



DEPARTMENT OF RESOURCE MANAGEMENT

DEVELOPMENT PERMIT APPLICATION

Planning Services Division

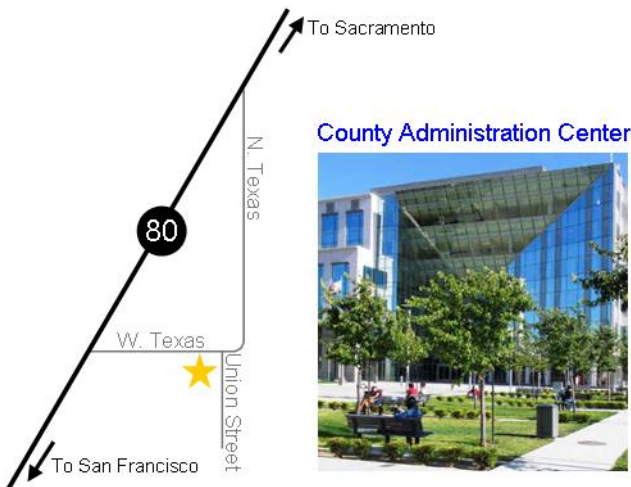
675 Texas Street, Suite 5500, Fairfield, CA 94533

Phone (707) 784-6765 Fax (707) 784-4805

www.solanocounty.com

Where and how do I submit my application?

Applications are filed, by appointment only, with the Planning Services Division of the Department of Resource Management. We are located on the 5th floor at 675 Texas Street, Suite 5500 Fairfield, California 94533. Planning Services staff will review the application submittal materials and answer any questions you may have. To make an appointment, you may reach Planning Services staff at (707) 784-6765 and ask for the Planner on Duty. Business hours are 8 am to 5 pm, Monday through Friday; however, in order for us to thoroughly review the completeness of the application, we estimate that application appointments would take approximately 1 hour; therefore, application appointments will not be made after 4 pm.



County Administration Center



Applications accepted at:

County Administration Center
Department of Resource Management
675 Texas Street, Suite 5500
Fairfield, CA 94533

Contact us to schedule an appointment:

M - F 8 am to 5 pm
Phone: (707) 784-6765 Ask for the Planner on Duty

What to bring to your application submittal appointment

Submittal Checklist (staff, check all that apply)

NOTE: *The more precise the development plans, the less the likelihood that there will be delays in processing development permits. An incomplete application will be rejected by application intake staff.*

All Application Types - Required Components

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	Pre-application notes . Pre-application No: ____	1 copy, if applicable
	Completed application form	1 copy – signed by applicant and owner
	Assessor's Parcel Map. Subject site outlined in red	1 copy. Available at the Assessor's Department and online on www.solanocounty.com . Click on County's Assessor Recorder Department webpage.
	Filing Fees	See Fee Schedule. Cash, ATM/Debit, Check made payable to Solano County are accepted.
	CD version of all submittal requirements.	1 copy- pdf format of all materials
	Development Plans (Full size, folded and reduction)	Please review the preparation guideline checklist and additional required materials by the project planner.

ADDITIONAL REQUIRED MATERIALS		
ARCHITECTURAL REVIEW, USE PERMIT, MARSH DEVELOPMENT, MOBILEHOME STORAGE PERMIT, POLICY PLAN OVERLAY, SIGN PERMIT, VARIANCE, WAIVER, MINOR REVISION		
	Site Plan	Full Size Plans - folded • 5 sets – ZA or Administrative Review. • 10 sets - PC review 1 copy of reduced size plans – 8.5" x 11"
EXTENSION (Development Permit)		
	Permit Conditions of Approval	1 copy
	Site Plan	1 copy
SUBDIVISIONS, EXTENSION (Maps only), MAP MODIFICATION		
	Tentative Map	<u>Major Subdivision</u> 20 copies – Full sized (18 " x 26 " max.), folded 1 copy 8.5" x 11 " reduction <u>Minor Subdivision</u> 15 copies – Full sized (18 " x 26 " max.), folded 1 copy 8.5" x 11 " reduction <i>Please review the preparation guideline checklist and additional materials required by the planner.</i>
	Preliminary Title Report	3 copies-dated within 60 days of application
	Will Serve Letters	If applicable
	Proof of legal parcels	Minor Subdivision only 2 copies of a recorded deed conveying the parcel(s) as a separate legal lot(s) of record [including owner names, dates of transfer, and description of the lot(s)] dated <u>prior</u> to January 29, 1959. Deeds must be clear and legible. or 2 copies of a subdivision map recorded <u>after</u> August 14, 1929 creating the parcel. or <i>Other required documentation that has been approved by the Planning Division prior to the submittal of this application.</i>
GENERAL PLAN AMENDMENT, REZONE APPLICATION		
	General Plan Amendment Exhibit	10 copies – existing and proposed land use designations
	Rezone Exhibit	10 copies – existing and proposed land use designations
	Site Plan	10 copies, if applicable

OTHER ADDITIONAL INFORMATION Depending on the project and to be determined by planner		
	Elevations Floor Plan Cross Section(s) Landscape Plan	10 copies – full size, folded AND 1 copy 8.5" x 11" reduction of each plan
	Color and Materials Display	1 copy 8. 5" x 11" board and samples
	Photographs of the site and relation to the surrounding properties	1 set, minimum of 4 photos
	Manufacturers' Brochure	3 copies – full size, folded AND 1 copy 8.5" x 11"
	Traffic Study	3 copies
	Geotechnical Study/Soils report	3 copies
	Preliminary Grading Plan	3 copies – full size, folded AND 1 copy 8.5" x 11" reduction
	Preliminary Drainage Plan	3 copies – full size, folded AND 1 copy 8.5" x 11" reduction
	Photo Simulations of the proposal	3 copies
	Manure Management Plan	1 copy
	Agricultural Employee Supplement	1 copy
	Equestrian Supplement	Coming soon
	Kennel questionnaire	Coming soon
STAFF NOTES		

