment in full is required whenever payment of fees is requested or owed, even if the Applicant intends to protest the fee. If the Applicant prevails in the protest, that portion of the fee deemed invalid by the protest shall be refunded to the Applicant.

Owner and Applicant understand and agree that nonpayment of processing fees pursuant to the City's Fee Resolutions may, at the sole and exclusive discretion of the Planning Director, result in temporary or permanent cessation of processing of the application. All amounts due and payable prior to scheduling of the public hearing for the Applicant(s) shall be paid prior to the City scheduling the application for public hearing. Following completion of processing, the City will require that any and all outstanding amounts due be paid and will withhold issuance of further plan checks, entitlements, permits, certificates of occupancy, etc. until all required processing fees have been paid in full.

In any legal action arising, directly or indirectly, out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses including costs and attorneys' fees.

To the extent allowable by law, Owner agrees to hold City harmless from costs and expenses, including attorneys' fees, incurred by City or held to be the liability of City in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the project. Owner understands and acknowledges that City is under no obligation to defend any legal actions challenging the City's actions with respect to the project.

The undersigned Owner/Authorized Agent hereby represents that he/she either personally owns the subject property or is a duly authorized agent of the Owner with full authority to execute this Agreement on behalf of Owner. Applicant agrees to be jointly and severally liable with Owner for payment of all fees due under the City's Fee Resolutions.

Project Description: _____

Name of Authorized Agent or Applicant: _____
Title: _____ Telephone: _____
Address: _____

Invoices are due and payable within thirty (30) days. Interests will be charged on all delinquent amounts at the rate of ten percent (10%) per annum. Owner agrees that delinquent amount shall constitute a lien on the subject property and expressly consent to recordation of a notice of lien and/or copy of this Agreement against the subject property with respect to any amounts which are delinquent for thirty (30) days or more.

Name of Property Owner: _____ (please print)
Title: _____ Telephone: _____
Address: _____

Date: _____
Signature of Property Owner

Or

Date _____
Signature of Applicant (if different from Owner)

Date: _____
Signature of Planning Director (or designee)

FOR CITY USE ONLY:

Name of Applicant: _____ Date: _____

Name of Property Owner: _____

Address of Project: _____ File No. _____

Type of Application: _____ By: _____

Fee Deposits: \$ _____ Receipt No. and Date: _____

Describe any proposed General Plan amendment, planned development, zone change, or specific plan amendment which would affect the project site.

Related Projects: If this project is part or a portion of a larger project, describe the previous project by name, preliminary planned development number, or other project identification. _____

Previous Environmental Documents: If this project is part of a larger project for which a Negative Declaration or an Environmental Impact Report has been prepared and certified, reference the document below. Include the date and SCH # if possible. _____

Other permits or approvals: Include a description of all permits and approvals that will be necessary from the City of Winters and other governmental agencies in order to fully implement the project. _____

SITE CHARACTERISTICS

Property size:

Gross (sq. ft./acre) _____

Net (sq.ft./acre) (total site minus areas of public streets and proposed dedications) _____

Zoning:

Existing: _____

Proposed: _____

General Plan Designation:

Existing: _____

Proposed: _____

Will the proposed project change the pattern, scale or character of the surrounding general area of the project? _____

Describe the known cultural and/or historical aspects of the site. Site all sources of information (books, published reports and oral history).

Describe any noise sources and their levels that now affect the site (freeway, roadway noise, etc.) and how they will affect the proposed uses.

Describe any short-term or long-term noise to be generated, including source and amount. How will these noise levels affect adjacent properties and on-site uses. What methods of sound proofing are proposed? _____

Is the project proposed on land which contains fill or a slope of 10% or more? _____

Are there any existing erosion problems? _____

Are there any streams or permanent water courses on the site?

Will the proposed project change drainage patterns or the quality of groundwater? If so, explain:

Will the project affect any drainage channel, creek, pond or any other water body? Describe below:

Will the proposal result in the loss of agricultural land? _____

Are there any mature or scenic trees or shrubs on the project site? Indicate the number and species to be removed or replaced and the location of the transplant site.

Will the project any riparian habitat or modify the habitat of any species identified as a candidate, sensitive or special status species in local or regional plans, policies or regulations, or by the California Dept of Fish and Game or U.S. Fish and Wildlife?

Will the project result in any new noise source, or will it place new residents in an area of high traffic noise or noise from any other source?

Describe any air pollutants, other than vehicle exhaust, which would be generated by this project, both during and after construction. Dust particulates are considered pollutants.

Will the project produce new sources of dust, ash, smoke, fumes or odor? If yes, describe the source of the emission, methods to control emissions and means of mitigating those effects on adjacent properties:

Will the project create any new light source or significant glare, other than street lighting? Describe below:

PROPOSED BUILDING CHARACTERISTICS (BOTH RESIDENTIAL AND NON-RESIDENTIAL)

Size of new structure or addition in gross square feet: _____

Building height measured from ground to highest point in feet: _____

Number of floors / stories: _____

Height of other appurtenances (antennas, steeples, etc.) measured from ground: _____

Project site coverage:	Building _____ sq. ft.	_____ %
	Landscaping _____ sq. ft.	_____ %

Paving _____ sq. ft. _____ %
Exterior building materials: _____

Wall and / or fencing material: _____

Total number of off-street parking spaces required: _____
provided: _____

Are in-lieu parking fees proposed? _____ Amount: \$ _____

Total number of bicycle parking spaces: _____

RESIDENTIAL PROJECT

Total Lots _____ Net density / acre _____

Total Acreage _____ Gross density / acre _____

Total dwelling units: _____

	Single Family	Two Family	Multi-family (More than 2)	Co-op / Condominium (Ownership)
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Number of units: _____

Size of lot / unit: _____

	Single Family	Two Family	Multi-family	Co-op / Condominium
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Size of unit:

Studio: _____

1 Bedroom _____

2 Bedroom _____

3 Bedroom _____

4+ Bedroom _____

RETAIL, COMMERCIAL, INDUSTRIAL, INSTITUTIONAL OR OTHER PROJECT

Type of use(s): _____

Oriented to: Regional _____ City _____ Neighborhood _____

Hours of operation: _____

Total occupancy / building capacity: _____

Number of fixed seats: _____ Gross floor area: _____

Number of employees (total): _____ Employees per shift: _____

Number of visitors / customers on site at busiest time (best estimate): _____

Other occupants (specify): _____

Approximately how many tons of solid waste will the project produce each year? _____

Is the project site within 2,000 feet of an identified hazardous / toxic site? _____

Is the project site within 2,000 feet of a school or hospital? _____

Has a Border Zone determination been made for the project site? _____

How many new residents is the project estimated to generate? _____

Will the project require additional housing? _____

What is the current and estimated number of motor vehicles to arrive at the site as a result of the project? _____

Could the project increase traffic hazards to motor vehicles, bicyclists or pedestrians? _____

How close is the project to the nearest public park or recreation area? _____

What schools will be affected by this project? _____

Describe the energy-efficient features included in the project: _____

Describe how the following services or utilities will be provided:

Power and Natural Gas _____

Telephone _____

Water _____

Sewer _____

Storm Drainage _____

Solid Waste _____

Will the project block any vista or view currently enjoyed by the public? _____

OWNER CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for adequate evaluation of this project to the best of my ability, that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. I further understand that additional information may be required to be submitted before an adequate evaluation can be made by the City of Winters.

Date: _____

Signature: _____

Title: _____

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx

The Department of Rehabilitation at www.rehab.cahwnet.gov

The California Commission on Disability Access at www.cdda.ca.gov