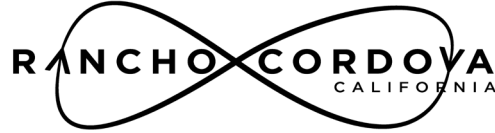


## Public Convenience and Necessity Permit Application



**Pre-Application Meeting:** It is recommended that a Pre-Application meeting is scheduled with the Planning Staff to discuss the project prior to submittal of a formal Application. An appointment can be requested by calling the Planning Department at (916) 851-8750.

### Submittal Requirements

- Complete Application Packet
- Radius Map
- Property Owner and Occupant 500 ft Radius from property line list and envelope labels.
- Current title report (if requested by the Project Planner)
- Site Plan & Floor Plan
- Digital Set of Plans
- PCN Fee: \$1,830.00** *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.*

#### City Use Only:

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

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

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

Deposit: \_\_\_\_\_

### Property Information

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

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

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

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

Property Use: \_\_\_\_\_

Size of Property: \_\_\_\_\_

Public Convenience & Necessity Description: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Applicant Information

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

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

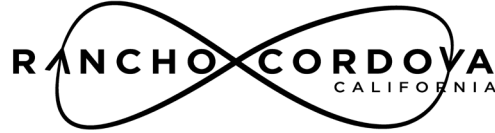
Property Owner's Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

## Public Convenience and Necessity Permit Application



**The Alcoholic Beverage Control Act requires further review by the local governing body if any of the following conditions are applicable to a proposed location:**

- 1) "The applicant premises are located in a crime reporting district that has a 20 percent greater number of reported crimes ... than the average number of reported crimes as determined from all crime reporting districts within the jurisdiction of the local law enforcement agency." (high crime)
- 2) "As to on-sale retail license applications, the ratio of on-sale retail licenses to population in the census tract or census division in which the applicant premises are located exceeds the ratio of on-sale retail licenses to population in the county in which the applicant premises are located.
- 3) "As to off-sale retail license applications, the ratio of off-sale retail licenses to population in the census tract or census division in which the applicant premises are located exceeds the ratio of off-sale retail licenses to population in the county in which the applicant premises are located." (ratio of licenses to population)

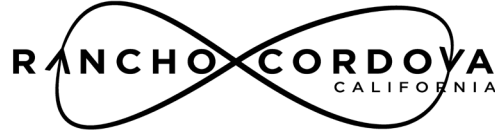
The Rancho Cordova Municipal Code Chapter 4.60 regulates the issuance of "letters of public convenience" and outlines that the request must be routed to all applicable agencies and must be heard before City Council for a determination of approval.

### Application Process Summary:

The following is a summary of the process:

1. Pre-application Meeting
2. Application is submitted. Staff member reviews the project submittals for completeness.
3. Staff distributes project to City Departments and outside agencies for review and comments.
4. City staff receives comments and sends out comments to the applicant.
5. Applicant is notified if the project is within compliance.
6. City Council Public Meeting scheduled
7. Public Notice posted in the Newspaper, on-site, and sent to property owner and occupants within 500 feet of subject property line. 10 days prior to Public Meeting.
8. City Council decision to approve or deny proposed PCN.
9. If approved, the applicant submits to Alcohol Beverage Control.

## Public Convenience and Necessity Permit 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)

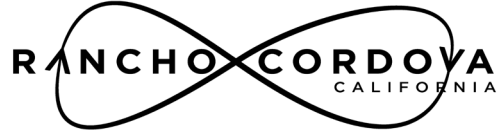
**Application Covenants, Conditions, and Understandings**

- 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:

**Public Convenience and  
Necessity Permit 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: \_\_\_\_\_

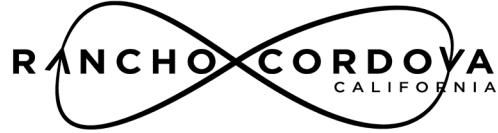
3) Printed Name: \_\_\_\_\_

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.*

Public Convenience and  
Necessity Permit 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)

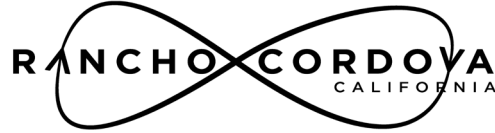
By (1) \_\_\_\_\_ and  
(2) \_\_\_\_\_ (Name of Signers)

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

Seal  
(Place Notary Seal Above)

Signature: \_\_\_\_\_  
(Signature of Notary Public)

## Public Convenience and Necessity Permit 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.*