

KERN COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

***INSTRUCTIONS TO APPLICANT FILING FOR
CONDITIONAL USE PERMIT, PRECISE DEVELOPMENT PLAN,
MODIFICATION, AND/OR VARIANCE***

In order for the application to be processed, all questions on the application form must be answered and the application must be signed by the applicant. If an incomplete application is filed, it will be returned, which action can cause a delay in processing the case. When environmental processing (if required) has been completed, a date for public hearing will be selected and a staff report, containing a recommendation, will be prepared. A copy of the staff report will be mailed to the applicant a few days prior to the public hearing. The applicant or his representative will be required to attend the public hearing and should be prepared to comment on and answer questions about the application.

MATERIALS AND EXHIBITS REQUIRED

A. Environmental

- Provide a fully completed Environmental Assessment Form, typed or neatly completed in black ink.
- Environmental Assessment Form not required at this time.

B. Fees

- Submit Preliminary Review fees with application.
- Do not submit the application fees; you will be notified of the fees when the application and the Environmental Assessment Form has been reviewed and completed in conformance with State and local requirements. This step usually takes from a few days to several weeks, depending on the type of application.

C. Application

- (1) One completed copy of the application form, typed or neatly completed in black ink.
- (2) A letter of authorization if the applicant is not the owner of the property.
- (3) Two reproducible copies of a plot plan no larger than 11 inches by 17 inches in size, which shall include, but not necessarily be limited to, the following (see Item D below if project is a Precise Development Plan):
 - (a) The scale of the drawing and north point.
 - (b) The location of all existing and proposed uses, structures, fences, signs, landscaping, improvements, and distances between structures and property lines.
 - (c) The location of all off-street parking and loading facilities, including driveways, individual parking and loading zones, points of ingress and egress, median strips, and traffic islands.
 - (d) An elevation sketch of all proposed signs, fences, and structures, including dimensions and heights above ground.
- (4) Any other information which the applicant or the Director of the Planning and Community Development Department deems necessary for proper consideration of the application.
- (5) One copy of floor plans and exterior elevations of all buildings, if applicable. (For mobilehomes, submit brochure, model, year, and photos of all four sides.)
- (6) Submit photos of project site.
- (7) Submit complete hazardous waste verification statement.

D. Precise Development Plan

If the application is for a Precise Development Plan, the plan must be prepared in accordance with "Instructions for Preparation of a Precise Development (PD) Plan."

KERN COUNTY PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
2700 "M" Street, Suite 100
Bakersfield, California 93301
(661) 862-8600

APPLICATION FOR:

CONDITIONAL USE PERMIT
 MODIFICATION

PRECISE DEVELOPMENT PLAN
 VARIANCE

(Also complete Sheet Number Two if application includes Variance request)

Zone Classification: _____

Request: _____

Type or Letter Legibly

Name: _____ Telephone: _____

Mailing Address: _____

Status of Applicant's Interest in Property: _____

Name of Individual Representative (if not same as above)

Mailing Address: _____

(include zip code) _____ Telephone: _____

Property Owner's Name
(if different from above): _____ Telephone: _____

Address: _____

Assessor's Parcel No.: _____

Property Location: _____
(street address or general location)

Complete Legal Description of Property: _____

Method of Sewage Disposal _____

Method of Water Supply _____

Describe how site is currently developed _____

Describe how land is being used currently on parcels adjacent to the site:

North - _____

East - _____

South - _____

West - _____

Explain Fully Reason for Request: _____

VARIANCE APPLICATION

STATEMENT OF JUSTIFICATION

Section 65906 of the State Planning Law requires that a VARIANCE from the terms of the Zoning Ordinance shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the Zoning Ordinance deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.

The Ordinance Code of Kern County requires that before a VARIANCE can be granted, the applicant show by statements, plans, and other evidence the following:

A. That the variance granted shall be subject to such conditions as will assure that the adjustment thereby authorized shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the vicinity and one in which the subject property is situated.

B. That special circumstances exist which are applicable to the subject property, including size, shape, topography, location, or surroundings, wherein the strict application of the Zoning Ordinance in question is found to deprive the subject property of privileges enjoyed by other property in the vicinity and under identical zone classification.

NOTE: Additional sheets may be attached if needed.

I certify that all statements are correct and that all accompanying documents and maps are accurate.

Signature of Property Owner

Date

Signature of Applicant

Date

FOR OFFICE USE ONLY

Date Accepted: _____

Received By: _____

FEES

Case # _____

Map # _____ S.D. # _____

Case \$ _____

Floodplain _____

Zoning Ord. Sec. _____

Env'l _____

G.P/S.P _____
Element or Name

Other _____

____ Consistent ____ Not Consistent

Reviewed By: _____

Other _____

Work Order # _____

ENVIRONMENTAL DATA

Total \$ _____

General Rule _____ Assessment Form _____

Exempt (Type and Section) _____

Recpt # _____

Reviewed By: _____