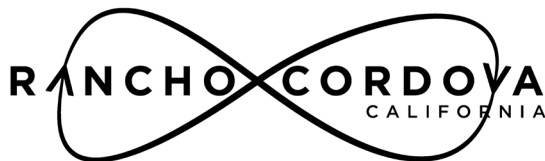


# Zoning Certification Application



## 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.

## Application Fee

Zoning Certification \$397.00

### City Use Only

Application #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Received By: \_\_\_\_\_

## Property Information

Project Name: \_\_\_\_\_

Property Address/Location: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Zoning: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Applicant Information

Applicant's Name (Primary Contact): \_\_\_\_\_

Address: \_\_\_\_\_

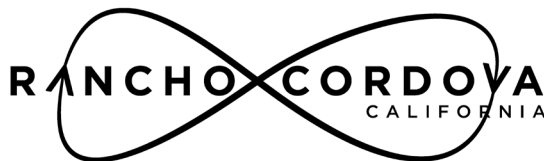
Phone Number: \_\_\_\_\_ | Email: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ | Email: \_\_\_\_\_

# Zoning Certification Application



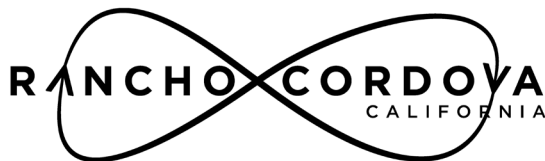
| Application Submittal Requirements   |                      |
|--|----------------------|
| Submittal Materials<br>Electronic Submittal  | Zoning Certification |
| Application and Fees   | X                    |
| Letter of Authorization (if applicable)  | X                    |
| Digital Set of Plans   | X                    |
| Overall Site Vicinity Map (8.5x11 or 11x17)  | X                    |
| Site Plan & Floor Plan- Existing & Proposed (8.5x11 or 11x17)  | X                    |
| Full Color Elevations and Landscape Plans (8.5x11 or 11x17)  | (1)                  |
| Other Requirements by City Departments   | (1)                  |
| (1) Submit if requested by Project Planner   |                      |
| ** Prior to application submittal, check with Planning Division Staff for any additional submittal items |                      |

| Entitlement Process Summary   |
|---|
| <ol style="list-style-type: none"> <li>1. Application is submitted. Staff member reviews the project submittals for completeness and any necessary coordination with other City departments.</li> <li>2. Applicant is notified by the project planner if the project is within compliance.</li> <li>3. If approved, the applicant may submit construction/building plans for review.</li> </ol> <p>**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 &amp; Safety Division.</p> |

I/We hereby certify that the information in this application is true and correct and that the building or land will not be used for any other purpose than indicated in this application.

|                               |             |
|-------------------------------|-------------|
| Applicant Signature: _____    | Date: _____ |
| Applicant Name (Print): _____ |             |

# Zoning Certification Application



## 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.*