



**CITY OF MERCED
PLANNING DIVISION
DEVELOPMENT APPLICATION**
678 W. 18th Street
Merced, CA 95340
(209) 385-6858
FAX: (209) 725-8775

RECEIPT NO.	APP. NUMBER
TOTAL FEE	DATE
CHECK NUMBER	RECEIVED BY

Name of Property Owner(s): _____ Address/City/State/Zip Code: _____ Phone: _____

E-mail: _____

Name of Applicant(s): _____ Address/City/State/Zip Code: _____ Phone: _____

E-mail: _____

PROJECT INFORMATION

Legal Description:

Location/Address:

Assessor's Parcel Number(s):	Size of Parcel(s):	Zoning/Designation:	No. of Existing Lots:
	_____ Acres		
	_____ Square Feet		

Existing Use of Property:	Surrounding Uses:
	North:
	South:
	East:
	West:

Proposed Use of Property: _____ Justification For Project, If Any: _____

APPLICATION INFORMATION			
FEE	✓	CHECK TYPE OF APPLICATION FILED	
		ANNEXATION	# OF ACRES:
		APPEAL	APPLICATION TYPE & NUMBER: CONDITIONS/ACTIONS BEING APPEALED:
		CONDITIONAL USE PERMIT	TO PERMIT :
		DETERMINATION	FOR:
		GENERAL PLAN AMENDMENT	TO RECLASSIFY THE PROPERTY FROM: _____ TO: _____
		MINOR SUBDIVISION	LOT MERGER _____ BOUNDARY ADJUSTMENT _____ LOT SPLIT _____
		P-D ESTABLISHMENT	FOR PLANNED DEVELOPMENT DESIGNATIONS OF:
		PREZONING	EXISTING ZONE: _____ PROPOSED ZONE: _____
		SEWER/WATER AGRMNT	SEWER: _____ WATER: _____
		SUBDIVISION	FINAL MAP: _____ TENT. MAP _____ # OF LOTS: _____
		SUP REVISION	TO CHANGE:
		ZONE CHANGE	EXISTING ZONE: _____ PROPOSED ZONE: _____
		ENVIRONMENTAL ASSESSMENT FEE	
		TOTAL DEPOSIT -- Additional fees may be charged or a partial refund may be given, depending on the complexity of the project	

Note: ALL PROPERTY OWNERS MUST SIGN. PLEASE REVIEW REVERSE SIDE AND COMPLETE AS NECESSARY. If the property owner(s) is an LLC or a corporation, we require documentation that shows the person(s) who is signing the application is authorized to sign for the LLC or corporation.

AUTHORIZATION

OWNER(S) SIGNATURE(S) NAME (PRINT) ADDRESS

1.

2.

3.

Is application complete? _____

Signatures _____ Site Plans _____ Elevations _____ Title Report _____ ERC _____ Materials/Samples _____

CONFLICT OF INTEREST DISCLOSURE

Dear Applicant,

The application which you have submitted may be reviewed by the Merced Planning Commission, and may be subject to review by the Merced City Council.

The public officials who serve on the above are subject to conflict of interest laws which require that they determine whether you are a "source of income" to them. In order to help them make this determination, the City requires that you indicate below whether you or anyone else who is expected to benefit financially by approval of the application has provided or promised "income" of \$250 or more to one of these public officials in the last 12 months.

"Income" includes (among other things) salary, interest, rent, gifts, an outstanding loan, and a prorata share of any income of any business entity or trust in which the public official or spouse, owns, directly, or indirectly, or beneficially, a 10% interest or greater. Income to the public official's spouse or dependents must also be included. Those that are expected to benefit include (but are not limited to) all applicants whether individuals, a partnership, a corporation, a trust or an association. In the case of a partnership, each general and limited partner is expected to benefit; in the case of a corporation, each officer and stockholder, for each association, the officers and other principals; and for each trust, the beneficiaries thereof.

The disclosure form below must be complete by you and will be included as part of your application.

DISCLOSURE OF INCOME TO PUBLIC OFFICIAL

I, _____ applicant for : _____
state as follows (please check only one box below):

() To the best of my knowledge, (and after reviewing this application with the below named), no individual, partnership, corporation, or association which is expected to benefit from approval of this application has provided or promised money, or any other thing of value, aggregating \$250 or more to a member of Planning Commission or City Council, within the last 12 months.

() To the best of my knowledge and after reviewing this application with the individual(s), partnerships(s), corporation(s), and association(s) which are expected to benefit from approval of this application, the below named have furnished money or other things of value aggregating \$250 or more within the last 12 months to the public official(s) named below and who is a member of _____.

Name of Source of Income

Name of Public Official

I declare under penalty of perjury that the foregoing is true and correct.

Date: _____ Signature: _____

INFORMATION REQUIRED ALONG WITH THIS APPLICATION

The chart below outlines required submittals for individual permits. Within 10 days after submitting an application, you will be notified whether the application is complete or additional information is required. If you have any questions on the submissions required for your application, please contact the Planning Department at (209) 385-6858.

PLEASE SUBMIT DIGITAL COPIES OF ALL SITE PLANS AND ELEVATIONS IN ADOBE PDF FORMAT IF POSSIBLE.

MAPS & PLANS REQUIRED OF EACH APPLICATION

<p>OFFICE APPEAL</p> <p>ANNEXATION</p> <p>___ Location Map (2 copies)</p> <p>___ Site Plans (5 copies)</p> <p>___ Environmental Review Checklist</p> <p>___ Legal Description</p> <p>___ Reduced Site Plan to 8 ½ " x 11"</p> <p>BOUNDARY ADJUSTMENT*</p> <p>___ Title Report</p> <p>___ Legal-scaled drawing that shows adjustment</p> <p>___ Legal Description of Old & New Parcels</p> <p>CONDITIONAL USE PERMIT</p> <p>___ Location Map (2 copies)</p> <p>___ Site Plan (5 copies)</p> <p>___ Project Elevations (5 copies)</p> <p>___ Samples of Construction Materials</p> <p>___ Reduced Site Plan & Elevations to 8 ½" x 11"</p> <p>___ Landscape Plan (after approval)</p> <p>___ Signage Plan</p> <p>___ Environmental Review Checklist</p> <p>DETERMINATION</p> <p>___ Site Plan (3 copies)</p> <p>FINAL SUBDIVISION</p> <p>___ Final Map & Associated Reports (3 copies)</p> <p>___ Improvement Plans (3 copies to Engineering)</p> <p>___ Reduced Final Subdivision Map to 8 ½" x 11"</p> <p>___ Digital Data Layers on CD</p> <p>___ Title Report</p> <p>GENERAL PLAN AMENDMENT</p> <p>___ Location Map (2 copies)</p> <p>___ Site Plan (5 copies)</p> <p>___ Environmental Review Checklist</p> <p>___ Reduced Site Plan to 8 ½" x 11"</p> <p>___ Legal Description (Metes and Bounds)</p> <p>___ GHG/Traffic Analysis (Check with staff)</p> <p>LOT MERGER*</p> <p>___ Assessor's Map of Property (3 copies)</p> <p>___ Legal Description of Old & New Parcels</p> <p>___ Title Report</p> <p>LOT SPLIT*</p> <p>___ Tentative Parcel Map (3 copies)</p> <p>___ Title Report</p>	<p>OFFICE PLANNED DEVELOPMENT ESTABLISHMENT</p> <p>___ Location Map (2 copies)</p> <p>___ Site Utilization Plan – 100 Scale (5 copies)</p> <p>___ Project Elevations (5 copies)</p> <p>___ General Landscaping Plan</p> <p>___ General Signage Plan</p> <p>___ Environmental Review Checklist</p> <p>___ Reduced Site Plan & Elevations to 8 ½ x 11</p> <p>___ Legal Description (Metes and Bounds)</p> <p>PREZONING</p> <p>___ Location Map (2 copies)</p> <p>___ Site Plan (5 copies)</p> <p>___ Environmental Review Checklist</p> <p>___ Reduced Site Plan to 8 ½" x 11"</p> <p>SEWER/WATER AGREEMENT</p> <p>___ Location Map</p> <p>___ Site Plan (3 copies)</p> <p>___ Legal Description</p> <p>SITE UTILIZATION PLAN REVISION</p> <p>___ Location Map (2 copies)</p> <p>___ Site Plan—100 Scale (5 copies)</p> <p>___ Project Elevations (5 copies)</p> <p>___ General Landscaping Plan</p> <p>___ General Signage Plan</p> <p>___ Reduced Site Plan & Elevations to 8 ½" x 11"</p> <p>___ Environmental Review Checklist</p> <p>___ Legal Description (Metes and Bounds)</p> <p>TENTATIVE SUBDIVISION</p> <p>___ Location Map (2 copies)</p> <p>___ Tentative Subdivision Map (11 copies)</p> <p>___ Reduced Subdivision Map to 8 ½" x 11"</p> <p>___ Title Report</p> <p>___ Environmental Review Checklist</p> <p>___ Digital Data Layers on CD</p> <p>ZONE CHANGE</p> <p>___ Location Map (2 copies)</p> <p>___ Site Plan (5 copies)</p> <p>___ Environmental Review Checklist</p> <p>___ Reduced Site Plan to 8 ½" x 11"</p> <p>___ Legal Description (Metes and Bounds)</p>
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* PRIOR TO RECORDING, ALL PROPERTY TAXES DUE SHALL BE PAID TO MERCED COUNTY AND PROOF OF PAYMENT PROVIDED TO THE CITY OF MERCED. A SITE PLAN DRAWN TO SCALE SHALL BE PROVIDED.

2024-2025 PLANNING COMMISSION MEETING DATES

<u>MEETING DATES</u>	<u>APPLICATIONS MUST BE SUBMITTED BY</u>
CITY COUNCIL, <u>TUESDAY</u> , JANUARY 2, 2024 January 3, 2024	Monday, November 6, 2023
CITY COUNCIL, <u>TUESDAY</u> , JANUARY 16, 2024 January 17, 2024	Monday, November 20, 2023
February 7, 2024	Monday, December 11, 2023
CITY COUNCIL, <u>TUESDAY</u> , FEBRUARY 20, 2024 February 21, 2024	Tuesday, December 26, 2023
March 6, 2024	Monday, January 8, 2024
March 20, 2024	Monday, January 22, 2024
April 3, 2024	Monday, February 5, 2024
April 17, 2024	Monday, February 19, 2024
May 8, 2024	Monday, March 11, 2024
May 22, 2024	Monday, March 25, 2024
June 5, 2024	Monday, April 8, 2024
June 20, 2024	Monday, April 22, 2024
July 3, 2024	Monday, May 6, 2024
July 17, 2024	Monday, May 20, 2024
August 7, 2024	Monday, June 10, 2024
August 21, 2024	Monday, June 24, 2024
CITY COUNCIL, <u>TUESDAY</u> , SEPTEMBER 5, 2024 September 4, 2024	Monday, July 8, 2024
September 18, 2024	Monday, July 22, 2024
October 9, 2024	Monday, August 12, 2024
October 23, 2024	Monday, August 26, 2024

<u>MEETING DATES</u>	<u>APPLICATIONS MUST BE SUBMITTED BY</u>
November 6, 2024	Monday, September 9, 2024
#November 20, 2024	Monday, September 23, 2024
December 4, 2024	Monday, October 7, 2024
#December 18, 2024	Monday, October 21, 2024
January 8, 2025	Tuesday, November 12, 2024
CITY COUNCIL, <u>TUESDAY</u> , JANUARY 21, 2025 January 22, 2025	Monday, November 25, 2024
February 5, 2025	Monday, December 9, 2024
CITY COUNCIL, <u>TUESDAY</u> , FEBRUARY 18, 2025 February 19, 2025	Monday, December 23, 2024
March 5, 2025	Monday, January 6, 2025
March 19, 2025	Tuesday, January 21, 2025

Notes:

1. Placement of items on Planning Commission agendas are subject to adjustment depending on the number of pending development applications, length of environmental review required, application completeness, meeting cancellations, etc. Meeting the application deadlines above is not a guarantee that the item will be placed on that agenda.
2. As a Charter City, the City can consider General Plan Amendments at any time.
3. Please note that if a Planning Commission item requires City Council approval, that the City Council meeting date will generally be approximately 6 weeks from the Planning Commission date, but could be extended depending on workload and other factors noted in #2 above.

(Strong possibility this meeting will be cancelled.)