

City of Fortuna
621 11th Street
Fortuna, CA 95540
(707)725-7600

Office Use Only
Date Filed:
Received By:
Amount:

USE PERMIT APPLICATION

Applicant

Name: _____
Address: _____
Phone: _____
email: _____

Agent

Name: _____
Address: _____
Phone: _____
email: _____

Owner (if different from applicant)

Name: _____
Address: _____
Phone: _____
email: _____

Project Location:

Street Address: _____
Assessor Parcel No.: _____
Zoning: _____

Project Description: _____

Submit with the application the following:

- a. 12 copies of the Site Plan and Checklist (see reverse side);
- b. Digital copies of plans provided on a flash drive or emailed to the City Planner;
- c. Application Fees (City Planner to confirm):
 - \$200.00 if approved by Zoning Administrator
 - \$300.00* if exempt from CEQA
 - \$650.00* if not exempt from CEQA
- d. CEQA Initial Study Checklist and Negative Declaration, or EIR (confirm with Planner)

*** Actual cost will be charged based on time and materials. Additional deposit will be collected once the fee shown is reached. Maximum fee will be no more than one additional deposit or twice the amount shown.**

I hereby authorize the City of Fortuna to process this application and to enter upon the property described on site plan or tentative subdivision map as reasonably necessary to evaluate the project. I also understand that if the application materials do not contain truthful and accurate information, the processing may be delayed and any approval may be revoked.

Owner's Signature

Date

I also authorize the agent identified below to file this application and to represent me in all matters concerning the application.

Agents Name _____

**CITY OF FORTUNA
SITE PLAN AND TENTATIVE MAP CHECKLIST**

The purpose of this checklist is to explain what information must be on your site plan or tentative subdivision map. A site plan is a map used to evaluate use permit, variance, and rezoning applications. A tentative map is used in applications involving lot line adjustments, resubdivisions, minor subdivisions (4 or fewer lots), and major subdivisions (more than 4 lots). A site plan can be drawn on paper either 8 1/2 x 11 or 18 x 26 inches in size. A tentative subdivision map must be at least 18 x 26 inches in size. The following information has to be shown on the map. If the item applies, the boxes should be checked. If it does not apply, the box should be marked with N/A.

SITE PLANS AND TENTATIVE SUBDIVISION MAPS:

- Applicant's name and address, and person who prepared the map
- Brief project description
- Parcel(s) size and dimensions
- Date, north arrow, scale, and assessor's parcel number
- Existing and proposed structures and distances to property lines and easements
- Existing and proposed driveways and adjacent roads
- Existing and proposed utility lines (power, cable, telephone, sewer, and water)
- Existing and proposed wells
- Existing and proposed parking and loading areas including dimensions
- Existing and proposed storm drains, drainage ditches, curbs and gutters [Low Impact Development (LID) may be required; see Stormwater Information Sheet and Humboldt Low Impact Development Stormwater Manual]
- Existing and proposed landscaping
- Proposed grading or fill
- Direction of surface water runoff
- Locations and widths of all easements of record and proposed easements
- Areas subject to flooding, creeks, and wet areas
- Unstable slopes and slopes over 15%
- A reduced 8 1/2 x 11 copy of the site plan

TENTATIVE SUBDIVISION MAPS

Lot Line Adjustments

- Proposed property lines to be added or deleted

Minor and Major Subdivisions

- Contour lines at 2' intervals for slopes less than 5%, and 5' for slopes greater than 5%
- Names of all adjacent owners
- A statement that all easements of record are shown on the tentative map and will appear on the recorded map
- Widths of existing and proposed rights-of-way including adjacent streets
- Size and location of roads within and next to the subdivision
- Proposed method of sewage disposal and water supply
- Nearest fire hydrant, parcel numbers, and a vicinity map
- Proposed phasing of the parcels and/or improvements
- Any proposed public areas