



CITY OF BAKERSFIELD

PLANNING APPLICATION

File No. _____
(office use only)

Community Development Department - Planning Division
1715 Chester Avenue - Bakersfield, CA 93301
PH (661) 326-3733 - FAX (661) 852-2135
www.bakersfieldcity.us

APPLICATION TYPE

(please check all that apply)

ZONING PERMITS - SITE PLAN REVIEW

- Site Plan Review (staff to calculate fee)..... \$ 346 - \$ 7,938.25
- Conditional Use Permit (add SPR fee)..... \$ 2,288 or \$ 4,811.25
- Conditional Use Permit - Oil Wells Only \$ 5,221.25
- Surface Mining Permit (processed as a CUP)..... \$ 4,811.25
- PD Review - New (staff to calculate fee) \$ 740 - \$ 7,954.25
- PD Review - Revised \$ 1,155
- Comprehensive Sign Plan - New \$ 1,683
- Comprehensive Sign Plan - Revised \$ 915
- Zoning Modification \$ 1,950

LAND DIVISIONS (tentative maps only)

- Tract Map..... \$ 6,190.25
- Revised Tract Map \$ 4,847.25
- Parcel Map..... \$ 5,606.25
- Revised Parcel Map \$ 3,771.25
- Parcel Map Waiver..... \$ 1,935
- Parcel Merger \$ 1,243
- Lot Line Adjustment \$ 1,228
- Certificate of Correction/Amend Final Map \$ 929

GENERAL PLAN & ZONE CHANGES

- Concurrent General Plan Amendment/Zone Change\$11,599.25
- General Plan Amendment (no zone change).....\$ 8,249.25
- Specific Plan (new plan or amendment to existing plan)\$ 9,003.25
- Zone Change (except to PUD or PCD)\$ 6,513.25
- PUD & PCD Zone Changes (no overlay zones)\$ 7,200.25

MISCELLANEOUS

- Administrative Review - Advertised..... \$ 929
- Administrative Review - Posted Only \$ 203
- Agricultural Preserve - Formation or Cancellation\$ 3,781.25
- Agricultural Preserve - Notice of Non-Renewal \$ 203
- Annexation (if GPA and/or ZC is included, those fees req'd) no charge
- Density Bonus (added fee to a project)..... \$ 1,466
- Development Agreement (added fee to a project) \$ 2,762
- Extension of Time (except Site Plan Review)..... \$ 1,124
- Street Renaming (Admin Review - advertised) \$ 945
- Substantial Conformance Review (final maps only)..... \$ 123
- Temporary Animal Permitno charge
- Wall & Landscape Review \$ 1,612

Note: The above fees include all public hearing, environmental processing/posting, CA Dept of Fish and Game, and administrative charges.

APPLICANT / OWNER INFORMATION

APPLICANT/CONTACT

Name: _____ E-Mail: _____

Address: _____

Phone No: _____ Fax No: _____

PROPERTY OWNER OF RECORD

Name: _____ E-Mail: _____

Address: _____

Phone No: _____ Fax No: _____

PROJECT INFORMATION

(please fill out as completely as possible - put N/A if the item is not applicable)

A. Description of proposal (explain in detail; attach additional or supporting information as necessary):

B. Reason for request (explain in detail below, or attach additional or supporting information as necessary):

(if this is an extension of time, explain why it is necessary and why the project cannot be commenced within the allocated time)

C. Site address (if none, general location):

D. Assessor's Parcel Number(s): _____

Please include with this application, a copy of the Assessor's map(s) that show the entire project boundary. These maps may be obtained from the Kern County Assessor, 1115 Truxtun Ave, Bakersfield CA (661/868-3485)

E. Zoning: _____ General Plan Designation: _____

F. Project site size (acreage or square footage): _____

G. If this is a division of land, number of lots being created: Buildable _____ Non-buildable _____
Is a modification or optional design being requested? Yes No
If yes, describe the modification: _____

H. Will the project (or map) be phased? Yes No
If yes, what is the anticipated schedule of development? (explain):

I. List and describe any other permits or other public agency approvals required for this project:

J. List any associated projects or relationship to a larger project or series of projects:

K. Is the property currently under a Williamson Act Contract? Yes No

L. **PROPOSED USE:** (Check as appropriate and provide all necessary information; attach additional sheets if necessary)

1. **Residential:** (Check type) Single Family Multiple Family

Number of units: _____ Number of floors: _____

Building height (feet from grade to highest point): _____

Square footage of units: _____

Number of bedrooms per unit: _____

Density (units per acre): _____

2. **Commercial:** (Check type) Retail Office Other (identify) _____

Describe in detail: _____

Gross square footage of floor area: _____ Number of floors: _____

Building height (feet from grade to highest point): _____

Total number of employees: _____ Number of employees on largest shift: _____

Hours of operation: _____

Describe size and type of loading facilities: _____

3. **Industrial:**

Describe in detail: _____

Gross square footage of floor area: _____ Number of floors: _____

Building height (feet from grade to highest point): _____

Total number of employees: _____ Number of employees on largest shift: _____

Hours of operation: _____

Describe size and type of loading facilities: _____

4. **Institutional:**

Describe in detail: _____

Gross square footage of floor area: _____ Number of floors: _____

Building height (feet from grade to highest point): _____

Total number of employees: _____ Number of employees on largest shift: _____

Hours of operation: _____

Describe size and type of loading facilities: _____

5. **Other:**

Describe in detail: _____

Gross square footage of floor area: _____ Number of floors: _____

Building height (feet from grade to highest point): _____

Total number of employees: _____ Number of employees on largest shift: _____

Hours of operation: _____

Describe size and type of loading facilities: _____

M. Hazardous waste verification:

California law requires that persons proposing development review a listing of all hazardous waste sites that are within the jurisdiction considering the project. As part of this application, you must indicate whether or not your project site is included on the list of hazardous waste sites. Please review the list of hazardous waste sites and check the appropriate confirmation below (*note: a copy of this list and the law is available at the Planning Department*). By signing this application, you are verifying that the most current hazardous waste and substance site list from the State Environmental Protection Agency - Department of Toxic Substances Control has been reviewed in accordance with the California Government Code (Sec. 65962.5).

◆ **I (We) confirm that the project site is (check one) included not included on this list.**

N. Additional project information:

Please include on separate attachments, any operational statement, supplementary background materials, or other information that you feel is necessary for staff's and the decision-maker's complete understanding of the project.

AUTHORIZED SIGNATURES

I hereby certify that any statements contained in this application and any information attached as part of this application are true and correct to the best of my knowledge. I agree to comply with all city ordinances, state, and other applicable laws relating to the development requested in this application, including my responsibility to post the subject property with public notice signs as required. I understand that the application fee is non-refundable and that receipt of the fee and review of requirements by City staff does not constitute implied approval or disapproval of this application. I acknowledge that I am responsible for submitting all required information on the most current City of Bakersfield planning application forms. Any permit or approval issued by the City as a result of false information on this application, or by use of an altered or out-of-date planning application, shall render it void and that I may be subject to any penalties and/or remedies as allowed by law.

I further acknowledge that this project may generate costs for services that exceed the initial application fee. I hereby agree that fees for these additional services will be paid by me to the City of Bakersfield no later than three (3) business days from the date said services are requested or prior to the public hearing date, whichever occurs first. Failure to make the required payment shall be taken as my request to cease processing and close this application. The City shall subsequently record the failure by me to make the requested payment as withdrawal of this application by default.

Applicant/Contact:

Print Name

Signature

Date

Property Owner of Record:

Print Name

Signature

Date

IMPORTANT NOTE:

Original signatures of both the current property owner and applicant are required for this application to be considered complete for processing (letters of authorization signed by property owners may also be accepted).

Indemnification Agreement

In consideration by the City of Bakersfield of a project, including any related environmental documents, for a _____, (identify the type of project from page 1)

located at _____, (address or general location)

I/We (identified below) agree to indemnify, defend, and hold harmless the City of Bakersfield and its officers, agents, employees, departments, commissioners and boards ("City" herein) against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, in any way arising from, the Applicant's representations contained within this application, including without limitation any CEQA approval or any related development approvals or conditions, whether imposed by City or not, except for City's sole active negligence or willful misconduct.

This indemnification agreement does not prevent the Applicant or property owner from challenging any decision by City related to this project and the obligations of this condition apply regardless of whether any other permits or entitlements are issued.

City will promptly notify Applicant and property owner (if different than Applicant) of any such claim, action, or proceeding, falling under this condition within thirty days of actually receiving such claim. City, in its sole discretion, shall be allowed to choose the attorney or outside law firm to defend City at the sole cost and expense of the Applicant and/or property owner, jointly and severally, and City is not obligated to use any law firm or attorney chosen by another entity or party.

Applicant/Contact:

Property Owner of Record:

Print Name

Signature

Date

Print Name

Signature

Date

(If the applicant is not an individual, the corporation name goes under "Print Name", authorized signature below it, and complete below.)

(If the owner is not an individual, the corporation name goes under "Print Name", authorized signature below it, and complete below.)

By: _____
Please Print
Title: _____
Please Print

By: _____
Please Print
Title: _____
Please Print

IMPORTANT NOTE:

Original signatures of both the current property owner and applicant are required on this form for this application to be considered complete for processing.

SUPPLEMENTAL INFORMATION

It may be necessary that your application include additional information such as site development plans, letters, reports, or special studies as identified in this packet to ensure that your application can be adequately reviewed and processed, and to avoid untimely delays. The following includes a listing of supplemental information and special studies that will be necessary, depending on your application type to ensure that the entire application package can be deemed complete for processing. **Please review carefully** as this supplemental information is not required for all application types.

Summary of Supplemental Information that may be needed - **check all that apply:** (use the checklist that follows each item)

- | | | |
|--|--|--|
| <input type="radio"/> A. Land Division | <input type="radio"/> F. Annexation | <input type="radio"/> J. Site Development Plan (SPR/CUP/MOD) |
| <input type="radio"/> B. Zone Change | <input type="radio"/> G. Agricultural Preserve | <input type="radio"/> K. Street Renaming |
| <input type="radio"/> C. Comp Sign Plan | <input type="radio"/> H. Surface Mining Permit | <input type="radio"/> L. Wall and Landscape |
| <input type="radio"/> D. Density Bonus | <input type="radio"/> I. Temp Animal Permit | <input type="radio"/> M. Hillside Development |
| <input type="radio"/> E. Development Agrmt | | |

A. Land Division:

- If you are making a land division application for any project type under this category on the first page, in addition to any items required in this main application packet, you must also complete any required items in the "**Land Division Supplement**", which is a separate packet from this application. (available at the Planning Department or online)

B. Zone Change (includes concurrent General Plan Amendment/Zone Change):

- Attach with this application packet a specific map and legal description for each zone district proposed on the project site. The legal description must be stamped and signed by a licensed land surveyor, or registered civil engineer authorized to perform land surveying.

C. Comprehensive Sign Plan:

- | | |
|--|--|
| <input type="checkbox"/> 2 copies of the sign plan that includes plans, drawings lighting, building orientation, sign locations, materials, etc. (8½" x 11" size in color and black and white) | <input type="checkbox"/> List of all property owners and business owners with their mailing addresses |
| <input type="checkbox"/> Written justification explaining why deviations from the sign ordinance are necessary for the program | <input type="checkbox"/> Statement or letters that the sign plan is supported by a majority (+50%) of the property owners and business |

D. Density Bonus (discuss on a separate attachment):

- Explain how one of the incentives described in Chapter 15.79 of the Bakersfield Municipal Code is necessary to make your housing units affordable. The density bonus is only available to housing projects with 5 or more units. It is advised that you read this chapter before proceeding with the application so that you fully understand the requirements and ramifications to your project.

E. Development Agreement (discuss each on a separate attachment):

- | | |
|--|--|
| <input type="checkbox"/> Features or amenities unique to the project; | <input type="checkbox"/> Explain the period of time the development agreement is to be affective and how that time frame relates to when the project will commence, when it will be completed and how it will be phased; |
| <input type="checkbox"/> Provisions for the reservation and dedication of land for public purposes; | <input type="checkbox"/> Explain how the development agreement will promote investment in and commitment to comprehensive planning at the least economic cost the public and the developer; |
| <input type="checkbox"/> Explain what conditions, terms, restrictions and requirements are being requested for the project; include any request to modify existing rules, regulations and policies applicable to the project and how subsequent changes to them will be applied to the project over the life of the agreement; | <input type="checkbox"/> Explain how the development agreement will promote orderly development of the property and reduce economic costs to the mutual benefit of both the city and the developer. |
| <input type="checkbox"/> Explain what public improvements, facilities, services or other public benefit would occur as a direct result of the City entering into an agreement for this project; | |

F. Annexation: Please answer the following for the property to be annexed:

1. What is the property's current • Land Use Designation _____ • Zoning _____
2. Is the property contiguous to the existing City limits? Yes No
3. Are there any pending land use considerations currently in process by Kern County (i.e. tract map, zone change, conditional use permit, planned development review, etc.)? Yes No
If yes, please describe: _____
4. Are there any existing entitlements or other special land use actions that have been granted on the property by Kern County (i.e. conditional use permit, variance, etc.)? Yes No
If yes, please describe: _____

G. Agricultural Preserve – Formation / Cancellation / Notice of Non-Renewal (use separate attachment):

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Identify each parcel by; Assessor's parcel number, acreage, and owner's name/ mailing address/ phone # <input type="checkbox"/> Obtain signatures of all affected property owners, including date they signed <input type="checkbox"/> Submit a copy of the deed with legal description of each parcel to be included in the preserve <input type="checkbox"/> IF NON-RENEWAL: Also include a completed copy of the City's Non-Renewal Form (to be provided by staff) | <ul style="list-style-type: none"> <input type="checkbox"/> IF CANCELLATION: Also include (1) a copy of the Notice of Non-Renewal; (2) recorded book, page and date of contract; (3) reason for cancellation with response to all findings in Govt. Code Sec. 51282 <input type="checkbox"/> IF FORMATION: Also include a statement requesting properties be included in an Agricultural Preserve under a Land Conservation Contract in accordance with the California Land Conservation Act of 1965 (Govt. Code Sec. 51200 et seq.) |
|--|--|

H. Surface Mining Permit:

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Complete a site plan as required for a Conditional Use Permit (see Development Plans checklist) that includes the entire boundary of the operation
<u>Include the following:</u> (show on site plan or separate sheet) <input type="checkbox"/> Mine Operator - name, mailing address, phone number <input type="checkbox"/> Property owners - name, mailing address, phone # <input type="checkbox"/> Anticipated quantity of mined minerals (estimated annual and total production) <input type="checkbox"/> Type of mined minerals <input type="checkbox"/> Type of mining operation (e.g. quarry/truck & shovel) <input type="checkbox"/> Show access to the operation from nearest public road <input type="checkbox"/> Date mining operations will begin <input type="checkbox"/> Date mining operations will end <input type="checkbox"/> Maximum anticipated depth of mining <input type="checkbox"/> Total acreage to be disturbed by the mining operation <input type="checkbox"/> Legal description of the lands to be mined <input type="checkbox"/> Evidence that all owners of a possessor interest in the land have been notified of the proposed use or potential uses (e.g. return receipt certified letter; signed original letter) | <ul style="list-style-type: none"> <input type="checkbox"/> Topographic maps of site; existing and after reclamation <input type="checkbox"/> Describe the general geology of the area surrounding the mining site <input type="checkbox"/> Describe existing vegetation, habitats, unique features <input type="checkbox"/> Describe the specific geology of the mining site <input type="checkbox"/> Describe the proposed use or potential use of the land after reclamation <input type="checkbox"/> Show all areas where reclamation will occur - describe how reclamation of the site will be accomplished, include a time schedule for reclaiming each area disturbed, phasing of reclamation, how contaminants will be handled, and mining wastes will be disposed <input type="checkbox"/> Describe the manner in which rehabilitation of any affected streambed channels and stream banks will occur that minimizes erosion and sedimentation <input type="checkbox"/> Include an assessment of the effect implementation of the reclamation plan will have on future area mining <input type="checkbox"/> Financial assurance documents for reclamation <input type="checkbox"/> Provide a statement that the owner/applicant/operator accepts responsibility for reclaiming mined lands in accordance with state and local laws |
|--|---|

I. Temporary Animal Permit (R-S Zone only):

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Plot plan showing the location of all proposed/existing pens, coops, or areas for the breeding and raising of animals, and existing residences and other buildings within 100 feet of where the animals will be located <input type="checkbox"/> Name of minor raising animal(s) <input type="checkbox"/> Name, address, phone number, and contact of organization sponsoring minor <input type="checkbox"/> Letter of acknowledgment from organization that the minor is engaging in an activity under their program <input type="checkbox"/> Existing number and type of animals on the property | <ul style="list-style-type: none"> <input type="checkbox"/> Proposed number and type of animals on the property that is being applied for under this permit; the number of animals may not exceed the allowed density by 50%; no less than 2 but no more than 6 additional animals are allowed (only 1 swine is permitted) <input type="checkbox"/> How long the animals will be on the property (cannot exceed 6 months in any 1-year period) <input type="checkbox"/> Written consent of the owners or occupants of all abutting properties (includes properties across street) |
|---|--|

○ J. Site Development Plan:

Site Plan Review, Conditional Use Permit & Modification

- 2 full-sized site plans neatly dimensioned and drawn to an appropriate scale (preferred scale is 1" = 20'; hillside development related plans may be 1"=100')
- 1 digital copy of site plans and 1 reduced site plan (8½" x 11")
- Site Plan (see below for what needs to be included)
- For CUP:** submit on separate sheet explaining how and why the request is essential or desirable to the public convenience or welfare.
- For Modification:** submit on separate sheet explaining how and why the request: (a) would not be materially detrimental to the public welfare, nor injurious to the property or improvements in the zone or vicinity; and (b) is necessary to permit appropriate improvement to the lot(s).

PCDs & PUDs Only (includes PD plan review)

- 4 full-sized site development plans (see site plan requirements below) neatly dimensioned and drawn to an appropriate scale (preferred scale is 1" = 20')
- 1 color rendition of the site plan, landscape plan, and elevations indicating the colors and materials being proposed (full size and 8½" x 11")
- 1 reduced 8½" x 11" of all plans/drawings/elevations
- 1 CD of all plans/drawings/elevations in PDF

The site development plan shall include the following:

- Vicinity map with north arrow, numerical scale, and bar scale
- Existing property lines
- Abutting streets
- Site address
- Legal boundaries of the site clearly delineated, including any interior parcel lines
- Existing on & off-site improvements (note as existing)
- Type and location of any improvements to be removed
- Location of all proposed buildings and structures
- Location of off-street parking, indicate the number of required parking spaces, number of provided parking spaces, the number & location of handicapped spaces, type of paving, direction arrows depicting traffic flow, & parking dimensions.

○ K. Street Renaming:

- Review City Council Resolution No. 242-04 (*available at the Planning Department or online*)
- Meet with Planning staff to review the proposed name change and discuss the review process

○ L. Wall and Landscape Review:

- 4 sets of plans neatly dimensioned and drawn to scale (24"x 36" sheet - preferred scale: 1' = 10' or 1' = 20')
- 1 set of colored renderings (at the size noted above) indicating the colors and materials being proposed
- 1 reduced plan (8½" x 11")

The plan shall include the following (if applicable):

- Location, height, elevation design of wall identifying all materials for a typical section
- Proposed subdivision/neighborhood corner wall signs
- Existing and proposed uses adjacent to site; property lines
- Cross-section showing dimensions of the street right-of-way, sidewalk, landscape area, wall, and any other proposed improvements
- Layout and legend of all plant materials (state common and botanical names), and other decorative materials and/or

- Location and type of parking lot lighting, including pole locations, pole height, light source, illumination level and fixtures types
- Locations and width of drive approaches
- Location, height, and material of fences and walls
- Method of storm water disposal, on-site drainage
- Location of existing and/or proposed public improvements (i.e. curbs, gutters, sidewalks, sewers, utility poles, fire hydrants, streetlights, traffic-control signing, traffic signals, specific plan lines for streets & highways, etc.)
- Method of sewage disposal
- Locations of trash refuse areas
- Landscaped areas (or plan), including all perimeter and parking lot trees, shading, pedestrian ways, and public plazas/open space, detailed sufficiently to show that site landscaping will meet the requirements of Chapter 17.61 (and if applicable, Section 17.08.140)
- Summary of all proposed buildings including:
 - Total gross floor area of all buildings/structures
 - Number of floors & gross square footage of each
 - Use and square footage of existing buildings
 - Use and square footage of proposed buildings
 - Required and provided parking ratios for use
- General elevations and floor plans (including description of room use) of all proposed and/or existing buildings or additions to existing buildings; in the case of building additions the plans shall clearly show existing and proposed areas and any areas proposed for demolition
- Second units only: In addition to the above, information regarding architectural compatibility with the main home (*building elevation drawings and/or photographs must be included*)

- Identify new street name with alternatives if required by Planning staff
- Submit original petitions signed by business owners as required by the City Council's resolution treatments for a typical section
- Actual number of trees, tree placement shown to scale, percentage and type of evergreen and deciduous tree species, number and placement of shrubs, and groundcover; all must be shown at mature spread and must meet the minimum requirements of Chapt 17.61
- If applicable, include a detail of street corner treatments; clear site views at intersections and median islands must meet minimum city standards
- Any other improvements that may have an impact on the design, including existing adjacent walls, curbs, gutters, sidewalks, utility poles, street lights, traffic signals, traffic control signs, etc.
- If hardscape is proposed for arterial streets, show the amount of square footage and percent of hardscape with all materials and design

○ **M. Hillside Development (applies to all projects within the HD Overlay Zone):**

In addition to the information typically required for development site plans, the following shall also be included on such plans for PCDs, PUDs, CUPs, tentative maps, site plan reviews, and applications for single family dwellings not previously reviewed under the map process:

- Access road width and percent of grade
- Landscape and vegetation details
- Overhead utilities
- Building occupancy class
- Type of ignition-resistant construction of structure
- Roof classification of buildings
- Water supply system
- Fuel loading and model, available from the Bakersfield Fire Department, and data to verify classification of fire-resistive vegetation.
- Topographic map of the project site which shall also extend off-site a minimum of 300 feet in distance unless a greater distance is required by the City Engineer to incorporate the topography of all abutting properties as it relates to project site; the map shall be drawn at the same scale as the site plan and shall be based on contour intervals no greater than 10 feet except where steep terrain warrants a greater contour interval as approved by the Planning Director
- Slope map of the property depicting natural slope categories of 10, 15, 20, 30 and 40 percent and over with contour lines shown
- A preliminary grading plan prepared by a registered Civil Engineer which includes the height and width of all manufactured slopes, proposed retaining wall locations and heights, proposed drainage patterns, methods of storm water retention/detention, identification of areas that will remain in a natural state, and off-site contours for adjacent, unimproved areas within 300 feet of the project's boundaries; if the adjacent property is improved, pad elevations, street grades, wall sections and any approved or existing improvements
- Cross sections from primary and secondary viewsheds (number to be determined by the Planning Director)
- No less than two cross sections (number to be determined by the Planning Director) which completely traverse the property at appropriately spaced intervals in locations where topographic variation is the greatest shall be prepared by a registered Civil Engineer; the cross sections shall clearly depict the vertical variation between natural and finished grade and shall extend 300 feet beyond the project boundaries
- A slope erosion control/revegetation plan incorporating the provisions of Section 17.66.155
- In instances where roads cross or traverse natural drainage courses, design shall include natural materials and bank protection (see HD Zone Illustration #3); the design treatment shall be described or diagramed on the plans
- If required for fire safety, additional information on the plan beyond the property lines related to slopes, vegetation, fuel breaks, water supply systems and access ways (driveways, secondary access, etc.) as required by the Fire Chief
- 1 CD of all plans/drawings in PDF

The Planning Director, Building Director and/or City Engineer may also require any or all of the following:

- A geotechnical report which shall contain, but not be limited to, data regarding the nature, distribution and strengths of existing soils, conclusions and recommendations for grading procedures, design criteria for any identified corrective measures and opinions and recommendations covering the adequacy of sites to be developed. This investigation and report shall be performed by a professional Civil Engineer experienced in the practice of soil mechanics and is registered with the State of California. Where the site includes slopes exceeding 2:1, the geotechnical report shall include a slope stability analysis. If the proposal is in an area of concern, the report shall include the method and criteria for mitigation of slope instability.
- A geology report which shall include, but not be limited to, the surface and subsurface geology of the site, degree of seismic hazard, conclusions and recommendations regarding the effect of geologic conditions on the proposed development, opinions and recommendations covering the adequacy of the sites to be developed, the potential of slope failure within or adjacent to the site and design criteria to mitigate any identified geologic hazards. This investigation and report shall be completed by a certified Engineering Geologist experienced in the practice of engineering geology and is registered with the State of California.
- A drainage concept report which shall include, but not be limited to, the hydrologic conditions on the site, possible flood inundation, downstream flood hazards, natural drainage courses, conclusions and recommendations regarding the effect of hydrologic conditions on the proposed development, opinions and recommendations covering the adequacy of the sites to be developed, and design criteria to mitigate any identified hydrologic hazards consistent with these regulations. This report shall account for all runoff and debris from tributary areas and shall provide consideration for each lot or dwelling unit site in a proposed development project. The report shall also take into account all pre- and post-developed flows and shall provide evidence that the proposed project will not burden adjacent and/or downstream properties with flows and/or velocities in excess of the pre-development condition. The report will examine the effects of drainage patterns on the erosion potential that could cause damage to planned or existing structures and ensure that no drainage that could cause erosion will be directed to slope faces. In addition, the drainage concept report shall show the construction phasing for the project and how the drainage through or around the project will be handled on an interim basis, including any proposed temporary facilities. This investigation and report shall be completed by a registered Civil Engineer experienced in hydrology and hydrologic investigation, subject to approval of the City Engineer.
- A computer generated three-dimensional graphic representation of the site may be required if deemed necessary for clarity.

SUPPLEMENTAL INFORMATION – SPECIAL STUDIES

The City requires evaluation of environmental impacts for a project in accordance with the California Environmental Quality Act (CEQA). We have identified the following specific studies/reports that are necessary for most projects. If required, these studies need to be completed and included with your application. **Please review carefully**, as these studies are not required for all application types. **If a General Plan Amendment**, all studies must evaluate the maximum density of the proposed land use. Also note that during review of your project as part of the environmental analysis, the City may require preparation of additional environmental studies, or if potential environmental impacts are found to be significant, the preparation of an environmental impact report (EIR).

Summary of Special Studies/Reports that may be needed - check all that apply: (proceed under the discussion after each item)

- A. Air Quality/Climate Change Analysis
- D. Traffic Study
- B. Agricultural Conversion Study
- E. Urban Decay Study
- C. Archeological Evaluation/Study
- F. Water "Will Serve or Availability" Letter

A. AIR QUALITY/CLIMATE CHANGE ANALYSIS (required studies and ISR notification):

If you checked an application type in the **General Plan & Zone Change category, Tract Map, Parcel Map, Site Plan Review (Director hearing only), or Conditional Use Permit** and the size of your project is at or above one of the levels shown in the table below, you are required to submit an Air Quality Impact Study, which includes a Climate Change Analysis. The preparer of this study must be qualified to prepare an air quality analysis in accordance with the San Joaquin Valley Air Pollution Control District (APCD) "Guidance for Assessing and Mitigating Air Quality Impacts" dated March 19, 2015 and "Guidance for Land-Use Agencies in Addressing GHG Emission Impacts for New Projects under CEQA". For more information, please contact the APCD at 1990 E. Gettysburg Avenue, Fresno, CA (1-800-870-1037) or visit their web site at www.valleyair.org. Other GHG resources are available at the following websites: www.capcoa.org, www.arb.ca.gov, and www.opr.ca.gov/ceqa/. The Bakersfield Planning Department (661/326-3733) can provide you with a list of consultants qualified to prepare this analysis. Some projects at less than the levels shown could still require an air quality study to be prepared. In this case, the Planning Department will notify you after review of your application if additional analysis is necessary.

LAND USE	UNITS/TRIPS
Housing	
Single Family (detached)	152 units
Apartments, Low Rise (1-10 stories)	220 units
Apartments, High Rise (more than 10 stories)	345 units
Condominiums, General (1-10 stories)	270 units
Condominiums, High Rise (more than 10 stories)	335 units
Mobile Homes	330 units
Retirement Community	460 units
Commercial	1,673 trips/day
Office	1,628 trips/day
Institutional	1,707 trips/day
Industrial	1,506 trips/day

* Source: San Joaquin Valley Air Pollution Control District, Small Project Analysis Level (SPAL)

INDIRECT SOURCE REVIEW (ISR) -- Notice for all discretionary projects:

The ISR rule, which went into effect March 1, 2006, requires developers of larger residential, commercial and industrial projects to reduce smog-forming and particulate emissions generated by their projects. The ISR is regulated exclusively by the APCD. Therefore, we strongly advise that you contact the APCD before submitting an application to us to determine if this rule will apply to your project. Their decision could affect your project description/design (these changes would need to be reflected in your City application), and/or require payment of fees for air quality mitigation. More information about the ISR can

be obtained by contacting the APCD or by visiting their web site at www.valleyair.org/isr/isrhome.htm.

○ B. AGRICULTURAL CONVERSION STUDY:

If you are **changing the General Plan designation from agricultural to an urban land use**, you must include with your application an Agricultural Conversion Study. The study must include findings in accordance with policy #14 of the Conservation Element of the Bakersfield Metropolitan General Plan. Please contact the Planning Department at (661) 326-3733 for more information and a list of consultants qualified to prepare this study.

○ C. ARCHEOLOGICAL EVALUATION/STUDY:

If you checked an application type in the **General Plan & Zone Change category, Tract Map, or Parcel Map**, please consult with the Archaeological Information Center (AIC) at California State University - Bakersfield, located at 9001 Stockdale Highway, (661) 654-2289 / FAX: (661) 654-2415. If the AIC recommends that an archaeological study and/or evaluation be completed, you must retain a qualified archaeological consultant to prepare the analysis. You will be responsible to pay any fees for this work directly to the AIC and/or the consultant. If your project is a **Site Plan Review, Conditional Use Permit, or PD Plan review**, you do not need to contact the AIC. Staff will first evaluate your project and determine if consultation with the AIC is necessary.

○ D. BIOLOGICAL RESOURCE STUDY:

If you checked an application type in the **General Plan & Zone Change category, Tract Map, Parcel Map, Site Plan Review, PD Review, or Conditional Use Permit** and your project site is vacant and/or requires a grading permit or reconstruction with more than 50 percent increase in square footage of existing development, the Planning Division may determine a study is required; please contact the Planning Division at (661) 326-3733. If a study is required, you must:

- Retain a biologist experienced in preparing biological resource studies at your expense
- Submit 2 copies of the study with your project application

○ E. TRAFFIC STUDY:

If you checked an application type in the **General Plan & Zone Change category**, or your project is a **Site Plan Review, Conditional Use Permit, or PD Review**, please contact the Planning Division at (661) 326-3733. The Planning Division will determine if a study is or is not required. If a study is required, you must:

- Retain a licensed Traffic Engineer or Civil Engineer experienced in preparing traffic studies at your expense
- Submit 2 signed and stamped copies of the draft study with your project application
- Allow a minimum of 5 weeks for the review of this study by the City and other agencies
- Submit 4 signed and stamped copies of the final study which responds to comments made during the draft review
- Enter an agreement for traffic impact mitigation as may be identified in the study

○ F. URBAN DECAY STUDY:

Any project for a new large retail commercial development must evaluate urban decay impacts upon existing commercial uses. The following projects must include an urban decay study with the application:

- A single retail store (stand-alone or as part of a larger center) that will occupy over 90,000 sq. ft. gross leasable area (GLA), with 20% or more of that GLA for the sale of non-taxable merchandise
- Any retail commercial shopping center proposed or estimated to be over 250,000 sq. ft. GLA
- Expansion to an existing store or center that meets or exceeds the above thresholds
- Where a previous study has been prepared, new information or significant project changes has rendered the previous urban decay study inadequate

○ G. WATER "WILL SERVE OR AVAILABILITY" LETTER:

If you checked the application type for a **General Plan Amendment, Zone Change, Tract Map, Parcel Map or if required by the Planning Director for CEQA purposes**, you must include with your application a "will serve or availability" letter (*on their official letterhead*) from the appropriate water purveyor. This letter must be dated within 60 days of submitting the application. You will be responsible for contacting the water purveyor and paying any fee they may charge for preparing this letter.

DIGITAL DOCUMENTATION

The City of Bakersfield requires as part of its application submittal and completeness determination, digital versions of various documents as described below. The City will use this information in our Geographic Information Services (GIS) program to assist in planning for public safety, emergency response and other municipal services. In addition, it will reduce costs and facilitate review by the Planning Commission and City Council. This digital information is in addition to and does not replace any current submission requirements.. The Planning Director reserves the right to request any other documents and/or plans in a digital format as deemed necessary.

MEDIA REQUIREMENTS

☐ For all applications that require special and technical reports such as those relating to traffic, air quality, biology, archeology and cultural issues and environmental impact reports.

- Documents and plans shall be on CD (*read only*), and the file format shall be PDF.
(*Note: the completed application form does not have to be included on the CD*)
- PDF documents should be indexed in a table of contents for ease in locating relevant chapters, major sections, maps and plans (*refer to your PDF program for proper indexing*).
- PDF files should not exceed 10mb in size. Large sections may need to be split into multiple PDF files to limit file sizes. Clearly name the PDF files so the organization is obvious (*eg. XYZ Project 01.pdf, XYZ Project 02.pdf, etc.*).
- Additional materials like GIS files, spreadsheets, databases, etc., should include descriptions about how they relate to the project so that users browsing the files will understand the contents.
- Documents, maps and plans, including corrections, updates, etc., that are submitted after the city's acceptance of the initial application package must also be provided in the digital format noted above. Transmittal by electronic mail (*e-mail*) may be permitted as determined by the project planner.

☐ For Tract and Parcel Maps, Minor Land Divisions, Zone Changes, and General Plan Amendments.

- In addition to the above, submit a digital file * of the tract, parcel map, property requesting a minor land division that includes the perimeter boundaries and the proposed lots/parcels, the boundaries of each proposed zone of a zone change, and boundaries of each proposed land use of a general plan amendment. Acceptable electronic formats include: ESRI formats including geodatabase (.gdb) and shape files and/or AutoCAD DWG (version 2014 or more current), or DXF.

**The digital file shall be submitted on CD, DVD or other portable and permanent device.*

POSTING OF PUBLIC HEARING NOTICES

As part of the review process of your project, you will be required to post signs on your property giving public notice of your proposal. These signs are required for **all tentative parcel/tract maps, general plan amendments, specific plans, and zone changes**. All costs associated with the construction, installation, maintenance and removal of these signs shall be borne by the applicant/developer.

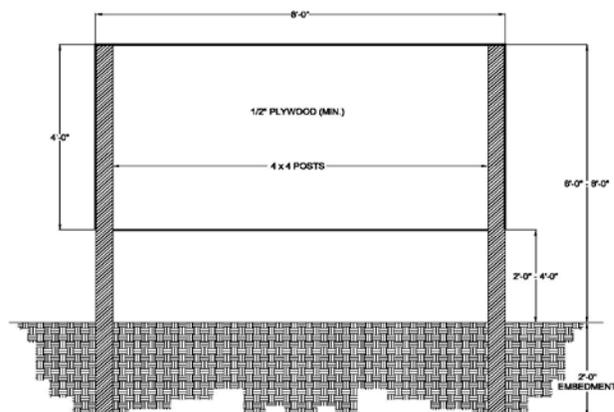
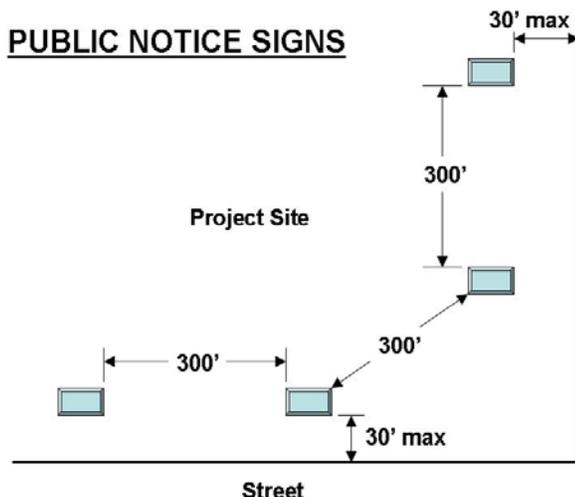
Once your application has been deemed complete for processing by the staff planner, you will be given a hearing date and a packet concerning the design and posting of the public hearing sign. Consult with the project planner as to the proposed information posted on the sign and the location(s) of the sign(s) prior to installation of the signs. Once the signs are posted, you must provide proof of posting to the Planning Department by submitting pictures, a key map showing the location(s) of where the sign(s) are placed on the project site including distance measurements and a signed declaration that the signs were actually posted. If this proof is not submitted to the city within the time specified, the public hearing for that item will be continued or rescheduled to a later date.

Signs shall be designed in accordance with the diagram below (larger diagrams are available) and must be posted between 20 - 60 days before the public hearing date. One (1) sign shall be posted for every 300 feet of street frontage but no more than two (2) signs are required along each street. Signs shall not be setback more than 30 feet from the street. Sign permits are not required from the City for installation of these signs.

All signs shall be maintained in readable condition and remain on the property until the end of the appeal period or until final action is taken by the City Council, whichever is later. At the end of that period, the applicant/developer must remove the signs within 10 days.

If you have questions about posting your property, please contact the project planner assigned to your project application at (661) 326-3733.

CITY OF BAKERSFIELD DESIGN STANDARDS FOR ON-SITE POSTING



DESIGN SITE FOR POSTING.dwg

MITIGATION AGREEMENT

Property owners or applicants with projects requiring mitigation measures (as typically identified in a traffic study, biological report or EIR) to reduce potential impacts to a level less than significant, **must** sign this form and submit it **prior to the public hearing**, in order for the City to approve the project's environmental document.

I, _____, representing _____
(print name of owner or applicant) *(print name of owner or if owner "myself")*

am applying to the City of Bakersfield for _____
(identify type of project)

at _____
(general location)

Check one of the following and complete, if applicable:

- My application materials specifically identify impacts and mitigation for:

(traffic, biological resources, other - - please specify)
- An Environmental Impact Report prepared for the above referenced project identifies mitigation measures for the environmental impacts.

I hereby agree to incorporate all of the mitigation measures referenced in the materials identified above and from any other applicable environmental documents into this project.

Property Owner's or Applicant's Signature

Date

NOTE: *If mitigation measures are required in accordance with CEQA, this form must be completed before the City can schedule and advertise your project for hearing with an environmental document. Although you may sign and submit this form with your application, it is not necessary until such time during processing when mitigation has been identified and required to become part of the project. Staff can provide further assistance and advice regarding this document as the project moves forward.*

References: Section 21080 Public Resources Code and Section 15070(b) of the California Environmental Quality Act (CEQA)

REVIEW / PUBLIC HEARING PROCESS

The City has three different hearing groups that review and approve projects. Some of the reviews are handled administratively by staff without a public hearing. The following indicates the type of application and its estimated time for processing once the project has been deemed complete in accordance with state law.

Please note that all public hearing dates are tentatively assigned when an application is deemed complete for processing (usually 30 days after the application is submitted to the Planning Department). Additional environmental studies, lack of appropriate notice posting, or other delays on your part may result in the project being scheduled to a later hearing date.

Application Type	Administrative Staff Review	Public Hearings	
		Board of Zoning Adjustment	Planning Commission
Site Plan Review: Small projects Large projects	30 days		
PD Plan Review (PCD/PUD overlay)②			60 - 90 days
Conditional Use Permit		45 - 60 days	
Modification		45 - 60 days	
Comprehensive Sign Plan			45 - 60 days
Tract Map (includes revised)			90 - 120 days
Parcel Map (includes revised)			90 - 120 days
Parcel Map Waiver	50 days		
Parcel Merger	50 days		
Lot Line Adjustment	50 days		
General Plan Amendment① (incl. concurrent zone chg & specific plan)			180 days
Zone Change①			90 - 120 days
Administrative Review (includes plan & map changes)			45 - 60 days
Annexation (pre-zoning)②			90 - 120 days
Agricultural Preserve①			90 - 120 days
Extension of Time③	2 - 5 days (site plan review)	30 - 45 days	45 - 60 days
Street Renaming			90 - 120 days
Wall & Landscape Review			60 - 90 days

- ① Add 45 days for final City Council review/action.
- ② Because the final determination is made by the Local Agency Formation Commission (LAFCO), the LAFCO process may take an additional 180 days or more.
- ③ The extension processing time is dependent upon the hearing body that initially approved the project.