

Administrative Entitlement Application



OPTIONAL Development Services Team (DST) Meeting:

- The City created the Development Services Team comprised of staff from multiple city departments and partnering agencies to help applicants navigate the process of obtaining needed permits and approvals.
- DST meets with potential businesses and applicants to review proposed projects, provide fee estimates, and identify any issues that may arise during project review and implementation.
- If you are interested in meeting with DST prior to submittal of your application, click on the following [link](#) to submit a request. Meetings are held every Thursday at 10 AM via Zoom.

Payments can be made via cash, check, or credit/debit card. Online payments can be made via the City's payment portal, which can be accessed with an issued payment invoice. Please contact the Planning Division for any questions.

Type of Application

- Administrative Use Permit
- Adjustment

City Use Only

Application #: _____
Date Submitted: _____
Received By: _____
Deposit: _____

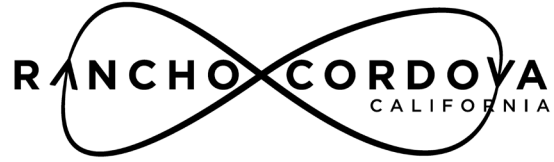
Property Information

Project Name: _____
Property Address/Location: _____
Assessor's Parcel Number(s): _____
Project Description: _____

Applicant Information

Applicant's Name (Primary Contact): _____
Address: _____
Phone Number: _____ | Email: _____
Owner's Name: _____
Address: _____
Phone Number: _____ | Email: _____

Administrative Entitlement Application



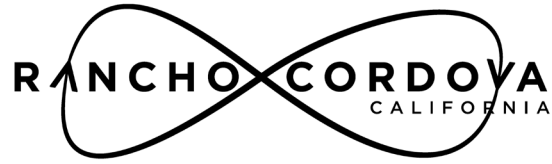
Planning Division Fee and Deposit Schedule

Description	Deposit	Description	Deposit
Administrative Use Permit	\$1,184	Adjustment	\$1,231

Application Submittal Matrix

Submittal Materials Electronic Submittal	Administrative Use Permit	Adjustment
Application and Deposit Fees	X	X
Letter of Authorization (if applicable)	X	X
Radius Map: 500-ft Radius from Property Line	X	X
Property Owner and Occupant 500-ft. Radius from Property Line and Envelope Labels (One Set)	X	X
Digital Set of Plans	X	X
Site Plan & Floor Plan (8.5x11 or 11x17)	X	X
Full Color Elevations and Landscape Plans	(1)	(1)
(1) Submit if requested by Project Planner ** Prior to application submittal, check with Planning Division Staff for any additional submittal items		

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Please note that the following agencies are part of the Planning entitlement review. However, each agency has its own application, deposit/fees, and plan submittal requirements once the entitlement is approved. Below are links to each agency's website:

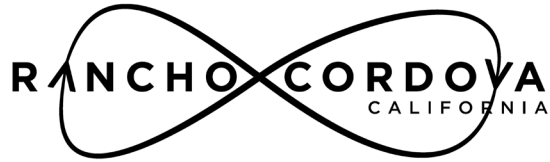
- Sacramento Metropolitan Fire District– www.metrofire.ca.gov
- Sacramento County Sewer– www.sacsewer.com
- Water Agencies:
 - California American Water– www.amwater.com
 - City of Folsom– www.folsom.ca.gov
 - Golden State Water Agency– www.gswater.com
 - Sacramento County Water Agency– www.waterresources.saccounty.net
- Cordova Recreation Park District– www.crpdc.com
- Sacramento Municipal Utilities District– www.smud.org

Entitlement Process Summary

1. Application is submitted. Staff member reviews the project submittals for completeness.
2. Staff distributes project to City Departments and outside agencies for review and comments.
3. City staff receives comments from City Departments and outside agencies and provides comments to the applicant.
4. Applicant is notified by the project planner if the project is within compliance.
5. Public Notice Notification:
 - Written notifications sent to property owners within 500 feet of subject property line. This step starts a 10-day period for questions and comments about the project. At this time an administrative hearing may be requested.
6. A final determination is completed on the project after the 10-day public notice period.
7. Appeals may be filed with the Planning Division within 10 calendar days following the date of the final determination.
8. Applicant is notified of approval or denial, or if the project is appealed.
9. If approved, the applicant may submit construction/building plans for review.

****Construction/Building Plans may be submitted for review prior to project approval at the applicant's own risk. The Planning Division recommends waiting until the first comment letter from the Project Planner is received by the applicant before submitting for concurrent submittal with the Building & Safety Division.**

Administrative Entitlement Application



Agreement and Representations of Applicant

This Application is not complete, and processing of this Application will not begin, until all initials and signatures are provided by the Applicant and Property Owner:

- 1) Under penalty of perjury, I certify that I am the legal owner(s) (all individual owners must sign as they appear on the deed to the land), corporate officer(s) empowered to sign for the corporation, owner's legal agent, or the owner's authorized representative (include a notarized consent form from the owner). _____ (Applicant Initial) _____ (Owner Initial)
- 2) Acknowledge and agree that by making this application, I have included all of the required items in hard copy (see submittal checklist) and digital format compatible with Microsoft Office Software. Applicant understands that missing items, inaccurate items, false information, or misleading items or information may delay the processing of the application or a permit revoked upon discovery. Furthermore, all application materials, and any outstanding balances accrued above the original deposit, must be submitted/paid prior to Public Hearing Notice publication. I further acknowledge and agree that by signing this document, I accept the responsibility of posting public site notification boards regarding the proposed project at the project site, if required by City staff. This Application shall be a public record. _____ (Applicant Initial)
- 3) Government Code Section 65105 states that City staff may enter upon the subject property in the performance of their functions and make site inspections and surveys. I hereby grant City staff with such permission. _____ (Applicant Initial) _____ (Owner Initial)
- 4) Applicant(s) agree to defend, indemnify and hold harmless with Counsel selected by the City of Rancho Cordova ("City") and its agents, officers, consultants, and employees ("City's Agents") from any and all claims, actions, suits, or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim and the City shall cooperate fully in the defense. Nothing in this paragraph obligates the City to defend any Claim and the City is not required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City.
_____ (Applicant Initial)

Hazardous Waste Affidavit

5) Government Code Section 65962.5 requires each applicant for any development project to consult the State Hazardous Waste and Substance Sites List. (www.dtsc.ca.gov click on "Public" tab, click on "Envirostor: Database of sites and facilities" type in address. Or http://calepa.ca.gov/sitecleanup/corteslist/ open each 5 listed link and check address. For water http://geotracker.waterboards.ca.gov/sites by County. Based on this list (available from the Planning Division of the Community Development Department) the Applicant is required to submit a signed statement to the City of Rancho Cordova indicating whether the project is located on a site which is included on the list before the City accepts the application as complete. If the project site is listed by the State as a hazardous waste or substance site, the Applicant must fully describe the nature of the attached hazard and potential impacts in the Initial Study, Part I. In either situation the Applicant must complete and sign the Affidavit in the space below. I have been informed by the City of Rancho Cordova of my responsibilities pursuant to Government Code Section 65962.5 to notify the City as to whether the site for which a development application has been submitted is located within an area which has been listed as the location of a Hazardous Waste or Substance Site by the Office of Planning and Research, State of California.

- The project site is in an area listed as a Hazardous Waste or Substance Site.
- The project site is not in an area listed as a Hazardous Waste or Substance Site.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Applicant Signature:

Date:

Fees & Funds

6) Applicant(s) do not have any past-due balances payable to the City for an previous project. _____ (Applicant Initial) _____ (Owner Initial)

7) Applicant(s) acknowledge and agree that the Applicant(s) will fully reimburse the City for costs incurred in connection with the Application Process regardless of any action taken by the City with respect to the application. Applicant(s) also acknowledge and agree that the Fees (hereinafter "Funds") paid herewith may not be adequate to fully reimburse the City for costs incurred in connection with the Application Process, and that periodically, as the need arises, Applicant(s) may be called upon to make further deposit of Funds. Applicant(s) agrees that there shall always remain on deposit with the City sufficient Funds to cover the anticipated costs to be incurred with the Application Process through the Public Hearing Process. In the event, for any reason, a City request for further deposit of Funds from Applicant(s) is not fully satisfied, within fifteen (15) business days the City may cease processing of this application. The Applicant(s) is responsible to fully reimburse the City for costs incurred in connection with this Application regardless of whether the City requests additional deposits or stops processing the project. The advance of Funds shall not be dependent upon the City's approval or disapproval of the Applicant(s)' Application, or upon the result of any action, and shall in no way influence the Project. Neither Applicant(s) nor any other person providing funding for the Project shall, as a result of such funding, have any expectation as to the results of the Application Process or the selection of an alternative favorable to or benefiting Applicant(s). _____ (Applicant Initial) _____ (Owner Initial)

8) Applicant(s) also acknowledge and agree that the failure to fully reimburse the City for costs incurred in connection with the Application Process as provided in this Application may result in the City placing a lien or assessment upon the subject property for the full amount of any outstanding Funds owed to the City for processing Applicant(s)'s application. Until all outstanding Funds are paid in full, the City may also refuse to process any future applications by the Applicant(s), including applications for unrelated projects. _____ (Applicant Initial) _____ (Owner Initial)

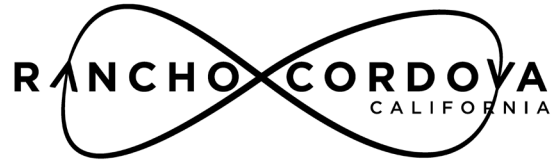
Application Covenants, Conditions, and Understandings

- 9) Applicant(s) acknowledges and agrees that this application is a contract between the Applicant and the City and that all obligations are enforceable against the Applicant regardless of the status or outcome of the Application process. This Application sets forth all covenants, promises, conditions and understandings between the parties regarding the advance of Funds and the uses thereof, and there are no promises, conditions or understandings either oral or in writing between the parties other than as set forth herein. No contemporary or subsequent alteration, amendment, change or addition to this application form shall be binding upon the City unless reduced to writing and signed by the City Manager, or his/her designee and the Applicant. No course of conduct shall be binding upon the City and waiver of one or more provisions or violations shall not be construed as a course of conduct to be relied upon and may not be the basis for any expectation of future waiver or estoppel of that or any provision. _____ (Applicant Initial)
- 10) No employee, agent, independent contractor or other representative of the City, other than the City Manager or a majority of the City Council, has the authority to alter the terms or effect of this application and Applicant(s) acknowledge and agree that it/they have not relied upon any promises, representations, conditions or understandings other than those set forth in this Application. _____ (Applicant Initial)
- 11) This Application is made under, and shall in all respects be interpreted, enforced, and governed by, the laws of the State of California. In the event of a dispute concerning the terms of this Application, the venue for any legal action shall be with the appropriate court in the County of Sacramento, State of California. Should legal proceedings of any type arise out of this Agreement, the prevailing party shall be entitled to costs, attorney’s fees, and legal expenses, including but not limited to expert fees and costs. _____ (Applicant Initial)

It Is So Agreed:

Applicant Signature:	Date:
Property Owner Signature:	Date:

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City of Rancho Cordova Planning Division Letter of Authorization

This form shall serve to notify the City of Rancho Cordova that I/we am/are the legal owner(s) of the property described in the attached application and do hereby authorize the person/firm shown below to file and represent my/our interest in the application(s) listed below.

Applicant/Authorized Person: _____

Applicant: _____

Address: _____

City/State/Zipcode: _____

Phone Number: _____

Type of Application(s)–Please List All Entitlements Applied For: _____

Legal Owners:

I/we are the legal owner(s) of the said property; have read the foregoing letter of authorization and know the contents thereof; and do hereby certify that the same is true of my/our own knowledge. I/we certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

1) Printed Name: _____

Signature: _____ | Date: _____

2) Printed Name: _____

Signature: _____ | Date: _____

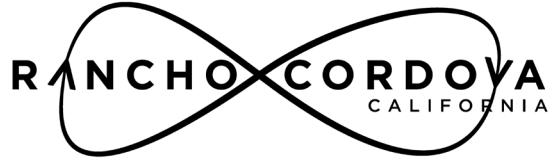
3) Printed Name: _____

Signature: _____ | Date: _____

A letter signed by the property owner(s) may be submitted in lieu of this form.

The letter must identify the person being authorized to represent the owner(s) and the application(s) being submitted.

Administrative Entitlement
Application



City of Rancho Cordova Planning Division
Letter of Certification

This form is to be completed by the person/firm preparing the map and list of property owners and residents of absentee owners within five hundred feet (500') of the project site.

State of California
County of Sacramento
City of Rancho Cordova

I, _____ hereby certify that attached list and labels contain the names and addresses of all persons having ownership, as they appear on the latest available assessment roll of the County of Sacramento and in the case of an absentee owner, the addresses of all renters or lessees of said address within the area described and for a distance of five hundred feet (500') from the exterior boundaries of the project site.

Please Note: Complete the items below only in the presence of a Notary Public

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

Subscribed and sworn to (or affirmed) before me on this _____ (date) day of _____ (month), 20____(year)

By (1) _____ and
(2) _____ (Name of Signers)

Proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me,

Signature: _____
(Signature of Notary Public)

Seal
(Place Notary Seal Above)

Administrative Entitlement Application



City of Rancho Cordova Planning and Public Works Deposit Replenishment Policy

Upon submittal of a development application for Planning or Public Works services, the City of Rancho Cordova shall collect the appropriate deposit(s) for all entitlements and/or reviews required pursuant to the Planning Application Fee & Deposit Schedule or the Public Works Fee & Deposit Schedule.

When the cost of work performed on any given application reaches 60% of the initial deposit amount, the project manager may review the projects status to determine whether an additional deposit could be required. If a deposit is required, the City will contact the applicant to request a Deposit Replenishment in an amount sufficient to complete the project or an amount to be determined by the project manager for large development projects. If the Deposit Replenishment is not received within 15 days, the City may stop work on the project and notify the applicant that work will resume when the deposit is received. Prior to the public hearing notice being sent for a project, a final accounting shall be conducted to determine if funds are sufficient to complete the project. If funds are not sufficient, an amount equal to meet the projects budget will be requested from the applicant.

For complex projects, the City may continue some work on conditions of approval that necessitate retaining at least a modest ongoing deposit. For any projects with a remaining Developer Agreement (DA) deposit, the deposit may not be refunded until a new deposit has been established with the City for the annual DA compliance review for the project.

I hereby agree to the policy stated above:

Signature: _____ | Date: _____

Printed Name: _____

Billing Information

Name: _____

Address: _____

City/State/Zipcode: _____ | Phone: _____

Payments can be made via cash, check, or credit/debit card. Online payments can be made via the City's payment portal, which can be accessed with an issued payment invoice. Please contact the Planning Division for any questions.