



CITY OF TEHACHAPI PLANNING DEPARTMENT
APPLICATION FOR SUBSTANTIAL CONFORMANCE

A Substantial Conformance is a request for a minor modification to an approved permit that does not substantially change the original approval or the effect of the permit on surrounding property. All applications for Substantial Conformance must meet the guidelines outlined in Section 9.90.080 of the Tehachapi Zoning Code.

Application Fee	\$1,525.00
Technology Fee	\$91.50
Long Range Planning Fee	\$114.38
Total	\$1,730.88

For Planning Office Use Only

Case Number: _____ **Date Submitted:** _____ **Received by:** _____

PROJECT INFORMATION

PROJECT DESCRIPTION (describe proposed changes)

Project Name: _____

Related cases filed in conjunction with this request (Is this part of a larger project?): _____

PROPERTY INFORMATION

Assessor's Parcel Number(s): _____

Approximate Gross Acreage/Net Acreage: _____ Current Zoning: _____

Property Address: _____

APPLICANT/PROJECT MANAGER/OWNER INFORMATION

PLEASE INDICATE WHICH OF THE FOLLOWING WILL FUNCTION AS THE CONTACT PERSON FOR THIS PROCESS (SELECT ONLY ONE):

Applicant/Developer

Project Manager

Property Owner

Prospective Owner

APPLICANT

Contact Name: _____ Email: _____

Company Name: _____ Email: _____

Mailing Address: _____

Street

City

State

Zip

Daytime Phone No: _____ Fax No: _____

PROJECT MANAGER (Representative for Developer)

Contact Name: _____ Email: _____

Company Name: _____ Email: _____

Mailing Address: _____

Street

City

State

Zip

Daytime Phone No: _____ Fax No: _____

PROPERTY OWNER

Contact Name: _____ Email: _____

Company Name: _____ Email: _____

Mailing Address: _____

Street

City

State

Zip

Daytime Phone No: _____ Fax No: _____

By signing, the undersigned certifies that he/she has read and understood the submittal requirements outlined, and that he/she understands that omission of any listed item may cause delay in processing the application. I (we), the undersigned, acknowledge that the information supplied in this application is complete and accurate to the best of my (our) knowledge.

Applicant's signature

Property owner's signature

Applicant's printed name

Property owner's printed name

Date

Date

**FILING INSTRUCTIONS FOR SUBSTANTIAL
CONFORMANCE APPLICATION**

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Substantial conformance application. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

THE SUBSTANTIAL CONFORMANCE FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

PLEASE NOTE: If you are applying for a use which is completely interior, requiring no revisions to the exterior grounds, exterior building architecture, parking or landscaping, you may not need to provide Grading, Landscaping, or Exterior Elevation plans. Please contact the Planning Department to verify submittal requirements. City staff may request additional items based on initial review.

INITIAL SUBMITTAL:

1. One complete and signed application form.
2. Two (2) copies of the Preliminary Title Report (must be prepared within the last 6 months).
3. One copy of the current legal description for each property involved as recorded in the Office of the County Recorder. A copy of a grant deed of each property involved will suffice.
4. Ten (10) full size (24" x 36') copies of the following exhibits.
 - a) Site Plan
 - b) Conceptual grading plan.
 - c) Conceptual landscape plan.
5. Four (4) full size (24" x 36") copies of building floor plans and elevations (if any buildings or structures exist and are proposed to be modified).

6. One copy of reduced (8½ x 11) of the following exhibits. The exhibit must include the information described in the Substantial Conformance Matrix.
 - a) Site Plan
 - b) Conceptual grading plan.
 - c) Conceptual landscape plan.
7. One copy 24" x 36" and one copy reduced (8½ x 11) colored elevations (if elevations are proposed to be modified). The exhibit must include the information described in the Substantial Conformance Matrix.
8. One 8½ x 11 color and material board including samples of all proposed colors and materials (if changes to color or materials are proposed).

SUBSTANTIAL CONFORMANCE MATRIX

The following table lists the minimum information required on the site plan, grading plan and landscape plan exhibits. IF ANY REQUIRED INFORMATION IS NOT APPLICABLE TO A SPECIFIC PROJECTS, A SIGNED LETTER SHALL BE PROVIDED EXPLAINING WHY THE INFORMATION IS NOT NECESSARY. All exhibits must be clearly drawn and legible.

Note: Additional information may be required during review of the proposed Substantial Conformance application, including information not specifically required by this checklist.

ALL PLANS: (SITE, CONCEPTUAL GRADING, CONCEPTUAL LANDSCAPE, FLOOR)

1. If possible, show location of proposed substantial conformance request.
2. Name, address and telephone number of applicant.
3. Name, address and telephone number of land owner.
4. Name, address and telephone number of exhibit preparer.
5. Assessor's Parcel Number's and, if available, address of the property.
6. Scale (number of feet per inch) 1" = 20" or 1" = 40". Use Engineer's Scale for all maps/exhibits. Architect's scale is only acceptable for floor plans, elevations and landscape plans.
7. North Arrow.
8. Date Exhibit prepared.
9. Title of Exhibit (i.e. Development Plan, Revised Plan, Landscaping Plan, etc).
10. A detailed project description, including proposed and existing buildings, structures and uses.
11. Complete legal description of property.

12. Overall dimensions and total net and gross acreage of property.
13. Vicinity map, showing site relationship to major highways and cities and two access roads.
14. Exhibit revision block.
15. Numbered vehicle spaces, dwelling units, or lots, and the total number of each type of space, unit or lot.
16. Location of adjoining property and lot lines.
17. Existing and proposed zoning and land use of property.
18. Existing use and zoning of property immediately surrounding subject property.
19. If project is within a Specific Plan, indicate the Specific Plan Planning Area.
20. If project is within a Community Services District area, identify the district.
21. Label and describe any land or right-of-way to be dedicated to public or other uses.
22. Location, dimensions, setbacks and nature of proposed and existing, fences, gates, walls, free standing signs, driveways, turnout and/or turnarounds and curbs, drainage structures, and above and below ground structures including septic subsurface sewage disposal system.
23. Location, dimensions, arrangement, and numbering of parking spaces for existing and/or proposed parking, loading and unloading facilities, identifying ADA parking spaces.
24. Location and dimensions of existing and proposed ingress and egress, and methods of vehicular circulation.
25. Location and dimensions of existing dwellings, buildings or other structures. Labeled as existing and indicating whether they are to remain or be removed.
26. Location, dimensions, and height of proposed dwellings, buildings, or other structures labeled as proposed.
27. Setback dimensions of proposed structures and paved areas.
28. Location of trash enclosures with wall height and type of construction including ADA accessible compatibility and trellis detail.
29. Path of travel for ADA from public right-of-way, building to building and trash enclosure.

SITE PLAN:

1. Provide a matrix/table demonstrating that the project meets development standards after proposed changes (e.g. minimum landscape %, FAR/lot coverage, minimum number of parking spaces, etc.)

2. Names of utility purveyors and school district including providers of water, sewer, gas, electricity, telephone and cable television.
3. Names, locations, right-of-way widths, and improvements of adjacent existing and proposed streets and the approximate grades of proposed and existing streets and approximate street centerline radii of curbs. If private streets are proposed, they shall be noted on the tentative map.
4. Typical street improvement cross-section and City standard #.
5. Table indicating area and density calculations with percentage breakdowns, including total area involved, total building area divided by uses, (if applicable), total parking or paved area, total landscaped area, total recreation, and/or open space area. Identify proposed parking spaces.
6. Labeled common areas, open space, and recreational areas with location, dimensions, acreage, any known proposed uses, and name of proposed owner(s) or entity(ies) who will maintain these areas.
7. Labeled landscaped areas with dimensions and spacing of proposed planters.
8. Square footage calculations per floor and total for each building shown, and per dwelling unit, as applicable.
9. Shaded path of travel for Fire/Emergency access.

CONCEPTUAL GRADING: (if changes are proposed):

1. Names of utility purveyors and school district(s) including providers of water, sewer