



Community Development Department
 9291 Old Redwood Highway
 P.O. Box 100
 Windsor, CA 95492-0100
 Planning: (707) 838-1021 / Fax: (707) 838-7349
 Website: townofwindsor.com

STANDARD PLANNING PERMIT APPLICATION

Project Name:			File Number:		
Project Address/Cross Streets:			Assessor Parcel Number(s):		
APPLICANT INFORMATION					
Applicant/Authorized Agent:		Phone No:	Fax No:	E-mail Address:	
Applicant/Authorized Agent Address:			City:	State/Zip:	
PROPERTY OWNER INFORMATION					
Property Owner if Other Than Applicant/Agent:		Phone No:	Fax No:	E-mail Address:	
Property Owner Address if Other Than Applicant:			City:	State/Zip:	
APPLICATION TYPE AND FEES					
For residential applications, has your project been granted allocations? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If Yes, Project Name and File Number:					
<input type="checkbox"/>	Annexation 010-61-00-0003801-000	\$	<input type="checkbox"/>	Subdivision – Commercial Major 010-61-00-0003240-000	\$
<input type="checkbox"/>	Design Review 010-61-00-0003640-000	\$	<input type="checkbox"/>	Subdivision – Commercial Minor 010-61-00-0003240-000	\$
<input type="checkbox"/>	Design Review – Administrative 010-61-00-0003640-000	\$	<input type="checkbox"/>	Subdivision – Residential Major 010-61-00-0003240-000	\$
<input type="checkbox"/>	Design Review – Signs 010-61-00-0003640-000	\$	<input type="checkbox"/>	Subdivision – Residential Minor 010-61-00-0003240-000	\$
<input type="checkbox"/>	General Plan Amendment 010-61-00-0003231-000	\$	<input type="checkbox"/>	Use Permit 010-61-00-0003232-000	\$
<input type="checkbox"/>	Lot Line Adjustment – Administrative (010-61-00-0003243-000)	\$	<input type="checkbox"/>	Use Permit – Administrative 010-61-00-0003232-000	\$
<input type="checkbox"/>	Lot Line Adjustment – Standard (010-61-00-0003243-000)	\$	<input type="checkbox"/>	Variance (010-61-00-0003640-00)	\$
<input type="checkbox"/>	Pre-application Review - Administrative 010-61-00-0003640-000	\$	<input type="checkbox"/>	Zone Change/Prezoning (010-61-00-0003231-000)	\$
<input type="checkbox"/>	Pre-Application Review, Workshop, Merit Presentation 010-61-00-0003640-000	\$	<input type="checkbox"/>	Other:	\$
<input type="checkbox"/>	Specific Plan/Area Plan 010-61-00-0003231-000	\$	<input type="checkbox"/>	Other:	\$
ENVIRONMENTAL REVIEW FEES					
<input type="checkbox"/>	Environmental Review – Exempt (010-61-00-0003230-000)				\$
<input type="checkbox"/>	Environmental Review – Initial Study/ND/MND (010-61-00-0003230-000)				\$
<input type="checkbox"/>	Environmental Review – Environmental Impact Report (010-61-00-0003230-000)				\$
PAYMENT AND APPLICATION INFORMATION					
Town Attorney Deposit (660-1570-_____):	\$	General Plan/Zoning Cost Recovery 010-61-00-0003641-00	\$		
Other Deposit:	\$	Shiloh Road Village Vision Plan CR 010-61-00-0003239-00	\$		
Environmental Review Fee:	\$	Total Fees:	\$		
Planning Fees:	\$	Amount Paid:	\$		
Application Received (Date):	Application Accepted By:		Date Paid:		

Application Information

TO BE COMPLETED BY APPLICANT

Submittal Requirements: For submittal requirements, refer to the matrix on page 3 of this application.

Environmental Review and Reports: Please be aware that projects are required to comply with the California Environmental Quality Act (CEQA). Projects will be reviewed by Staff for compliance with CEQA and Staff will determine the appropriate CEQA document to prepare for the project (exemption, negative declaration, etc.). In order to make this determination, specific reports (traffic, arborist, cultural resources, environmental site assessment, soils, etc.) and or additional information may be required.

TYPE OF PROJECT (check all that apply)

<input type="checkbox"/> Office	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Mixed Use
<input type="checkbox"/> Residential: Single family	<input type="checkbox"/> Residential: Multi-Family	<input type="checkbox"/> Live/Work	<input type="checkbox"/> Other:

ALL PROJECTS

Parcel Size:	Creek (adjacent/onsite): <input type="checkbox"/> Yes <input type="checkbox"/> No	Protected Trees: <input type="checkbox"/> Yes <input type="checkbox"/> No
Existing Pervious Surface (sf):		Proposed Pervious Surface (sf):
Existing Impervious Surface (sf):		Proposed Impervious Surface (sf):
Existing Landscaping (sf):		Proposed Landscaping (sf):
Existing Lot Coverage (sf structures):		Proposed Lot Coverage (sf structures):

RESIDENTIAL PROJECTS

Existing Dwelling Units:	Single-Family Units:	Very Low/Low (Affordable):
Removed Units:	Multi-Family Units:	Moderate (Affordable) Units:
Proposed New Units:	Rental Units:	Market Rate Units:
Total Units:	For Sale Units:	Above Market Rate Units:
Parking Spaces Per Unit:	Guest Spaces:	Total Parking Spaces:

Open Space Provided and Square Footage (check all that apply):

<input type="checkbox"/> Common Open Space	<input type="checkbox"/> Private Open Space	<input type="checkbox"/> Public Open Space	<input type="checkbox"/> Public Park
Inclusionary Housing Requirement Compliance: <input type="checkbox"/> In lieu fee <input type="checkbox"/> Construct Housing <input type="checkbox"/> Other:			

NON-RESIDENTIAL PROJECTS

Industrial (sf):	Restaurant (sf):	Other (sf):
Office (sf):	Retail (sf):	Total (sf):

PARKING COUNTS

Standard Vehicle Spaces:	Open Vehicle Spaces:	Open Bike Parking:
Compact Vehicle Spaces:	Covered Vehicle Spaces:	Covered Bike Parking:
Accessible Spaces:	Total Vehicle Spaces:	Bike Lockers:
Total Vehicle Spaces:	Motorcycle Parking Spaces:	Total Bike Parking:

OPERATING CHARACTERISTICS

Days and Hours of Operation:		
Total Number of Employees:	Number of Employees on the Maximum Shift:	Number of Shifts:
Number of Employees/Shift:		
Loading Facilities: Yes No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Type/Vehicle Size:	
Deliveries: Yes No <input type="checkbox"/> <input type="checkbox"/>	Number (day/week/month):	Time(s) of Day:
Type (UPS, Semi-truck, etc.) and Number of Each:		
Outdoor Areas Associated With Use? Yes No	Outdoor Sales/Display Area: Yes No	If Yes, sf of Outdoor Sales/Display Area:
Outdoor Unloading? Yes No <input type="checkbox"/> <input type="checkbox"/>	If yes, sf of Unloading Area:	Outdoor Storage: Yes No <input type="checkbox"/> <input type="checkbox"/>
Noise Generating Use? Yes No <input type="checkbox"/> <input type="checkbox"/>	If Yes, Description:	

Applicant Acknowledgement

I, the undersigned, hereby state that I am the owner of record of the affected property or a duly authorized agent of the property owner(s) (signed letter(s) of authorization enclosed with application packet) and have the authority to process this application. All interested and effected owners, lenders, etc. have been notified of the filing of this application. To the best of my knowledge all information submitted as part of this application is true and accurate.

Applicant Name (Print):

Applicant Signature:

Date:

Indemnification Agreement

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the Town of Windsor, its agents, officers, council members, employees, boards, commissions and Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the Town, its agents, officers, council members, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The Town of Windsor shall have the right to appear and defend its interests in any action through its Town Attorney or outside counsel. The applicant shall not be required to reimburse the Town for attorney's fees incurred by Town Attorney or the Town's outside counsel if the Town chooses to appear and defend itself in the litigation.

I have read and agree with all of the above.

Applicant Name (Print):

Applicant Signature:

Date:

To Be Completed by Staff

General Plan Designation:

Zoning District:

Specific Plan/General Plan Special Area:

Airport Zone:

Flood (FIRM Designation):

Creek On-Site/Adjacent:

Protected Trees:

Notes:

Submittal Requirements

Recommendation: Prior to submitting an application, discuss your project with Staff to determine the fees (sewer, water, in-lieu park fees, traffic impact fees, etc.) that may be required for your project. In addition, ask about requirements for street trees, sidewalk repairs, drainage issues, frontage improvements, etc.

1. Items marked (X) are typically required for a complete application and are required upon application submittal unless their deletion is approved by staff.
2. Information in addition to the items identified below may be required at the discretion of staff in order to fully evaluate the project and/or to conduct required environmental review for the project. This may include, but is not limited to additional types of plans, reports, and studies.
3. Please review the application packet prior to submittal to the Town. Application packets that do not include the required materials may not be accepted for processing.
4. Please do not submit spiral bound application materials. Materials may be stapled or clipped.

Project Statement: The purpose of the written project statement is to assist Staff, decision makers, and the public in understanding the project. A detailed Project Statement is required as this allows Staff to: analyze the project for consistency with Town requirements; identify potential project impacts; determine the type of environmental review required; and identify additional information (plans, reports, studies, etc.) required to complete the application

Submittal Document	APPLICATION TYPE							
	Design Review	General Plan Amend (GPA)	Lot Line Adjust (LLA)	Rezone	Rezone to Planned Develop	Subdivision Map (1)(2)(3)	Use Permit	Variance
Project Statement	X	X	X	X	X	X	X	X
Building Elevations	X				X		X	X
Floor Plan	X				X		X	X
LID / PSWMP (4)	X				X	X	X	
Grading & Drainage Plan	X				X	X		
Landscape Plan	X				X		X	X
Site Plan	X	X	X	X	X		X	X
Details – Architectural	X				X			
Details – Fence	X				X		X	
Details – Sign	X				X		X	
Topography	X				X	X	X	
Street Sections						X		
Tentative Map						X		
LID Checklist								
Preliminary Title Report (5)	X	X	X	X	X	X	X	X
Colors & Materials Board	X				X		X	
Paper Plans Sets - Initial Submittal 24" x 36"	10	10	10	10	10	10	10	10
Paper Plan Set-Initial Submittal 11" x 17"	1	1	1	1	1	1	1	1
Text Documents 8 1/2" x 11" only	1	1	1	1	1	1	1	1
Electronic Submittal (flash drive)	1	1	1	1	1	1	1	1
(1) For Tentative Parcel Maps refer to Windsor Subdivision Ordinance section 16-8-500. (2) For Tentative Subdivision Maps refer to Windsor Subdivision Ordinance section 16-8-400. (3) Tentative maps are required to be prepared by a licensed civil engineer or land surveyor. (4) If LID Checklist triggers LID provide LID and SW LID (Storm Water Low Impact Development) (5) Dated within 6 months of application submittal date.								

Submittal Document Contents

Proposal Statement	
<input type="checkbox"/>	Assessor's parcel number(s)
<input type="checkbox"/>	Property address
<input type="checkbox"/>	Detailed description of the project
<input type="checkbox"/>	Entitlements requested (Use Permit, Design Review, Subdivision, Merger, etc.) and the reason
Opportunities and Constraints Map (include the following information as applicable to the site)	
<input type="checkbox"/>	Natural constraints (creeks, trees, natural drainage areas, seismic hazards, etc.)
<input type="checkbox"/>	Built constraints (existing structures, utilities, railroad, etc.)
<input type="checkbox"/>	Easements
<input type="checkbox"/>	Surrounding properties and constraints associated with the project within 300 feet of the project boundaries
<input type="checkbox"/>	LID Checklist
<input type="checkbox"/>	North Arrow and Scale
Preliminary Grading and Drainage Plan	
<input type="checkbox"/>	Site layout with project boundary
<input type="checkbox"/>	Existing topography
<input type="checkbox"/>	Proposed grading
<input type="checkbox"/>	Existing and proposed drainage with creeks and drainage channels Note: Preliminary Drainage Report is required for projects with creeks or drainage channels
<input type="checkbox"/>	LID / PSWMP
<input type="checkbox"/>	Protected trees with preservation measures and tree protection zones
<input type="checkbox"/>	North Arrow and Scale
<input type="checkbox"/>	Project Information: project name; property address; design professionals name; address; phone number; and email address
<input type="checkbox"/>	Plan dates, including any subsequent revision dates
Site Plan	
Drawn by licensed professional or applicant depending on the nature of the project, to be determined by Planning staff.	
<input type="checkbox"/>	Site layout with project boundary
<input type="checkbox"/>	Topography
<input type="checkbox"/>	Location of improvements, including buildings/structures footprints, curb, gutter and sidewalk, parking, driveways, drive aisles and curb cuts
<input type="checkbox"/>	Dimensions of parcel, lots, driveways, parking spaces, drive aisles, buildings/structures, and setbacks from property lines and between buildings/structures
<input type="checkbox"/>	Accessible path of travel and parking
<input type="checkbox"/>	Location of easements with description and dimensions
<input type="checkbox"/>	Location of all proposed uses
<input type="checkbox"/>	Protected trees with preservation measures and tree protection zones
<input type="checkbox"/>	Location of 100 year floodplain and floodway (if applicable)
<input type="checkbox"/>	Landscape areas (also note the square footage of each landscape area)
<input type="checkbox"/>	Sight lines at driveways and street intersections
<input type="checkbox"/>	North Arrow and Scale
<input type="checkbox"/>	<u>Project Summary</u> <input type="checkbox"/> Residential Project : type and number of units, square footage of unit types <input type="checkbox"/> Commercial Project : number of tenant spaces, square footage of each tenant space, total project sf <input type="checkbox"/> Mixed Use Project : all of the above as applicable to the project
Preliminary Landscape Plan	
Note: lawn/sod areas should be very limited or eliminated	
<input type="checkbox"/>	Base site plan, including roads, drive aisles, parking, sidewalks and building/structure footprints
<input type="checkbox"/>	Existing and proposed plants, including any plantings to be removed (identify existing vegetation as "to remain" or "to be removed")
<input type="checkbox"/>	Location of trees to be preserved with tree protection zone (TPZ) identified
<input type="checkbox"/>	Plant legend with plant symbol, common and scientific name of each species, plant size, and number to be planted
<input type="checkbox"/>	General Notes, including spacing and sizing of plant materials to ensure coverage within a three-year period and tree preservation

<input type="checkbox"/>	North Arrow and Scale
	Project Information: project name; property address; design professionals name; address; phone number; and email address
<input type="checkbox"/>	Plan dates, including any subsequent revision dates
Preliminary Irrigation Plan	
<input type="checkbox"/>	Base site plan, including roads, drive aisles, parking, sidewalks and building/structure footprints
<input type="checkbox"/>	Location, size and type of irrigation (drip, bubbler, etc.), irrigation controller
<input type="checkbox"/>	Use of reclaimed water (if used, note this on the plans) Requires compliance with Town standards, planting of appropriate plant materials which must be noted on the plans.
<input type="checkbox"/>	Preliminary CALGreen and WELO compliance, including water budget and water use calculations
<input type="checkbox"/>	North Arrow and Scale
<input type="checkbox"/>	Project Information: project name; property address; design professionals name; address; phone number; and email address
<input type="checkbox"/>	Plan dates, including any subsequent revision dates
Building Elevations	
Required for all new multi-family, commercial, industrial, and planned development projects, and additions and exterior modifications to commercial and industrial structures.	
<input type="checkbox"/>	Drawings of all elevations
<input type="checkbox"/>	Materials and colors noted
<input type="checkbox"/>	Dimensions noted
<input type="checkbox"/>	Drawn to scale
Reports and Studies	
In order to comply with the requirements of the California Environmental Quality Act (CEQA), certain reports and studies may be required. A list of possible reports and studies are listed below. It is recommended that you discuss your project with Staff prior to submitting an application to learn the reports and/or studies that may be required for your project.	
<input type="checkbox"/>	Air Quality Analysis
<input type="checkbox"/>	Arborist Report (prepared by certified arborist) <ul style="list-style-type: none"> ▪ Location of protected trees on the site ▪ Complete description of all trees on the site , including the scientific and common names, health rating, structural rating, general health, trunk circumference ▪ Identification of trees to be removed and basis for the removal ▪ Identification of trees to remain and recommendations for care and maintenance before, during and after construction ▪ Location of tree protection zone(s) (TPZ) ▪ Site plan with the proposed project and location of protected trees <i>For additional information refer to Zoning Ordinance section 27.36: Tree Preservation and Protection</i>
<input type="checkbox"/>	Biological Assessment
<input type="checkbox"/>	Cultural Resources Study
<input type="checkbox"/>	CALGreen Checklist
<input type="checkbox"/>	Drainage/Creek Analysis (Sonoma County Water Agency)
<input type="checkbox"/>	Greenhouse Gas Emissions Analysis
<input type="checkbox"/>	Noise/Acoustical Analysis
<input type="checkbox"/>	Phase 1 Environmental Site Assessment (ESA)
<input type="checkbox"/>	Sewer Capacity Analysis
<input type="checkbox"/>	Topography and 100 Year Flood Plain
<input type="checkbox"/>	Traffic Impact Study
<input type="checkbox"/>	Water Demand Analysis
<input type="checkbox"/>	Water Efficient Landscape Ordinance (WELO) Compliance – preliminary calculations
<input type="checkbox"/>	Other:



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Property Owner Authorization

Property owners desiring to authorize individuals to represent them in conjunction with any application or matter before the Town of Windsor shall provide written authorization on this form for each individual or firm authorized, and shall specifically note any restrictions upon the authorized person.

Name of Authorized Person/Firm:	Phone Number:
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Authorized Person/Firm Mailing Address:

Authorized Person/Firm Email Address:

Authorized By (Property Owner Name):	Phone Number:
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Property Owner Mailing Address:

Property Owner Email Address:

Authorized As (check all that apply):
 Agent Buyer Lessee Other:

Authorized to Request (check all entitlements that apply):
 Design Review General Plan Amendment Rezoning
 Subdivision Use Permit Other:

Project Name for Request:	Property APN for Request:
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Property Address for Request:

Duration of Authorization (check one):
 Unrestricted Valid Until (month/day/year):

Check	Type of Authorization	Initial
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I do further authorize the above named person/firm as follows (check all boxes that apply and initial):

<input type="checkbox"/>	File any/all papers in conjunction with aforementioned request including signing the application	
<input type="checkbox"/>	Speak on behalf and/or represent the owner at any staff and/or public meeting/hearing.	
<input type="checkbox"/>	Sign any/all papers on my behalf, with the exception of the application form and/or legal documents requiring the property owner's signature.	
<input type="checkbox"/>	Other (Please specify):	

Property Owner Signature:	Date Authorized:
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Town Attorney Agreement
(Uniform Application and Fee Addendum)

Project Name:	File No.:
Project Address:	Project Assessor's Parcel Number:

The Town Council adopted Resolution 1559-03. This Resolution authorized a cost recovery system for time spent by the Town Attorney when reviewing staff reports or other documents related to development applications processed by the Planning Department.

To comply with the Council's direction, the Planning Department will collect a deposit of \$_____ to cover the cost of the Town Attorney's time to review these documents.

The following language now applies to all major applications that are submitted to the Planning Department. Major applications are General Plan Amendments, Rezoning, Planning Units Developments, Tentative Subdivision Maps, Tentative Parcel Maps, and Major Conditional Use Permits.

- Applicant agrees to be responsible for the payment of all Town Attorney costs and fees, both direct and indirect, associated with the processing of this application
- In addition to the initial deposit made at the time of the application submittal, the applicant may be required to make further deposits for anticipated work. Invoices are due and payable within thirty (30) days. No work shall proceed until deposits are received.
- Any portion of this deposit that is not used by the Town Attorney will be refunded to the applicant.

I have read this information and agree to submit the deposit as described above.

Applicant Name (Print):	
Applicant Signature:	Date:



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On-Site Sign Notice of Intent to Develop Sign

Project Name:		File No.:
Project Address:		Project Assessor Parcel Number:
Notice of Public Hearing Required	Notification of Public Hearings is a legally mandated process to ensure that the public is made aware, in advance, that a proposed project will be considered by a decision-making body in a public forum. As one means of giving notice, a sign must be installed on the site of the proposed project in advance of the public hearing.	
Notice Content	The sign must describe the proposed project and give the date, time and location of the public hearing. Planning staff provides the content for the required onsite "Notice of Intent to Develop" sign.	
When Required	A public hearing must be held when a proposed action involves rezoning, pre-zoning, General Plan Amendment, subdivision, some use permits or other proposed actions, which provide for public comment.	
Timing of Posting	At a minimum, signs are required to be posted at least 10 days prior to public meetings or hearings. Earlier sign installation may be required to meet special noticing requirements.	
More than one public hearing	If a proposed action requires more than one public hearing, the sign text must be updated at least 10 days prior to subsequent public hearings.	
Sign Contract Required	The applicant will provide the Planner with a copy of the sign contract for the design, installation, and removal of the onsite sign by a sign company. Planning staff will contact the sign company to provide the required information for the onsite sign.	
Sign Removal Required	The sign is required to be removed from the site within 15 days of final action being taken on the project. The removal of the sign is the responsibility of the project applicant and should be included as part of the required sign contract.	
Sign Specifications		
Sign Size: 6,000 to 20,000sf parcel	12 square feet	
Sign Size: 20,000 to 1 acre parcel	24 square feet	
Sign Size: +1 acre parcel	32 square feet	
Height	Not to exceed 6 ft in total height	
Lighting	Shall not be lighted	
Location: Commercial / Industrial	Not less than 1 foot inside the property line In most visible area Not within the vision triangle required by Zoning Ordinance section 27.20.050E(1)(2) and Figure 3-2	
Location: Residential	Not less than 5 feet inside the property line In most visible area Not within the vision triangle	
Multiple street frontages	One sign for each street frontage	
Removal	Within 15 days of final action taken on the project.	
Verification of Posting	On or before the required date of installation, the applicant or the applicant's representative shall submit to the Planning Division an affidavit confirming installation of the onsite sign.	
Installation	Minimum of 18" in the ground, set in sand	
Design Standards		
Area of copy shall comply with the design standards below.		
Board Materials	Painted plywood, sentra, porcelain, medium density overlay (MDO)	
Color: Background	Seamist green (Dupont #B8046/aka General Motors 95 Chevy #46/7156)	
Color: Copy	White lettering	
Font Size:	Title: 3.25" Other: 2.75"	
Logo	Official Town of Windsor seal and logo	
Type Style	Univers Condensed	

Example On-Site Notice of Intent to Develop Sign

