




Planning & Community Preservation Department
PLANNING DIVISION APPLICATION CHECKLIST
WWW.VISALIA.GOV • 559-713-4359 • 315 E ACEQUIA AVE, VISALIA, CA 93291

APPLICATION CHECKLIST

Please verify that you have submitted the required documents with your application.

This is a general overview, please refer to your SPR comments for more information. If additional items are needed, a Planner will contact you.

Application and documents may be submitted via PDF emailed to Planning@visalia.gov or in-person on a flash drive.

 Shaded box indicates that item is not required with application submittal.*

Required Items*	Application										
	Annexation	Change of Zone	Conditional Use Permit / Amendments to CUP	General Plan Amendment	Historic Preservation Advisory Committee (HPAC)	Lot Line Adjustment	Specific Plan Amendment	Temporary Conditional Use Permit (TCUP)	Tentative Parcel Map	Tentative Subdivision Map	Variance/Exception
Complete Planning Application											
Applicable Fees											
Operational Statement											
Notarized Agency Authorization (if applicable)											
Site Plan											
Floor Plan											
Site Plan Review (SPR) required items (noise/traffic/environmental studies, etc.)											
Building Elevations											
Subdivision Map											
Proposed Land Use Maps											
Geographic description and map											
Copy of deed(s) of the property											
Conceptual Plans or Exhibits for proposed project associated with request (if applicable)											

***Please note, a Planner may require any item on this list for any project.**

APPLICATION CHECKLIST (CONTINUED)

Required Items*	Application										
	Annexation	Change of Zone	Conditional Use Permit / Amendments to CUP	General Plan Amendment	Historic Preservation Advisory Committee (HPAC)	Lot Line Adjustment	Specific Plan Amendment	Temporary Conditional Use Permit (TCUP)	Tentative Parcel Map	Tentative Subdivision Map	Variance/Exception
City of Visalia Business Tax Certificate											
Tulare County Environmental Health Permit (Mobile Food Vendors, etc.)											
Tulare County Restroom Verification form (Mobile Food Vendors, etc.)											
Sign Program (if sign variance/exception is requested)											
Title Report											
Supplemental Consent to Annex form A-1											
LAFCO forms E-8 and E-9											
Supplemental Exception form E-1											
Supplemental GPA and COZ form GC-1											
Supplemental HPAC form H-1											
Supplemental LLA form L-1											
Supplemental SPA form S-1											
Supplemental Variance Findings form V-1											

***Please note, a Planner may require any item on this list for any project.**

The application completeness review process is up to a 30-day process. If all items on this checklist, including required SPR items, are not submitted, the application will be deemed incomplete and rejected. If all required items on this checklist, including SPR items, are submitted and determined to meet all requirements, the application shall be deemed complete and accepted for processing.

Questions?

Planning Hotline: 559-713-4359

Email: Planning@visalia.gov

Location: 315 E. Acequia Ave, Visalia 93292



Planning & Community Preservation Department

PLANNING DIVISION APPLICATION

Application and documents may be submitted via PDF emailed to Planning@visalia.gov or a flash drive in-person at the counter.

WWW.VISALIA.GOV • 559-713-4359 • 315 E ACEQUIA AVE, VISALIA, CA 93291

****STAFF USE ONLY****

DATE RECEIVED:

PROJECT #:

PLANNER:

PERMIT APPLICATION (CHECK ALL THAT APPLY)

- | | | |
|---|--|--|
| <input type="checkbox"/> CONDITIONAL USE PERMIT (CUP) | <input type="checkbox"/> VARIANCE/EXCEPTION | <input type="checkbox"/> SPECIFIC PLAN AMENDMENT |
| <input type="checkbox"/> AMENDMENT TO EXISTING CUP | <input type="checkbox"/> CHANGE OF ZONE | <input type="checkbox"/> LOT LINE ADJUSTMENT (LLA) |
| <input type="checkbox"/> TENTATIVE SUBDIVISION MAP | <input type="checkbox"/> ANNEXATION | <input type="checkbox"/> TEMPORARY CONDITIONAL USE PERMIT (TCUP) |
| <input type="checkbox"/> TENTATIVE PARCEL MAP (TPM) | <input type="checkbox"/> GENERAL PLAN AMENDMENT | |
| <input type="checkbox"/> OTHER: _____ | <input type="checkbox"/> HISTORIC PRESERVATION ADVISORY COMMITTEE (HPAC) | |

SECTION 1: PROJECT MAIN CONTACT - APPLICANT/AGENT INFORMATION

Name: Email:

Organization/Title: Phone:

Mailing Address:

Statement: I will be the main contact and representative of the proposed project with City Staff during the processing of this application. I declare under penalty of perjury that all statements and documents submitted with this application are true and correct to the best of my knowledge.

SIGNATURE: DATE:

SECTION 2: PROPERTY OWNER INFORMATION

Is Property Owner different from Project Main Contact? ☐ YES (complete this section) ☐ NO (SKIP to Section #3)

PROPERTY OWNER #1

Name: Mailing Address:

Email: Phone:

Property Owner #2 (if applicable)

Name: Mailing Address:

Email: Phone:

Statement: I / We declare under penalty of perjury that I am / we are the legal owner(s) of the property involved in this application. I / We authorize the person named in this application as the Project Main Contact to act as my / our representative with City Staff regarding the processing of this application.

SIGNATURE: DATE:

SIGNATURE: DATE:

SECTION 3: PROJECT INFORMATION

Site Plan Review (SPR) Number: OR ☐ N/A

Date of Site Plan Review Committee **Revise & Proceed**:

Title or Name of Project:

Project location/address:

Brief Project Description (detailed overview of the project should be included in the Operational Statement:

Assessor's Parcel Number(s) (APN(s)):

Site area (acres, or square feet if less than one acre):

Existing uses:

SECTION 4: OTHER INVOLVED PARTIES (EX. PRINCIPALS, PARTNERS, AND/OR TRUSTEES)

Are there other parties involved with this project? ☐ YES (complete this section) ☐ NO (SKIP to Section #5)

Name:

Company and Title:

Phone:

Email:

Name:

Company and Title:

Phone:

Email:

Name:

Company and Title:

Phone:

Email:

Name:

Company and Title:

Phone:

Email:

Name:

Company and Title:

Phone:

Email:

Is the Project Main Contact (Section 1), the same as the Property Owner (Section 2)?

☐ YES (SKIP this section)

☐ NO (Complete this section and submit notarization)

SECTION 5: AGENCY AUTHORIZATION

Owner's Signature MUST be Notarized.

Attach acknowledgement of signature(s) by Notary Public.

AGENCY AUTHORIZATION

Property Owner:

I, , declare as follows:

Owner's Name - Print

I am the owner of certain real property bearing assessor's parcel number (APN):

Located at the following address or location:

Agent:

I designate , to act as my duly authorized agent for all

Agent's Name - Print

purposes necessary to file an application for, and obtain a permit to

Action Sought

relative to the property mentioned herein. I declare under penalty of perjury the foregoing is true and correct.

Executed this day of , 20 .

Signatures (MUST BE NOTARIZED) Attach acknowledgement by Notary Public:

OWNER

AGENT

Signature of Owner

Signature of Agent

Owner Mailing Address

Agent Mailing Address

Owner Mailing Address (continued)

Agent Mailing Address (continued)

Owner Telephone

Agent Telephone

Owner Email

Agent Email

HISTORIC PRESERVATION ADVISORY COMMITTEE SUPPLEMENTAL Form H-1

Form and application are for HPAC process only. Building permits require a separate application and separate materials.

Type of Action (select one):

- ☐ New construction ☐ Signs ☐ OTHER: _____
- ☐ Alteration to existing structure ☐ Moving - New location ☐ Demolition
(may require inspection by the City of Visalia Building Division. For more information, contact HPAC staff representative)

If moving or demolition permit - it is not necessary to complete the following questions:

Exterior Elevations

Proposed materials on exterior elevation (type and description if siding and trims):

Description and type of proposed windows and doors (include material of window frame):

If masonry is used as an exterior material, please provide the following information:

Material:

Size:

Color:

Roof (please indicate proposed changes to):

Material:

Pitch:

Style:

Proposed Building Height:

Height to eave: Height to peak of roof:

Setbacks (measurement from curb and property line to proposed structure)

Setbacks on proposed project:

Front: Rear: Sides:

Setbacks on adjacent properties (distance from curb is sufficient):

Front only:

Landscaping (indicate mature trees on plans):

Signs (if applicable)

Please provide a sketch of the proposed sign indicating colors and materials and a plot plan showing location of the sign on the property.