



City of Crescent City  
Public Works/Planning: 707-464-9506

377 J Street Crescent City, CA 95531-4025  
FAX: 707-465-4405

### DEVELOPMENT PERMIT APPLICATION

Application Number: \_\_\_\_\_

PROJECT LOCATION Assessors Parcel No: \_\_\_\_\_

Site Address \_\_\_\_\_

#### APPLICANT / Property Owner

Property Owner: \_\_\_\_\_ Applicant/Agent: \_\_\_\_\_

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

\_\_\_\_\_

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

AGENT AUTHORIZATION: I \_\_\_\_\_ hereby authorize \_\_\_\_\_  
\_\_\_\_\_ to act as my agent and to bind me in all matters concerning this application.

Signature of property owner/applicant *NOTE: Signed escrow papers may be used instead of authorization.*

#### TYPE OF APPLICATION

Architectural Review \_\_\_\_\_ Home Occupation \_\_\_\_\_ Use Permit \_\_\_\_\_ Rezone \_\_\_\_\_ CEQA Review \_\_\_\_\_ Merger \_\_\_\_\_  
Non Hearing CDP \_\_\_\_\_ Lot Line Adjustment \_\_\_\_\_ Street Abandonment \_\_\_\_\_ Coastal Dev. Permit \_\_\_\_\_ Parking Waiver X \_\_\_\_\_  
General Plan Amendment \_\_\_\_\_ Variance \_\_\_\_\_ Special Review \_\_\_\_\_ Minor Subdivision \_\_\_\_\_ Major Subdivision \_\_\_\_\_

#### PROJECT DESCRIPTION

Describe development proposal or application request: (Attach additional sheets if necessary)

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

Existing Land Use \_\_\_\_\_ Adjacent Uses \_\_\_\_\_

Project Acreage \_\_\_\_\_ Project Height \_\_\_\_\_ Parking (# of spaces) \_\_\_\_\_ Paved Area \_\_\_\_\_ sq. ft.

Building Coverage \_\_\_\_\_ sq. ft. existing \_\_\_\_\_ sq. ft. proposed

Grading Required? \_\_\_\_\_ (if yes, attach preliminary grading plan)

**Diking, dredging, or filling of open coastal waters, wetlands or riparian/drainage areas:** Attach biological report and preliminary grading plan)

**Land Division or Boundary Adjustment.** Include tentative map with existing property lines, proposed lots, lot sizes, dimensions, access, physical features and proposed improvements, utilities, etc)

**ATTACHMENTS** (Items checked (X) below **MUST** be returned with your application)

- Application Form
- Application Fee       \$200.00       \*\*
- Supplemental Application Forms  
(variance, home occupation, etc)
- Project property deed(s)
- Proof of applicant's legal interest in the  
property (escrow, etc)
- CEQA environmental information form
- Special Studies: \*

**Project plans : \*\*\***

- Project site plans (buildings, parking, etc)\*
- Building floor plans and elevations
- Preliminary grading/drainage plans
- Landscaping/irrigation plans /dumpster
- Sign plans/elevations
- Color/materials samples
- Subdivision/lot line adjustment map
- Written Project Description \*
- Preliminary Title Report
- Special Project Justification/per code

\* May be required, depending on project

\*\* List individual fees separate, if possible.

\*\*\* **Project Plans:** For Subdivision one set of full sized plans and/or one set not to exceed 11 inches by 18 inches in size are to be provided. Specific information may be required for plans - ask staff for additional information.

**CERTIFICATION**

I, \_\_\_\_\_, hereby declare that the foregoing is, to the best of my knowledge, true and correct and understand that failure to provide truthful and accurate information necessary to process this permit application, or to provide public notice as required may result in delay in processing the application or may constitute grounds for revocation of the permit requested herein.

\_\_\_\_\_  
(Signature of applicant or agent)

\_\_\_\_\_  
date

(For Office Use Only)

Filing Fees: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date Application Complete: \_\_\_\_\_

CEQA: \_\_\_ Exempt \_\_\_ Negative Declaration \_\_\_ Mitigated Negative Declaration \_\_\_ Environmental Impact Report

Review By: \_\_\_ Planning Commission \_\_\_ City Council \_\_\_ Architectural Review \_\_\_ Planning /Public Works

Public Hearing? \_\_\_\_\_ Office Hearing? \_\_\_\_\_ Appealable to Coastal Commission? \_\_\_\_\_

Zoning: \_\_\_\_\_ General Plan (LUP) \_\_\_\_\_

Other Notes: \_\_\_\_\_

\_\_\_\_\_

## Parking Waiver Permit Instructions:

1. The application must be filled out as complete as possible to assure prompt processing. Omitted or incorrect information may result in a delay scheduling the project review or the application and drawing(s) may be returned to you for additional work.
2. Parking Waivers will be judged on the following:
  - a. The effect on present and future traffic;
  - b. The effect on neighborhoods;
  - c. The effect on the stability and adequacy of the site to accommodate the proposed use; and
  - d. Any other conditions hereinafter specified.
3. Attach as a part of this application one set of prints of the proposed site plan of the variance which shall be accurately and neatly drawn to scale and contain the following information:
  - a. Streets right-of-way widths, dedicated widths, reservation widths, and types of improvements proposed.
  - b. Lot dimensions.
  - c. All buildings and structures, their locations, elevations, sizes, and the proposed or existing use of each.
  - d. Access points: Paths of ingress and egress, and internal vehicular circulation pattern.
  - e. Off-street parking: The number of spaces and dimensions, and location.
  - f. Loading/Unloading: Number of loading/unloading spaces and dimensions, locations and internal circulation.
  - g. Signs: The location, size and height.
  - h. Landscaping: The location and type.
  - i. Other information as applies to the location.
  - j. Fences, walls, hedges: their locations, heights, materials, and types.
  - k. External lighting: The location and general nature and hooding devices.
4. Complete the supplement application (Application for Variance) and return with Parking Waiver application.
5. The Variance Application will be presented to the Planning Commission for review. The applicant will be notified of the time and location of the meeting.

Please contact the Planning Department at 707-464-9506 if you have any questions or if you would like a preliminary meeting to discuss your project.



**APPLICATION FOR VARIANCE  
TO THE PLANNING COMMISSION OF THE CITY OF CRESCENT CITY:**

Applicant's Name \_\_\_\_\_ APN \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address of subject property: \_\_\_\_\_

Zoning district of subject property: \_\_\_\_\_

Variations to the regulations prescribed by Zoning Ordinance extend only to fences and walls, site area, signage, width, frontage, depth, coverage, front yard, rear yard, side yards, height of structures, distance between structures, off-street parking facilities and off-street loading facilities. A variance does not extend to use regulations.

Statement of precise nature of variance requested:

The Planning Commission must make the following findings in order to grant a variance. Please indicate under each finding how it relates to your particular situation.

1. There are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property which do not apply generally to other properties classified in the same zone district.\_\_\_\_

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

2. Strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zone district.

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

3. The granting of the variance will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity or adversely affect the general plan of Crescent City.

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4. The granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zone district. \_\_\_\_\_

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I hereby certify that I am the owner of the property identified in this application or that I am the authorized agent of, \_\_\_\_\_ who is the owner of said property, and that I am authorized to act in their behalf, and that this application, to the best of my knowledge and belief, is true and correct.

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Signature of applicant/agent