

City of California City Planning Department

Application Packet and Checklists for Development Plans

City of California City
Planning Department
21000 Hacienda Boulevard
California City, CA 93505-2293

(760) 373-7141
(760) 373-7529 (fax)

E-Mail:
Planning2@CaliforniaCity.com

Web Address:
<http://www.CaliforniaCity.com>

GENERAL APPLICATION PACKET AND CHECKLISTS FOR DEVELOPMENT PLANS

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OVERVIEW

The City of California City has assembled this material in order to assist in the processing of all planning applications and tentative, parcel and final maps for subdivisions within the city. The development process in California City includes the steps described in the attached **Description of Application Process:**

Conceptual Review:

Conceptual review is referred to as Development Review Committee (DRC) or site plan approval. Applicants must complete the conceptual review checklist and return it with the completed application form, environmental checklist form, initial study, backup material requested, such as, developer drawings, plans and applicable fees. Equally important, is the need for title reports and biota studies. Biota studies are required for all newly constructed projects on raw land. Existing structures do not require a biota study. Additional CEQA fees may apply and consultation with Fish and Game and Fish and Wildlife Service may also be necessary.

Conceptual review fees for DRC and site plan is \$750.00. Additional fees may be required, if the project needs other permits. An example of this would be if a project requires conceptual review prior to applying for a conditional use permit, zone change/general plan amendment, annexation/detachment or a variance, a Kern County document handling fee may apply and CEQA fees.

Projects that **must go** through conceptual review are:

- 1) All commercial and industrial projects involving new construction, extensive modification to an existing structure, or if the proposed business is new to the building.
- 2) A large apartment complex, involving four (4) or more units. Two (2) duplexes on the same lot qualifies as four (4) units and requires conceptual review.
- 3) Other examples of projects requiring conceptual review are subdivisions consisting of parcel map or tract map and amendments to these maps.

Amendments that considerably change the scope of what was originally approved. These subdivisions have checklists for both the tentative map and final map process in the application packet. Tentative maps are reviewed and approved by the Planning Commission at a public hearing. Final maps require the filing of an application with the Planning Technician and payment of a fee, before the final map is sent to Council. Final maps require only City Council approval and are scheduled when the City Engineer deems the map is complete and coordinates with the Planning Technician that all final map fees have been paid. A Kern County document handling fee may apply and CEQA fees.

4) A conditional use permit must go through conceptual review, Planning Commission approval at a public hearing. The fee for a conditional use permit is \$750.00 plus \$20.00 per lot. A Kern County document handling fee may apply to file a CEQA exemption notice.

5) A zone change requires conceptual review, Planning Commission approval at a public hearing. The fee for a zone change is \$750.00 plus \$20.00 per lot. A Kern County document handling fee applies and CEQA fees.


6) A general plan amendment must go through conceptual review, Planning Commission approval at a public hearing. The fee for a general plan amendment is \$1,000.00. A Kern County document handling fee applies and CEQA fees.

5) Annexation/detachment and zone change/general plan amendment must go through conceptual review, Planning Commission and City Council approval at public hearings. The fee for an annexation/detachment is \$20,000.00. A Kern County document handling fee applies and CEQA fees.

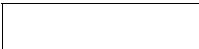
Projects that **do not** require conceptual review are:


1) Lot line adjustment, parcel map waiver, lot merger, unmerger, certificate of compliance, film permit, variance, and large day care. A certificate of compliance is typically filed with a parcel map waiver, lot merger, lot unmerger or lot line adjustment. On occasion, an owner will file for a certificate of compliance as a "stand alone" document, when a parcel was created without using one of the acceptable processes recognized by the Subdivision Map Act; being a parcel map, tract map or a parcel map waiver. A Kern County document handling fee applies to file CEQA exemption notice. **See sample on next page for Lot Merger, Lot Line Adjustment, Unmerger, and Parcel Map Waiver for before map, after map, and metes and bounds, this must be included and stamped by a registered licensed civil engineer.**


SAMPLE OF HOW TO PREPARE BEFORE, AFTER, METES AND BOUNDS

a) SAMPLE **BEFORE MAP**: Shows the lots as they existed **before** 

AND the **registered licensed civil engineer must** stamp the document. 

b) SAMPLE **AFTER MAP**: Shows the lot as it exists **after** 

AND the **registered licensed civil engineer must** stamp the document. 

c) **METES AND BOUNDS**: The Registered Licensed Civil Engineer will prepare a new metes and bounds description for the newly merged lots or adjusted lot line. The old description of the lots are no longer valid **AND** the **registered licensed civil engineer must** stamp the document. 

d) These three documents **must** be returned with the completed application packet.

2) A variance is approved by the City Manager/Planning Director. However, the process does require an application be filed, backup material be provided and payment of a fee. A minor variance is \$100.00. The City Manager/Planning Director may require a conceptual review and approval by the Planning Commission. The regular DRC fee of \$750.00 would apply. Depending on the nature of the variance and if the Planning Commission must review at a public hearing, the standard variance fee of \$750.00, plus \$20.00 per lot also applies and is in addition to the DRC fee. A Kern County document handling fee applies to file CEQA exemption notice.

Questions regarding this process may be directed to the Planning Technician. See the phone list provided below with other useful contact names and phone numbers.

Email your request to Planning2@CaliforniaCity.com and the Planning Department will forward the requested applications, informational guides, maps or publications to you in a return email as an attached pdf file. Please be advised, **MAPS ARE FOR VIEWING ONLY AND CANNOT BE PRINTED**, applications, informational guides and publications are printable documents. The applications, informational guides, and maps are available at the City's Planning Department.

OTHER APPLICATIONS

Adult Care or Large Family Day Care Application
Film Permit Application

NOW AVAILABLE ONLINE

General Plan (Circulation, Land Use, Noise, Open Space/Conservation, Safety Elements)

NOT AVAILABLE ONLINE AT THIS TIME

Housing Element (separate document)

INFORMATIONAL GUIDES /BROCHURES

Adult Care or Large Family Day Care; Affordable Housing; Airport Overlay Zone; Annexation/Detachment

Benefits of Recycling

Certificate of Compliance; City History and City Facts; Code Enforcement Frequently Asked Questions; Conditional Use Permit; Conditional Use Permit Amendment

Development Review Committee (DRC)

Energy Tips; Equestrian Overlay

Fair Employment and Housing; Farm Animal Overlay Zone; Film Permit; Flood Hazard Overlay Zone

General Plan Amendment

Kern County Directory of Offices and Services

Lot Line Adjustment

Manufactured/Conventional Home Requirements; Manufactured Home Development Overlay Zone; Multi-Family Residential High Density RM1/RM2;

Parcel Map; Parcel Map Waiver; Parcel Merger; Planned Unit Development Overlay Zone; Planning Frequently Asked Questions

Reducing Greenhouse Gas Emissions and the Effects of Global Warming

Tract Map

Subdivision Deferred Improvement (SDI Tracts); Second Unit Housing

Unmerger

Variance

Zone Change

MAPS AVAILABLE

FEMA Flood Zone; Zoning/General Plan; Water; Sewer; Boundary; Supersonic Corridor

PUBLICATIONS AVAILABLE ON CITY WEBSITE: The Master Fee Resolution or California City Municipal Code (CCMC) at: <http://www.CaliforniaCity.com>

CCMC Title 9, Land Use and Development, Chapter 1, Planning (**INCLD w/this packet**)

CCMC Title 9, Land Use and Development, Chapter 2, Zoning Code (**PARKING REQS INCLD w/this packet**)

CCMC Title 9, Land Use and Development, Chapter 3, Land Divisions

CCMC Title 9, Land Use and Development, Chapter 4, Signs

CCMC Title 9, Land Use and Development, Chapter 5, Development Agreements

CCMC Title 9, Land Use and Development, Chapter 6, Deferred Improvements

Important Note: Submission deadlines for all applications are attached in the DRC or PC calendars. Applications must be complete, at the discretion of the Planning Technician, before they are accepted and placed on any meeting agenda. Failure to meet deadlines or submit complete application materials will cause delays in the processing and approval of your project, including subdivision projects. If application deadlines and submittal requirements are met, the City will process your application(s) as quickly and efficiently as possible.

Key Phone Numbers and Email Addresses:

Planning Department:

Ronna Greene, Planning Technician, phone (760) 373-7141, fax (760) 373-7529, email Planning2@CaliforniaCity.com

Building Department:

Hazel Munoz, Building Technician, (760) 373-7152, email cbldg-code@CaliforniaCity.com

Robert King, Building Inspector, (760) 373-7159

Daulton Oliver, Building Official, (760) 373-7162

Public Works:

Michael Bevins, Director, (760) 373-7297, email pwdir@CaliforniaCity.com

Engineering:

Jerry Helt, Contract City Engineer, (661) 323-6045, email jhelt@heltengineering.com

Description of Application Process

Pre-application Conference

Prior to preparing any plans to the City for review, contact should be made with the Planning Technician to discuss the proposed development. This step will insure that all applicants are familiar with the zoning, land development regulations in the City, and application requirements, as well as other issues that may relate to the specific development proposal, including CEQA requirements.

Concept Plan Review (DRC or Site Plan)

A Concept Plan, with a complete Concept Plan Review Application must be submitted to the Planning Technician. A complete application will contain all items on the attached concept plan checklist.

Complete applications will be scheduled for a conference with the Development Review Committee. The DRC Conference is intended to provide guidance to developers in getting map applications approved. At the DRC determinations will be made regarding initial CEQA requirements.

The City Planning Commission may review the concept plan for the entire project at the discretion of the Planning Director, or, at the request of the applicant.

Concept plans will be placed on Planning Commission agendas *only* after a DRC conference has taken place and a completed application and fees have been submitted to the City.

At the discretion of the Planning Director the Planning Commission may review the concept plan and may offer opinions, suggestions, comments and any other input they feel is appropriate. Commission comments are not binding and are intended only to benefit the developer as they prepare Tentative Map applications.

Any concept plan must be acted upon within 120 days. After that time the concept plan will require a re-review.

Tentative Plan Review

After the DRC and/or Planning Commission makes any suggestions or changes to the concept plan, a

tentative subdivision/parcel map for the project may be prepared. Maps must be prepared by an engineer or land surveyor and must contain their stamp.

The plans are again reviewed by the Development Review Committee. A DRC report will be prepared advising the developer of any required changes which must be made. The report will also outline suggested changes, which may be made to improve the project.

When any required changes have been made and re-submitted to the Planning Department they will be reviewed by the Director of Public Works, City Engineer and Planning Director. If satisfactory the project will be placed on the Planning Commission Agenda.

As required, the Planning Commission will conduct a public hearing on the tentative map. This hearing is scheduled in accordance with the attached Planning Commission calendar after the submittal is deemed to be complete. The Planning Technician will notify affected property owners within 300 feet.

Applicants will receive a written report of conditions of approval from the Planning Director, which will be required to be met prior to recording of the Final Map.

Final Plan Review

After the Planning Commission completes their tentative map review, applicants may proceed to prepare the Final Map documents, construction drawings, etc. that are needed to obtain final approval.

The City Council shall review and approve the Final Map(s). The staff review is thorough on the final map and one can save time by making sure that everything needed is complete when submitted, especially information for the City Engineer.

Development Agreement

A Development Agreement may be required at the discretion of either the Planning Director or Planning Commission. The Development Agreement will apply to the entire project. City Staff can provide copies of the Development Agreement Form.

TITLE 9. LAND USE AND DEVELOPMENT

CHAPTER 1. PLANNING

Sec. 9-1.101. Purpose and Scope.

This chapter covers the adoption and modification of the City's general and specific plans. This chapter may be cited as the City's "Planning Regulations."

The California Local Planning Law authorizes the City to enact local ordinances for planning purposes. This chapter incorporates by reference those provisions of the California Local Planning Law which are mandated by State law and adopts discretionary provisions.

Sec. 9-1.102. Definitions.

- (a) The following definitions apply to this chapter:
 - (1) "Planning agency" means the California City Planning Commission.
 - (2) "Governing body" or "legislative body" means the City Council.
 - (3) "Local agency" means the City.
 - (4) "Local ordinance" means this chapter.
 - (5) "Local Planning Law" refers to Division 1 of Title 7 (commencing with §65100) of the Government Code.
- (b) Except as provided herein, the definitions now, or hereinafter, set forth in the Local Planning Law are incorporated by this reference.

Sec. 9-1.103. Plan: Requirement.

The Planning Commission shall prepare and the council shall adopt a comprehensive long-term general plan for the physical development of the City and of land outside its boundaries which in the planning agency's judgment bears relation to its planning.

Sec. 9-1.104. Plan: Contents.

- (a) The general plan shall consist of a statement of development policies and shall include a diagram or diagrams and text setting forth objectives, principles, standards and plan proposals. The general plan shall include the following elements to the extent the element exists in the planning area:
 - (1) Land use;
 - (2) Circulation;
 - (3) Housing;
 - (4) Conservation;
 - (5) Open-space;
 - (6) Seismic safety;
 - (7) Noise;
 - (8) Scenic highway; and
 - (9) Safety.
- (b) The general plan may include the following elements:
 - (1) Natural resources;
 - (2) Parks;
 - (3) Recreation;
 - (4) Beaches;

- (5) Playgrounds;
- (6) Recreational community gardens;
- (7) Other recreational areas;
- (8) Parking facilities;
- (9) Aviation and related facilities;
- (10) Public transit facilities;
- (11) Sanitation, drainage and utilities;
- (12) Public buildings;
- (13) Community design standards;
- (14) Standards for elimination of substandard housing;
- (15) Redevelopment;
- (16) Historical preservation; and
- (17) Elements which relate to physical development.

- (c) The general plan and elements shall be consistent with the standards promulgated by State agencies with jurisdiction by law.

Sec. 9-1.105. Adoption.

The City approved a general plan consisting of elements adopted on the dates indicated:

- (a) Conservation: 1973
- (b) Housing 1972
- (c) Land Use and Circulation: 1978
- (d) Noise: 1975
- (e) Open Space: 1973
- (f) Safety: 1975
- (g) Scenic Highway: 1974
- (h) Seismic safety: 1975
- (i) Water and Sewer: 1972

Sec. 9-1.106. Plan: Amendments.

- (a) The Planning Commissions shall hold at least one public hearing before approving an amendment to the general plan or any element.
- (b) The Council shall approve, modify or disapprove amendments approved by the Planning Commission following a public hearing. A modification not considered by the Planning Commission shall be referred to the Commission for report and recommendations.

Sec. 9-1.107. Plan: Amendments: Limitations.

- (a) No mandatory element of the general plan shall be amended more frequently than three times during calendar year unless the proposed amendment is requested and necessary for a single development of residential units, at least 215% of which will be occupied by or available to persons and families of low or moderate income.
- (b) An amendment to a mandatory general plan element which operates to limit the number of housing units which may be constructed on an annual basis shall be accompanied by findings required by law.

Sec. 9-1.108. Plan: Administration.

The Planning Commission shall administer the general plan and shall:

- (a) Make recommendations to the Council concerning reasonable and practical means for putting into effect the general plan and its elements;
- (b) Render an annual report to the Council on the status of the plan and progress in its application;
- (c) Promote public interest in an understanding of the general plan; and
- (d) Consult and advise public officials, agencies, and the public generally with relation to carrying out the general plan.

Sec. 9-1.109. Plan: Administration: Public Works.

- (a) No real property shall be acquired or disposed of, and no public building shall be constructed if the general plan or a specific plan applies until the location, purpose and extent of such acquisition, disposition or work have been reported upon by the Planning Commission as to conformity with the general plan.
- (b) No street shall be improved and no sewers or connections or other improvements shall be laid or authorized in a street for which a specific street or highway plan has been adopted until the Planning Commission has reported on the conformity with such a plan.
- (c) The Planning Commission shall review five-year capital improvement programs prepared by other local agencies for conformity with the general plan.
- (d) The provisions of this section shall not apply to:
 - (1) The disposition of the remainder of a larger parcel which was acquired and used in part for street purposes;
 - (2) Acquisitions, dispositions, or abandonment's for street widening;
 - (3) Alignment projects, provided such dispositions for street purposes, acquisitions, dispositions or abandonment's for street widening, or alignment projects are of a minor nature.

Sec. 9-1.110. Plan: Administration: Zoning.

Zoning regulations shall be consistent with the general plan and specific plans.

Sec. 9-1.111. Plan: Fees.

A person requesting a general plan amendment shall pay a fee in an amount from time to time established by resolution unless the Commission determines the amendment benefits property other than the applicant's property.

9-2.207. Parking: General.

To prevent traffic congestion and shortage of curb spaces, off-street parking shall be provided incidental to buildings or structures and major alterations and enlargements of existing uses. Off-street parking shall be in proportion to the need created by the land use. Off-street parking shall be laid out to protect the public safety and insulate surrounding land uses from their impact.

For the purposes of tabulating the number of off-street parking spaces, the term "floor area" shall mean the gross floor area of a building and its accessory buildings on the same site measured from the outside wall. Applications for land use permits shall be accompanied by a detailed tabulation of the gross floor area and a calculation of the required number of off-street spaces.

9-2.208. Schedule of Off-Street Parking Space Requirements.

(a) The following off-street parking requirements apply to the residential districts:

(1) Two covered parking spaces shall be provided for each unit in a district for single family dwellings.

(2) Two off-street parking spaces shall be provided for each dwelling unit in a district for multiple family dwellings. The parking spaces must have access by a concrete or asphalt driveway. One parking space for each unit must be covered. Notwithstanding the foregoing:

(i) One parking space per dwelling unit is required for multi-family housing made available solely to persons fifty-five (55) years of age or older; and

(ii) An additional one-quarter (.25) parking space per dwelling unit may be required by the Commission for guest parking spaces for developments which include more than fifty percent (50%) of the units as three (3) or four (4) bedroom units.

(iii) One covered parking space for each bedroom or one parking space for each 150 square feet of sleeping area, whichever is greater, is required for boarding houses and private clubs providing sleeping accommodations.

(iv) Motels and hotels shall have one parking space for each guest room. There shall be one additional parking space for each two employees per shift regularly employed by the motel, or any independent business located within the motel structure. If the motel provides an area for the consumption of food or beverages or provides meeting or assembly halls, the following requirements must be met.

<u>Number of Motel Rooms</u>	<u>Parking Requirements</u>
3-10	One parking space for each 100 square feet of area used for the consumption of food or beverages and one parking space for each thirty-five (35) square feet of meeting or assembly hall space.

11-40	One parking space for every 200 square feet of area used for the consumption of food or beverages and one parking space for each seventy (70) square feet of meeting hall or assembly hall space.
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41-75	One parking space for each 300 square feet of area designated for the consumption of food or beverages and one parking space for each 150 square feet of meeting or assembly hall space.
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76 or more	One parking space for each 400 square feet of area set aside for the consumption of food or beverages and one parking space for each 300 square feet of meeting or assembly hall area.
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(3) One covered parking space plus one uncovered guest parking space shall be provided for each dwelling unit in a planned unit development or condominium complex.

(b) The following off-street parking requirements apply to commercial districts:

(1) Dental and medical clinics and offices including optometrists and Chiropractors: One parking space for each 200 square feet of floor area, or four (4) parking spaces for each doctor, whichever is greater.

(2) Major medical facilities and hospitals. One parking space for each 250 square feet of floor area.

(3) Sanitariums, charitable and religious Institutions providing sleeping accommodations: One parking space for each three beds.

(4) Group Care Facilities. One parking space for each three beds.

(5) For auditoriums, community centers, theaters, churches, libraries, museums, stadiums, clubs and funeral chapels: One parking space for every four permanent seats in the principal assembly area or room, or one parking space for every thirty square feet of floor area, whichever is greater.

(6) Bowling alleys: Four parking spaces for each alley, plus one parking space for each 100 feet of floor area used for restaurant and/or cocktail lounge.

(7) Billiard and/or pool parlors: Two parking spaces for each table.

(8) Skating rinks: One parking space for each employee, plus one parking space for each 100 square feet of floor area.

(9) Dance halls: One parking space for each thirty-five (35) square feet of dance floor area, plus one parking space for each five (5) fixed seats or for each thirty-five (35) square feet of seating area where there are no fixed seats.

(10) Banks, savings and loan and other financial Institutions: One parking space for each 250 square feet of floor area plus five tandem lane spaces for each outdoor teller or teller station.

(11) General retail stores, except as otherwise specified: One parking space for each 300 square feet of floor area.

(12) Offices, including all public and professional offices, except as otherwise specified: One parking space for each 250 square feet of floor area, with a minimum of four parking spaces.

(13) Other commercial service establishments, repair shops, wholesale establishments and retail stores which handle only bulky merchandise such as furniture, household appliances, motor vehicles, farm implements and machinery: One parking space for each 500 square feet of floor area.

(14) Automobile dealerships: One parking space for each two employees during the time of maximum employment, plus one parking space for each 2,000 square feet of lot and building area used for the display or storage of automobiles.

(15) Self-service laundries and dry cleaners: One parking space for each three washing machines.

(16) Automobile repair shops: One parking space for each 400 square feet of floor area.

(17) Barber shops, beauty salons: Two parking spaces for each barber or beautician, with a minimum of four spaces.

(18) Restaurants, cafes, soda fountains and similar establishments: One parking space for each 100 square feet of floor area.

(19) Manufacturing plants and other industrial uses: One parking space for each employee during the shift of maximum employment, plus one parking space for each vehicle used in conjunction with the use.

(20) Retail food market and convenience store: One parking space for each 500 square feet of floor area.

(21) Nurseries, retail: One parking space for each 1,500 square feet of site area, plus one loading space for each acre of site area.

(22) Shopping centers (major): One parking space for each 200 square feet of floor area.

(23) Open uses, commercial and industrial uses conducted primarily outside of buildings: One parking space for each employee on the maximum shift plus additional parking spaces prescribed by the Planning Director.

(24) Transportation terminal facilities: One parking space for each two employees plus additional parking spaces prescribed by the Planning Director.

(25) Storage and warehouses: One parking space for each 1,000 square feet of floor area.

(c) The following off-street parking requirements apply to educational facilities:

(1) Kindergarten and Nursery Schools: One parking space for each employee plus one parking space for each ten children.

(2) Elementary and Junior High Schools: Two parking spaces for each classroom.

(3) High Schools: One parking space for each employee plus seven parking spaces for each classroom.

(4) Colleges; Business and Professional Schools and Colleges; Trade Schools: One parking space for each employee plus ten parking spaces for each classroom.

(d) For a use not specified in this section, the same number of off-street parking spaces shall be provided as are required for the most similar specified use.

9-2.209. Standards for Off-Street Parking Facilities.

Off-street parking shall conform with the following standards:

(a) The parking space shall be nine feet by nineteen feet (9'x19') and parking areas shall have ingress and egress to a street or alley.

(b) Entrances and exits to parking lots shall be provided at locations approved by the City Engineer.

(c) The parking area, aisles and access drives shall be surfaced with an asphalt concrete surfacing.

(d) Parking areas shall not be located within a required front setback or within a street side setback of a corner lot.

(e) Open spaces shall be plainly marked by striping.

(f) In all commercial, quasi-public, industrial, and professional and administrative office districts. One (1) stall for the physically handicapped shall be provided for each fifty (50) parking spaces, or fraction thereof, and shall be located as near as practical to public entrance.

(g) Parking spaces for "compact automobile" will be permitted not less than fifteen feet (15') in length and seven and one-half feet (7'2") in width, exclusive of aisles and access drives and shall not exceed thirty percent (30%) of the total required parking spaces.

(h) Lighting shall be deflected away from abutting residential sites so as to cause no annoying glare.

(i) In a commercial district where a site adjoins or is directly across the street from a residential zone, a concrete block or masonry wall not less than six feet (6') in height shall be located on the property line except in a required front yard, in which case the wall shall be three feet (3'), and suitably maintained.

(j) The plan for off-street parking facilities shall be accompanied by a detailed landscape plan for parking facilities. The Planning Director shall approve landscaping plans within a parking area and may require additional landscaping if the Planning Commission deems it necessary to improve the aesthetic character of the project.

(k) Off-street parking facilities shall be located on the same site as the use for which the spaces are required or on an adjoining site or a site separated only by an alley from the use for which the spaces are required.

9-2.210. Shared Parking.

(a) The Planning Commission Council may grant an exception to the number of spaces required when the joint users of a parking facility have divergent needs with respect to daytime versus nighttime use, or weekdays versus Saturdays or Sundays.

(b) Conditions for allowing shared parking are:

(1) The buildings and uses shall be within three hundred feet of the nearest point by walking distance within a parking facility to the building or use.

(2) The applicant shall show there is no conflict in the principal operating hours of the buildings or uses.

(3) A shared parking agreement between the principal parties and the City shall be entered into which restricts the shared parking area to parking use only.

9-2.211. Off-Street Loading Facilities Required.

(a) In commercial and manufacturing zones, and multiple residential zones, there shall be located on the site of each building or structure, off-street loading for vehicles.

Where, in the opinion of the Planning Director, a practical difficulty is involved relating to site size, existing development or access, the Planning Commission may grant an exception to any portion of the requirements necessary to achieve the intent of this section.

(b) One off-street loading berth shall be provided if the gross floor area exceeds five thousand square feet, and one additional berth shall be provided for each additional ten thousand square feet. No off-street loading berths shall be required for buildings of less than five thousand square feet of gross floor area. The loading area, aisles and access drives shall be fully hard surfaced with asphaltic concrete of minimum thickness of two inches (2"), over four inches (4") of untreated rock base. Lighting shall be deflected away from abutting residential sites to prevent annoying glare.

(c) The location of off-street loading facilities shall be approved by the Planning Director.

9-2.212. Site Plan Review.

(a) A site plan shall be approved by the Planning Director for a multi-family residential use of four (4) units or more, private club use, commercial use, church use or manufacturing use.

(b) An application for site plan review shall be filed with the Planning Director. The Planning Director shall review the proposal to determine whether it satisfies the requirements of this section. The Planning Director's decision shall be final unless appealed to the Planning Commission by any interested party prior to the issuance of any building permit for the property.

(c) The application for a site plan review shall contain the following:

(1) Name and address of the applicant;

(2) Name(s) and address(s) of the property owner(s);

(3) Assessor's parcel number(s);

(4) A plan drawn at the scale specified by the Planning Director, including the following:

(i) Topography and proposed grading;

- (ii) Location of existing buildings and structures with required setbacks;
- (iii) Location of proposed buildings and structures with required setbacks;
- (iv) Location of all existing and proposed utilities, including water, natural gas, electrical and drainage facilities;
- (v) Exterior elevations showing the height of the building, the location of doors, windows, chimneys, mechanical equipment and the types and colors of materials proposed;
- (vi) Dimensions of the existing and proposed buildings or structures or other information (e.g., seating capacity) of the proposed buildings allowing the Planning Director to determine parking needs in accordance with the requirements set out in the City Zoning Ordinance;
- (vii) Layout of proposed parking lot, including location of parking spaces, internal circulation pattern, ingress and egress points and location of trash enclosures;
- (viii) Dimensions of parking stalls and aisles;
- (ix) Location of landscaping and irrigation system, including identification of plant materials to be used; and
- (x) Location of on-site and off-site lighting.

(d) The site plan shall be approved if application shows the site will be developed in accordance with the requirements of the Municipal Code. The applicant shall improve the property shown in the application in conformance with the approved site plan.

Applicable Development Fees

The following development fees are adopted in California City. A complete copy of the City's Master Fee Resolution available at the City Offices or on the City's Website at <http://www.CaliforniaCity.com>

Section 9-1. Planning.

Pursuant to Section 9-1.111 of the Code, a person proposing an amendment to the City's General Plan shall pay a processing fee in the amount of \$1,000.00. Such fee may be abated if the Planning Director determines the suggested plan amendment benefits property other than property owned by the applicant.

Section 9-2. Zoning.

The following fees are established for zone changes, variances, special use permits and certificates of compliance:

(a) Each application for zone change, variance (requiring Planning Commission action), conditional use permit, special use permit or overlay zone shall be accompanied by an application fee of \$750.00 plus \$20.00 per lot.

(b) There is a special application used by the City for a large family day care for 9 to 14 children. The application fee is \$60.00. As required by State law, small family day care (1 – 8 children) and small residential group homes with no more than 6, excluding the residential family, requires no application and no business license fee.

(c) Each application for a minor variance which does not require Planning Commission action shall be accompanied by a fee of \$100.00.

(d) Each application fee for a Development Committee Review (DRC) shall be accompanied by a fee of \$750.00.

(e) If a decision of staff is appealed to the Planning Commission or a decision of the Planning Commission is appealed to the Council, an appeal fee of \$200.00 shall be paid.

(f) For special situations at cost.

Section 9-3. Land Divisions.

Pursuant to Section 9-3.702 of the Code, these fees and charges are provided in a chart on the next page and shall be paid by persons requesting approval by the City of a division of land pursuant to the Subdivision Map Act or pursuant to Chapter 3 of Title 9 of the Code.

Section 9-4. Annexation or Detachment.

A property owner who desires to annex property to or detach property from the City shall pay a processing fee of \$20,000.00. If several properties are annexed or detached in a single proceeding this amount may be spread among the several owners.

Section 9-5. Special Meetings.

If a person requests a special meeting be conducted by the Council or Planning Commission, that person shall pay for the cost of the meeting, including amounts paid to the Council or Commission, staff time and the cost of special notices. No fee shall be charged if the meeting is canceled in advance or if the meeting is a result of staff error.

Kern County Document Handling Fee. There is a **\$50.00** fee required by Kern County for the filing of a Notice of Exemption or the posting of documents for a 30-day or 45-day review period. The Planning Technician will prepare the Notice of Exemption or the documents that require posting. The applicant or agent will be notified when to bring the **\$50.00 money order or cashiers check**, made payable to the Kern County Clerk. The County Clerk no longer accepts personal checks. Once the documents are signed by the appropriate City Official, the money order or cashiers check will be attached and forwarded to the County Clerk for processing.

CEQA and Kern County Fees. Environmental filing fees (Pursuant to Fish and Game Code Section 711.4, the Department shall impose and collect a filing fee to defray the costs of managing and protecting California's vast fish and wildlife resources. SB 1535 was passed increasing the amounts of filing fees collected by the Department, and requires the Department to adjust the fees annually pursuant to Fish and Game Code Section 713.)

CEQA AND KERN COUNTY FEES EFFECTIVE JANUARY 1, 2010

Negative Declaration (ND) or Mitigated Negative Declaration (MND) fee **\$2,010.25**

Environmental Impact Report (EIR) fee **\$2,792.25**

Environmental Document pursuant to a Certified Regulatory Program (CRP) fee **\$949.50**

A Kern County fee of **\$50.00** applies to the recording and processing of the document(s). All CEQA and Kern County fees are to be paid by money order or cashiers check, made **payable to the Kern County Clerk**. The County Clerk no longer accepts personal checks. Once the documents are signed by the appropriate City Official, the money order or cashiers check will be attached and forwarded to the County Clerk for processing.

Parcel Map Land Divisions	
Base Cost for Filing & Processing	\$500.00
Checking Cost	\$600.00
Base Fee for Refiling of Revised Tentative Maps within two (2) years of approval	\$500.00
Base Fee for Refiling of Revised Tentative Maps after two (2) years of approval	\$500.00
Extension of Time Filing Cost	\$100.00
Improvement Plan Checking Cost	Additional- see below
Subdivisions	
Tentative Map Filing Cost (other than pre-existing mobile home parks)	\$600.00 plus \$20.00/lot
Tentative Map Filing Cost (mobile home park conversions)	\$500.00
Amended Tentative Map Filing Cost	\$600.00 plus \$20.00/lot
Final Map Checking Cost (one time)	\$400.00 plus \$30.00/lot
Extension of Time Filing Cost	\$100.00
Improvement Plan Checking Cost	Additional- See below
Miscellaneous Services Costs Related to Land Divisions	
Certificate of Compliance (each land division) contiguous lot or parcel (maximum of 4)	\$300.00 plus \$25.00/lot
Lot Line Adjustment or Parcel Map Waiver	\$350.00
Certificate of Parcel Merger or Unmerger	\$250.00
Street and Easement Vacation	\$500.00
Street Dedication and Acceptance (when previously rejected)	\$500.00
Certificate of Correction (S.M.A. 66469 Conditions)	\$250.00
Certificate of Correction for Purpose of Modification (S.M.A.66472.1 Conditions)	\$500.00
Kern County Document Handling Fee. One-time fee required by Kern County for the filing of a Notice of Exemption or Negative Declaration.	\$50.00
Improvement Plan Checking Cost	
Base Cost- includes street, storm drain, sewer or water plans, and other utilities. Utility installations are charged one-half the stated amount.	\$300.00 or 3% of total estimated cost of construction of public improvement, which ever is greater. The construction cost estimate shall be prepared and submitted by the applicant's engineer on a form and in an amount approved by the city manager.
Grading plans associated with a new subdivision or more than a single lot, commercial, and industrial lot.	\$300.00 or 1% of estimated cost of construction, whichever is greater. The construction estimate shall be prepared and submitted by the applicant's engineer on a form approved by the City Engineer. A copy of a signed contract for the grading with the amount shown is a satisfactory substitute for the engineer's estimate.
Grading Plans/Drainage Plans not associated with subdivision (single lot grading/ drainage)	Plan Review Fee- Table A-33-A of the current Uniform building Code or \$23.50, whichever is greater.
Improvement Plan Permit Fee	
Includes street, storm drain, sewer, water plans, and other utilities	\$300.00 or 2.5% of estimated cost of construction. Estimate shall be prepared and submitted by the applicant's engineer on a form approved by the City Engineer. A copy of a signed contract for the work with the amount shown is a satisfactory substitute for the engineer's estimate.
Grading plans/drainage plans associated with a new subdivision or more than a single lot, commercial and industrial lots. PERMIT FEE	\$100.00 or 1% of the estimated cost of construction. Estimate shall be prepared and submitted by the applicant's engineer on a form approved by the City Engineer. A copy of a signed contract for the work with the amount shown is a satisfactory substitute for the engineer's estimate.
Grading plans/drainage plans not associated with a subdivision (single lot grading/drainage) PERMIT FEE	\$100.00 or table A-33-B of the current Uniform Building Code, whichever is greater.
Amending Plan Permit Fee	Table A-33-B of the Uniform Building Code

DATE _____

CASE NO. _____

(Issued by Planning Dept.)

**CITY OF CALIFORNIA CITY
PLANNING DEPARTMENT
CONCEPT PLAN/SITE PLAN
FOR DEVELOPMENT REVIEW COMMITTEE (DRC)
APPLICATION CHECK LIST**

DRC MEETINGS ARE REQUIRED FOR: Conditional Use Permit, Conditional Use Permit-Amendment, Zone Change, General Plan Amendment, Tentative Tract Map, Parcel Map, Large Apartment Complex (4 or more units).

_____ **Bonding: In some instances a Subdivision Improvements Performance Bond and/or a Subdivision Improvements Labor and Material Bond will be required as a condition of approval.**

_____ 1. Checklist, completed application form and application fee of \$750.00.

_____ a. **DRC Checklist must be returned with application.**

_____ b. DRC Meetings scheduled 2nd and 4th Tuesday of each month.

_____ c. DRC Meetings are held in the morning in the Council Chambers at City Hall beginning at 10:30 a.m., applicant and/or their representative or agent will be notified of date and time to attend.

_____ 2. Copy of current Warranty Deed to the property to verify Fee Title ownership and to provide legal description. A Tentative Title Report may be substituted, not more than 30 days old.

_____ 3. Copy of the assessor parcel map. Available at the California City Planning Department. The cost is 25 cents per page or visit online at <http://www.kerndata.com> - you will be able to print a copy of the assessor parcel map with an assessor parcel number (APN).

_____ 4. Legal description of the outer boundary of the entire proposed development.

_____ N/A 5. As needed, the Planning Department will submit a property owner's list with Assessor Parcel Numbers of all adjacent property owners within 300 feet, showing the owners property parcel ID number, name and mailing address.

_____ 6. Proposed changes to existing zoning district boundaries, if such will be needed.

_____ 7. Concept Plan/ Site Plan Map: Applicant should contact a Civil Engineer or Licensed Land Surveyor to prepare detailed maps requiring engineer's stamp. Ten (10) copies of the project concept plan/site plan, drawn to scale of not more than 1" =100' and ten (10) reductions on 11x17-inch paper, showing the following and one (1) copy 8 ½ x 11-inch paper showing the following:

_____ a. Proposed name of subdivision, apartment complex, commercial or manufactured business.

_____ b. Name of property if no name has been chosen. (This is commonly the name in which the property is locally known).

_____ c. Locations and ownership of all adjacent tracts of land.

_____ d. A vicinity plan showing location of property and all existing significant features within or adjacent to the property.

_____ e. In developing City Traffic Impact Analysis Guidelines, Caltrans' Traffic Impact Study Guidelines may be of use. See: <http://www.dot.ca.gov/hq/tpp/offices/ocp/tisguide.pdf>

_____ f. The air quality impacts posed by a particular project cannot be determined solely by the City of California City. Each project shall be judged individually for its potential for significant impacts, based on specific circumstances and evidence presented in the CEQA document for that particular project.

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DATE _____

CASE NO. _____

(Issued by Planning Dept.)

**CITY OF CALIFORNIA CITY
PLANNING DEPARTMENT
CONCEPT PLAN/SITE PLAN
FOR DEVELOPMENT REVIEW COMMITTEE (DRC)
APPLICATION CHECK LIST**

- _____g. Locations and widths of existing and proposed streets.
 - _____h. Configuration of proposed lots with minimum and average lot sizes.
 - _____i. Approximate locations, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use.
 - _____j. Proposed future drainage scheme.
 - _____k. Those portions of property designated as Flood Plain and slopes in excess of 30%.
 - _____l. Total acreage of the entire tract proposed for subdivision or project.
 - _____m. General topography.
 - _____n. North arrow, scale, date of drawing.
 - _____o. Property boundary with dimensions.
 - _____p. Must adhere to public utility easements (PUE).
- _____ 8. Developer's plan regarding California Environmental Quality Act (CEQA).
- _____ 9. New development proposals having more than 50 housing units or 50,000 square feet of commercial or industrial floor space shall prepare a Child Care Facilities Needs Assessment.
- _____ 10. Developer's plan Redevelopment Agency (RDA) participation in the project, if applicable.
- _____ 11. Nearest fire hydrant _____ ft., picture required. Developer may be required to pay for and installation of a commercial steamer fire hydrant, capable of servicing a large apartment complex (4 or more units), commercial, industrial, tentative or parcel map subdivisions.
- _____ 12. Developer to install curb, gutter, sidewalks in front of their property only.
- _____ 13. Developer to install sewer or request to defer (form included).
- _____ 14. A biota study is required for all projects on desert vacant land . Contact any wildlife biologist or locally, Mark Hagan, Wildlife Biologist, (661) 723-0086 or Paul Pruetz, Wildlife Biologist, (661) 872-5662.
- _____ 15. Developer to control dust during grading and construction.
- _____ 16. Pictures of the site is required, standing on the lot, a picture facing north, east, south, and west.
- _____ 17. Projects disturbing one (1) acre of land or greater by grading, **Waste Discharge ID (WDID) PERMIT:**
- _____ a. Applicant completes and obtains signature and stamps as required from Kern County Engineering and Survey Services Department (ESS) and Registered Professional Engineer, prior to turning in the form with the completed DRC Application, see Kern County link for Applicability of NPDES Storm Water form: <http://www.co.kern.ca.us/bid/pdfs/npdes-1-acre-applic.pdf> Applicant completes Items I through IV on page 1 of the form. Items V and VI (page 2): Item V to be verified by ESS prior to issuance of the permit and Item VI Certification by a Registered Professional Engineer must include engineer's signature and stamp.
 - _____ b. Applicant to have completed by Registered Professional Engineer Designer Certification (Grading) form: <http://www.co.kern.ca.us/bid/pdfs/form222r2.pdf>

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DATE _____

CASE NO. _____

(Issued by Planning Dept.)

**CITY OF CALIFORNIA CITY
PLANNING DEPARTMENT
TENTATIVE AND PARCEL MAP APPLICATION CHECK LIST
PARCEL MAP WILL REQUIRE PARTIAL IMPROVEMENTS**

- _____ 1. Checklist, completed application form and application fee paid, see fee schedule.
- _____ 2. Tentative title report, not more than 30 days old.
- _____ 3. Soils report.
- _____ 4. Hydraulic and Hydrologic storm drainage calculations.
- _____ 5. Traffic report when required by Planning Commission or DRC.
- _____ 6. In developing City Traffic Impact Analysis Guidelines, Caltrans' Traffic Impact Study Guidelines may be of use. See: <http://www.dot.ca.gov/hq/tpp/offices/ocp/tisguide.pdf>
- _____ 7. The air quality impacts posed by a particular project cannot be determined solely by the City of California City. Each project shall be judged individually for its potential for significant impacts, based on specific circumstances and evidence presented in the CEQA document for that particular project.
- _____ 8. New development proposals having more than 50 housing units or 50,000 square feet of commercial or industrial floor space shall prepare a Child Care Facilities Needs Assessment.
- _____ 9. Copy of proposed protective covenants.
- _____ 10. A Map of the area showing Kern County ownership and identification #'s.
- _____ 11. Projected 10-year culinary water, irrigation water, and wastewater demands of the development.
- N/A 12. As needed, the Planning Department will submit a property owner's list with Assessor Parcel numbers of all adjacent property owners within 300 feet, showing the owners property parcel ID number, name and mailing address.
- _____ 13. Evidence of compliance with all applicable federal, state, and local laws and regulations—if requested by City.
- _____ 14. Tentative Map: Ten (10) copies at a scale no smaller than 1" = 100', Ten (10) 11 x 17-inch reductions, and one (1) 8.5 x 11-inch copy. The General Layout, Grading, Drainage, and Utility Layout information may all be on one drawing if it is not too crowded, or they can be on separate drawings. Each copy shall contain the following items:

a. General Layout

- _____ 1. Name and address of owners of land or name and address of subdivider, if different than owner.
- _____ 2. The location of property with respect to surrounding property and streets, the name of all adjoining property owners of record, or the names of adjoining developments; the names of adjoining streets and all facilities within 100 feet of the Mapped property. Assessor Parcel Numbers must be included.
- _____ 3. Layout, dimensions, and names of existing and future road right-of-ways.
- _____ 4. North arrow, a tie to a permanent survey monument at a section corner.
- _____ 5. The boundary lines of the subdivision with bearings and distances and a legal description.
- _____ 6. Layout and dimensions of proposed lots with lot area in square feet.

DATE _____

CASE NO. _____

(Issued by Planning Dept.)

**CITY OF CALIFORNIA CITY
PLANNING DEPARTMENT
TENTATIVE AND PARCEL MAP APPLICATION CHECK LIST
(PARCEL MAP WILL REQUIRE PARTIAL IMPROVEMENTS)**

- _____ 7. Location, dimensions, and labeling of roads, buildings, irrigation features, drainage, parks, etc.
- _____ 8. Location of prominent natural features such as rock outcroppings, woodlands, steep slopes, etc.
- _____ 9. Right-of-way cross sections.
- _____ 10. Vicinity map.
- _____ 11. Show proposed fencing.
- _____ 12. Signature blocks for tentative approval by Planning Commission.
- _____ 13. The Tentative Map shall be prepared, stamped and signed by a Professional Engineer or Land Surveyor registered in California.

b. Grading and Drainage

- _____ 1. Topography at two-foot intervals.
- _____ 2. Road and lot layout.
- _____ 3. Areas of substantial earth moving with an erosion control plan.
- _____ 4. Location of existing water courses, canals, ditches, springs, wells, culverts, and storm drain.
- _____ 5. Location of any flood plain.
- _____ 6. A storm drainage plan showing water flow directions, inlets, outlets, catch basins, waterways, culverts, detention basins, outlets to offsite facilities, and off site drainage facilities planned to accommodate the project drainage.
- _____ 7. Drainage plans proposed to facilitate the 10-year storm event.
- _____ 8. Irrigation water systems shown with provisions to preserve them (if applicable).

c. Utility Layout

- _____ 1. All existing and proposed utilities including: sewer, culinary water, irrigation water systems, fire hydrants, storm drains, subsurface drains, gas lines, power lines, and street lights.
- _____ 2. Location and dimensions of all utility easements, existing and proposed.
- _____ 3. Service agreement letters (will-serve letters) from utility companies.

DATE _____

CASE NO. _____

(Issued by Planning Dept.)

**CITY OF CALIFORNIA CITY
PLANNING DEPARTMENT
FINAL MAP & CONSTRUCTION DRAWING CHECK LIST**

- ___ 1. Checklist, completed application form and application fee paid, see fee schedule.
- ___ 2. Signed easements and/or agreements with adjacent property owners for necessary off-site facilities or other matters pertinent to the subdivision if not already submitted.
- ___ 3. Signed Home Owners Association (HOA) incorporation papers and bylaws.
- ___ 4. Signed protective covenants.
- ___ 5. Itemized construction cost estimate.
- ___ 6. Updated Tentative Title Report with City Engineer approval, not more than 30 days old.
- ___ 7. Final Subdivision Map: The final subdivision Map shall be detailed in ink on reproducible Mylar sheets that are 24" x 36". Four (4) full-size sheets and five (5) 11 x 17-inch copies and two 8.5 x 11-inch transparencies shall be submitted. Also submit three (3) blueprint copies of the complete construction drawings. The Map shall include the following:
 - ___ a. Subdivision name and location.
 - ___ b. Description of land to be included in the subdivision with appropriate survey ties to existing section corners. The total subdivision area.
 - ___ c. Width and names of existing and proposed right-of-ways.
 - ___ d. Drawing scale to be no smaller than one inch = 100 feet.
 - ___ e. Lot dimensions, property line bearings and area.
 - ___ f. Lot numbers.
 - ___ g. Easements.
 - ___ h. Street monument locations.
 - ___ i. Fire hydrants (every 500 feet).
 - ___ j. Street lights (at intersections and every 300 feet).
 - ___ k. Boundary fences.

DATE _____

CASE NO. _____

(Issued by Planning Dept.)

**CITY OF CALIFORNIA CITY
PLANNING DEPARTMENT
FINAL MAP & CONSTRUCTION DRAWING CHECK LIST**

- ____ l. Flood plain boundaries as indicated by the Federal Emergency Management Agency.
- ____ m. Certificate of Survey.
- ____ n. Signature blocks for the following:
 - ____ i. California City Planning Commission.
 - ____ ii. California City Engineer.
 - ____ iii. California City Council.
 - ____ iv. Kern County Recorder.
 - ____ v. Property Owner.
 - ____ vi. Project Engineer or Land Surveyor.
- ____ o. Tentative lot and road addresses. (Addresses will be supplied by the California City Building Official.)
- ____ 8. Construction Drawings shall include the following:
 - ____ a. Plan and profile and construction details drawings shall be prepared by a licensed professional engineer. His signature and seal to be on each sheet.
 - ____ b. Elevations shall be tied to an existing Kern County benchmark. Drawings shall show a benchmark for the project.
 - ____ c. The drawing scale shall be 1" = 20' horizontal and 1" = 5' vertical. The vertical scale may be smaller in unusual circumstances.
 - ____ d. Centerline data and property line data shall be shown including details of all curves.
 - ____ e. Centerline profiles shall be shown a minimum of 300 feet each way from the ends of subdivision streets except where curb, gutter, and sidewalk exist adjacent to the subdivision.
 - ____ f. All existing improvements within or adjoining the subdivision shall be shown. This includes curb and gutter, sidewalk and ground pipes and utilities, ditches, canals, fire hydrants, street lights, valves, etc.

DATE _____

CASE NO. _____

(Issued by Planning Dept.)

**CITY OF CALIFORNIA CITY
PLANNING DEPARTMENT
FINAL MAP & CONSTRUCTION DRAWING CHECK LIST**

_____g. All proposed structures shall be shown. Detailed standard county structures need not be detailed on the grade sheets, if the applicable county drawing is referenced.

_____h. All proposed drainage facilities include pipe and boxes, shall be shown. This includes plan and profile of the system showing how the drainage water is to be disposed of, and a detail drawing of storm water detention system.

_____i. Where vertical curves are required to form a smooth transition, the horizontal distance shall be a minimum of 100 feet. Wherever vertical curves coincide with horizontal curves, points on the vertical curve shall be calculated to coincide with fractional arc lengths on the horizontal curve.

_____j. Elevations shall be shown on all horizontal and vertical curves at approximately 25-foot intervals and at the points of curvature and the points of tangency.

_____k. The minimum grade for curb and gutter shall be 0.2% (0.5% if FHA financed). The maximum grade shall be 12%. Percent of grade shall be shown on straight grades with elevations at approximately 50-foot intervals. Flow arrows shall be shown to indicate direction of drainage.

_____l. Roadway crowns shall be calculated on the basis of a 2.0% grade from the lip of gutter.

_____m. All street names and/or numbers must be shown.

_____n. Show typical roadway cross-sections.

_____o. Show any existing trees that are 4-inch caliper or larger that are within the right-of-way.

_____p. The existing grade elevations are to be shown in the profile.

_____q. Construction standards and specifications shall be referenced.

_____r. Road signs and stop signs.

_____s. All proposed sanitary sewer facilities.

_____t. All proposed culinary and irrigation water facilities.

DATE _____

CASE NO. _____

(Issued by Planning Dept.)

CITY OF CALIFORNIA CITY PLANNING DEPARTMENT
 21000 Hacienda Boulevard, California City, CA 93505-2293
 (760) 373-7141, Fax (760) 373-7529, email: Planning2@CaliforniaCity.com

1. **APPLICATION FORM:** Mark the one that best describes your project, **DO NOT USE THIS FORM FOR LARGE DAY CARE APPLICATION OR FILM PERMIT - SEE SEPARATE APPLICATION FORM**, if not listed, and is not large day care or film permit, use other. **BROCHURES AVAILABLE**. (Please use ink or typewriter).

DRC	Variance (Minor)	Final Tract Map	Lot Line Adjustment
Site Plan	Variance	Parcel Map	Parcel Map Waiver
Concept	Zone Change	Parcel Map Amnd	Certificate of Compliance
Re-Review	General Plan Amnd	Parcel Map Ext	Annexation/Detachment
CUP	Tract Map	Lot Merger	Planned Unit Development
CUP Amnd	Tract Map Amnd/Ext	Unmerger	Other

2. Applicant's Name and Address: _____

3. Address of Subject Property: _____

4. Lot # _____ Tract # _____ Parcel # _____ or Section _____ Township _____ Range _____ MDB&M

5. Assessor's Parcel Number _____ Present Zone: _____

6. Date of Purchase: _____ Existing Land Use of the Property: _____

I (we), the undersigned, hereby certify that I am (we are) the owner(s) of the property described in this application, or that I am the authorized agent of _____

(Owner's name and address)

the undersigned owner of said property, and that this application, to the best of my (our) knowledge and belief, is true and correct. Executed under penalty of perjury this _____ day of _____, _____.

 Signature - Owner
 Telephone No.: _____

 Signature - Applicant
 Telephone No.: _____

PLANNING DEPARTMENT USE ONLY

FILING FEE: \$ _____ RECEIVED BY: _____ DATE: _____ RECEIPT NO.: _____

PLANNING COMMISSION ACTION: _____ APPROVED _____ DENIED DATE: _____ VOTE: _____

CITY COUNCIL ACTION : _____ APPROVED _____ DENIED DATE: _____ VOTE: _____

DATE _____

CASE NO. _____

(Issued by Planning Dept.)

CITY OF CALIFORNIA CITY PLANNING DEPARTMENT

21000 Hacienda Boulevard, California City, CA 93505-2293

Phone (760) 373-7141, Fax (760) 373-7529, email: Planning2@CaliforniaCity.com

APPLICATION FORM: Mark the one that best describes your project, **DO NOT USE THIS FORM FOR LARGE DAY CARE APPLICATION OR FILM PERMIT- SEE SEPARATE APPLICATION FORM**, if not listed, and is not Large Day Care or Film Permit, use other. (Please use ink or typewriter).

_____ **DRC (Concept or Site Plan) REVIEW OR RE-REVIEW:** All projects require a site plan review by the Development Review Committee (DRC), unless otherwise stated. Describe the project in detail: _____

_____ **CONDITIONAL USE PERMIT OR AN AMENDMENT:** State fully the precise circumstances or conditions applicable to the land, structure, or use which makes the granting of a use permit necessary for the preservation and enjoyment of a substantial property right, together with any other data pertinent to the findings prerequisite to the granting of a conditional use permit or an amendment: _____

_____ **VARIANCE OR MINOR VARIANCE:** State fully the practical difficulty or unnecessary physical hardship inconsistent with the objectives of the zoning ordinance which would result from a strict or literal interpretation and enforcement of a specified provision of the California City Municipal Code, together with any other data pertinent to the findings prerequisite to the granting of a variance: _____

_____ **ZONE CHANGE AND/OR GENERAL PLAN AMENDMENT:** Request change from _____ to _____ on subject property for the following reasons: _____

_____ **TRACT OR PARCEL MAP:** Describe the type of map and the details, such as, location, the number of lots, size of lots, infrastructure requirements, the intended use of the property, i.e. residential, commercial, industrial, etc., and give the Tract or Parcel Map number: _____

_____ **LOT MERGER, UNMERGER, LOT LINE ADJUSTMENT OR PARCEL MAP WAIVER:** Describe the reason for the request: _____

_____ **OTHER:** Describe the project in detail and identify the type of project, such as a conceptual review only, certificate of compliance only, annexation/detachment, etc: _____

DATE _____

CASE NO. _____
(Issued by Planning Dept.)

CITY OF CALIFORNIA CITY PLANNING DEPARTMENT
21000 Hacienda Boulevard, California City, CA 93505-2293
Phone (760) 373-7141, Fax (760) 373-7529
email: Planning2@CaliforniaCity.com

APPLICANT'S INITIAL STUDY
INITIAL STUDY MUST ACCOMPANY APPLICATION

1. PROJECT TITLE: _____

2. LEGAL DESCRIPTION: _____

3. PROJECT DESCRIPTION: _____

4. IDENTIFICATION OF ENVIRONMENTAL SETTING: _____

5. IDENTIFICATION OF ENVIRONMENTAL EFFECTS: _____

6. MITIGATION OF SIGNIFICANT EFFECTS: _____

7. ZONING AND GENERAL PLAN: _____

8. NAME OF PERSON PREPARING INITIAL STUDY: _____

DATE _____

CASE NO. _____
(Issued by Planning Dept.)

CITY OF CALIFORNIA CITY PLANNING DEPARTMENT
21000 Hacienda Boulevard, California City, CA 93505-2293
Phone (760) 373-7141, Fax (760) 373-7529
email: Planning2@CaliforniaCity.com

APPLICANT'S ENVIRONMENTAL INFORMATION FORM
(TO BE COMPLETED BY THE APPLICANT)
ENVIRONMENTAL INFORMATION FORM MUST ACCOMPANY APPLICATION

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address of Project: _____

3. Assessor's Parcel Number, Tract or Parcel Map Number, Lot Number, Section, Township, Range, Base and Meridian: _____

4. Name, address, and telephone number of person to be contacted concerning this project: _____

5. Indicate number of the permit application for the project to which this form pertains: _____

6. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: _____

7. Existing zoning district and general plan designation: _____

8. Proposed use of site (project for which this form is filed): _____

PROJECT DESCRIPTION: (Use separate pages and describe each item in detail. If not applicable, indicate item number and N/A.).

9. Describe the land as it exists today. (Example: Desert vacant land.) _____

DATE _____

CASE NO. _____

(Issued by Planning Dept.)

CITY OF CALIFORNIA CITY PLANNING DEPARTMENT
21000 Hacienda Boulevard, California City, CA 93505-2293
Phone (760) 373-7141, Fax (760) 373-7529
email: Planning2@CaliforniaCity.com

APPLICANT'S ENVIRONMENTAL INFORMATION FORM
(TO BE COMPLETED BY THE APPLICANT)
ENVIRONMENTAL INFORMATION FORM MUST ACCOMPANY APPLICATION

10. Site size: _____

11. Site square footage: _____

12. Describe building: _____

a. Existing or New Construction: _____

b. Building size: _____

c. Building square footage: _____

d. Number of floors of construction: _____

13. Describe any additional buildings: _____

a. Existing or New Construction: _____

b. Building size: _____

c. Building square footage: _____

d. Number of floors of construction: _____

14. Proposed scheduling for completion: _____

15. Associated projects: _____

a. Number of phases: _____

b. Anticipated completion dates: _____

c. The number of lots created by each phase: _____

d. Zoning anticipated for each phase or lots: _____

16. Total amount of off-street parking provided: _____

Show the breakdown in a, b, c.

a. How many standard parking spaces at 9'x19': _____

b. How many, compact parking spaces at fifteen feet in length and seven and one-half feet in width, not to exceed 30% of the total required parking spaces: _____

c. How many handicapped spaces at one for each fifty parking spaces: _____

17. If residential project, include the number of units, schedule of unit sizes, if apartments, for rent or lease only: _____

18. If commercial, indicate the type, whether neighborhood, city or regionally oriented: _____

DATE _____

CASE NO. _____

(Issued by Planning Dept.)

CITY OF CALIFORNIA CITY PLANNING DEPARTMENT
21000 Hacienda Boulevard, California City, CA 93505-2293
Phone (760) 373-7141, Fax (760) 373-7529
email: Planning2@CaliforniaCity.com

APPLICANT'S ENVIRONMENTAL INFORMATION FORM
(TO BE COMPLETED BY THE APPLICANT)
ENVIRONMENTAL INFORMATION FORM MUST ACCOMPANY APPLICATION

19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project: _____

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required: _____

21. Submitting plans: Answer YES or NO, IF NO EXPLAIN WHY?

_____ Attach ten (10) sets of plans, size 11" x 17"
_____ Attach one (1) set of plans, size 8.5" x 11"

If NO, explain why? _____

Are the following items applicable to the project or its effects? Discuss below all items checked YES. (Attach additional sheets as necessary)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
22. Change in existing features of any bays, tidelands, beaches, lakes, or hills, or substantial alteration of ground contours?	_____	_____	_____
23. Change in scenic views or vistas from existing residential areas or public lands or roads?	_____	_____	_____
24. Change in pattern, scale or character of general area of project?	_____	_____	_____
25. Significant amounts of solid waste or litter?	_____	_____	_____
26. Change in dust, ash, smoke, fumes or odors in vicinity?	_____	_____	_____
27. Change in ocean, bay, lake, stream or groundwater quality or quantity, or alteration of existing drainage patterns?	_____	_____	_____
28. Substantial change in existing noise or vibration levels in the vicinity?	_____	_____	_____

DATE _____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
29. Site on filled land or on slope of 10% or more?	_____	_____	_____
30. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives?	_____	_____	_____
31. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)?	_____	_____	_____
32. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)?	_____	_____	_____
33. Relationship to a larger project or series of projects?	_____	_____	_____

ENVIRONMENTAL SETTING

34. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted. _____

35. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

DATE _____

CASE NO. _____
(Issued by Planning Dept.)

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21000 Hacienda Boulevard, California City, CA 93505-2293
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ENVIRONMENTAL INFORMATION FORM MUST ACCOMPANY APPLICATION

CERTIFICATION:

I hereby certify that the statements furnished herein and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date: _____

Signature: _____

City Receipt No: _____

Title: _____

Fee Collected:\$ _____

Firm: _____

RECORDING REQUESTED BY

AND WHEN RECORDED, MAIL TO:

PLANNING DEPARTMENT

CITY OF CALIFORNIA CITY

21000 HACIENDA BOULEVARD

CALIFORNIA CITY, CA 93505-2293

_____Space above this line for Recorder's use)_____

**AGREEMENT TO DEFER
CONSTRUCTION OF SEWER IMPROVEMENTS**

As of _____, 20____, the **CITY OF CALIFORNIA CITY**, hereinafter referred to as **City**, and the Undersigned, hereinafter referred to as **Property Owner**, agree as follows:

CITY OF CALIFORNIA CITY

21000 Hacienda Boulevard

California City, California 93505

PROPERTY OWNER INFORMATION:

NAME: _____

TITLE: _____

ADDRESS: _____

CITY: _____

STATE: _____ **ZIP:** _____

1. Purpose

The Property Owner desires to develop property within the City without the immediate construction of sewer improvements which would otherwise be required by the City. In accordance with California City Municipal Code Section 6-4.01, the City will allow Property Owner to delay construction of the sewer improvements if Property Owner agrees to install the improvements at a future date determined by the City Council.

PROJECT TITLE: _____

2. Description of Property

The property which is affected by this agreement, hereinafter "subject property" is described in Exhibit A attached hereto and hereby incorporated by this reference.

3. Description of Improvements

The improvements which must be constructed by the Property Owner as a condition of receiving a development permit from the City, hereinafter "subject improvements," are described in Exhibit B attached hereto and incorporated by referenced.

**AGREEMENT TO DEFER
CONSTRUCTION OF SEWER IMPROVEMENTS**

PROJECT TITLE: _____

4. Property Owner's Duty

- (a) Within 30 days after written notice of Council action, Property Owner construct the subject improvements or allow the affected property to become part of an improvement, reimbursement or assessment district to finance the construction of the subject improvements.
- (b) Property Owner hereby consents to a lien on the property in favor of the City as collateral to guarantee the payment of costs for the construction of the subject improvements. The estimated cost of improvements is indicated on Exhibit B. The actual lien amount shall be the actual cost of the improvements.

5. Property Owner's Waiver

Property owner waives the right to protest the formation of an improvement or assessment district to finance the construction of the subject improvements by the issuance of bonds, notes or other evidence of indebtedness.

6. Miscellaneous

- (a) This agreement shall inure to the benefit of the Property Owner's successors and assigns.
- (b) This agreement shall be recorded.
- (c) This agreement shall be terminated by the City and a release of lien recorded when improvements are constructed and financed by the Property Owner.

CITY OF CALIFORNIA CITY

By: _____
Planning Director

PROPERTY OWNER

By: _____
Name

Title: _____

ATTACHMENTS (FOLLOWING APPROVAL)

- 1. EXHIBIT A: Description of Property
- 2. EXHIBIT B: Description of Improvements

1997 UNIFORM FIRE CODE

TABLE A-III-B1- NUMBER AND DISTRIBUTION OF FIRE HYDRANTS

FIRE FLOW REQUIREMENT (gpm)		AVERAGE SPACING BETWEEN HYDRANTS ^{1,2,3} (feet)	MAXIMUM DISTANCE FROM ANY POINT OF STREET OR ROAD FRONTAGE TO A HYDRANT ⁴ .
x 3.785 for L/min.	MINIMUM NO. OF HYDRANTS	x 304.8 for mm	x 304.8 for mm
1,750 or less	1	500	250
2,000-2,250	2	450	225
2,500	3	450	225
3,000	3	400	225
3,500-4,000	4	350	210
4,500-5,000	5	300	180
5,500	6	300	180
6,000	6	250	150
6,500-7,000	7	250	150
7,500 or more	8 or more ⁵	200	120

¹ Reduce by 100 feet (30 480 mm) for dead-end streets or roads.

²Where streets are provided with median dividers which can be crossed by firefighters pulling hose lines, or arterial streets are provided with four or more traffic lanes and have a traffic count of more than 30,000 vehicles per day, hydrant spacing shall average 500 feet (152.4m) on each side of the street and be arranged on an alternating basis up to a fire-flow requirement of 7,000 gallons per minute (26 495 L/min.) and 400 feet (122 m) for higher fire flow requirements.

³Where new water mains are extended along streets where hydrants are not needed for protection of structures or similar fire problems, fire hydrants shall be provided at spacing not to exceed 1,000 feet (305 m) to provide for transportation hazards.

⁴Reduce by 50 feet (15 240mm) for dead-end streets or roads.

⁵One hydrant for each 1,000 gallons per minute (3785 L/min.) or fraction thereof.

INSTRUCTIONS FOR COMPLETING VERIFICATION STATEMENT FOR HAZARDOUS WASTE SITES

The Hazardous Waste and Substances Sites (Cortese) List is a planning document used by the State, local agencies and developers to comply with the California Environmental Quality Act (CEQA) requirements in providing information about the location of hazardous materials release sites.

STEPS TO USING WEBSITE

View the online website: www.calepa.ca.gov/sitecleanup/CorteseList/

Press enter;

Under Cortese List Data Resources;

Click on List of Hazardous Waste and Substances sites from
Department of Toxic Substances Control (DTSC) EnviroStor database.

Click on sites near me (6th tab over, in the blue);

Press enter;

Type in California City;

Click on Get Report;

You will see “no projects found with search parameters” meaning there
are none in the area you have requested.

Circle (is) or (is not) on the verification statement.

The applicable list viewed is Cortese.

Sign and date the Verification Statement and return with it with your completed application package to the Planning Department.

Dear Applicant for Development Project:

The California Legislature has passed a law that requires persons applying for development projects to review a listing of all hazardous waste sites. If the site of your proposed development project is included on the list of hazardous waste sites, then it shall be so noted. Please review the list of hazardous waste sites (enclosed) and sign the Verification Statement below.

VERIFICATION STATEMENT

(Review of list related to hazardous waste sites)

I, _____, as applicant for a development project, have reviewed the lists of projects relating to hazardous wastes pursuant to Section 65962.5 of the California Government Code. The proposed site (is) (is not) included on the list.

List (if applicable)

Date

Signature

NOTICE DEVELOPER FEES

Assembly Bill 3081 (CHAP 549, STATS. 1996) requires each local agency to provide the project applicant a statement in writing at the time of imposition of fees or project approval of the amount of fees, description of dedications, reservations, or other exactions and a notification that the 90-day approval period in which the applicant may protest such fees has begun.

This will serve to notify you the 90-day approval period in which you may protest any imposed fees, description of dedications, reservations or other exactions will begin to run from the approved date as indicated on the building permit which describes the fees, description of dedications, reservations or other exactions.

Print Name

Date

Signature

2010-11 DEVELOPMENT REVIEW COMMITTEE (DRC) MEETING CALENDAR AND REQUIRED SUBMITTAL DATES

DRC MEETING DATE (TUESDAY)	COMPLETED APPLICATION NEEDED (TUESDAY)	STAFF REVIEW START (MONDAY)	STAFF REVIEW COMPLETE (FRIDAY)	STAFF REPORT TO PLANNING COMMISSION DUE TO PLANNING STAFF (MONDAY)	PLANNING DIRECTOR ACTION OR REVIEW BY PLANNING COMMISSION (TUESDAY)
01/12/10	12/22/09	12/28/09	01/08/10	01/18/10	01/26/10
01/26/10	01/05/10	01/11/10	01/22/10	02/01/10	02/09/10
02/09/10	01/19/10	01/25/10	02/05/10	02/15/10	02/23/10
02/23/10	02/02/10	02/08/10	02/19/10	03/01/10	03/09/10
03/09/10	02/16/10	02/22/10	03/05/09	03/15/10	03/23/10
03/23/10	03/02/10	03/08/10	03/19/10	03/29/10	04/13/10
04/13/10	03/23/10	03/29/10	04/09/10	04/19/10	04/27/10
04/27/10	04/06/10	04/12/10	04/23/10	05/03/10	05/11/10
05/11/10	04/20/10	04/26/10	05/07/10	05/17/10	05/25/10
05/25/10	05/04/10	05/10/10	05/21/10	05/31/10	06/08/10
06/08/10	05/18/10	05/24/10	06/04/10	06/14/10	06/22/10
06/22/10	06/02/10	06/08/10	06/18/10	06/28/10	07/13/10
07/13/10	06/22/10	06/28/10	07/09/10	07/19/10	07/27/10
07/27/10	07/06/10	07/12/10	07/23/10	08/02/10	08/10/10
08/10/10	07/20/10	07/26/10	08/06/10	08/16/10	08/24/10
08/24/10	08/03/10	08/09/10	08/20/10	08/30/10	09/14/10
09/14/10	08/24/10	08/30/10	09/10/10	09/20/10	09/28/10
09/28/10	09/07/10	09/13/10	09/24/10	10/04/10	10/12/10
10/12/10	09/21/10	09/27/10	10/08/10	10/18/10	10/26/10
10/26/10	10/05/10	10/11/10	10/22/10	11/01/10	11/09/10
11/9/10	10/19/10	10/25/10	11/05/10	11/15/10	11/22/10
11/22/10	11/02/10	11/08/10	11/19/10	11/29/10	12/14/10
12/14/10	11/23/10	11/29/10	12/10/10	12/20/10	12/28/10
12/28/10	12/07/10	12/13/10	12/24/10	01/03/11	01/11/11
01/11/11	12/21/10	12/27/10	01/07/11	01/17/11	01/25/11
01/25/11	01/04/11	01/10/11	01/21/11	01/31/11	02/08/11
02/08/11	01/18/11	01/24/11	02/04/11	02/14/11	02/22/11

NOTE: These dates are minimum time frames. Due to unforeseen circumstances or complexity of project some reviews may take longer.

PLANNING COMMISSION AGENDA CALENDAR 2010-2011

MEETING DATE 6:00 PM UNLESS NOTED OTHERWISE (TUESDAY)	AGENDA ITEMS DUE FROM STAFF 4:00 PM (MONDAY)	AGENDA DUE 8:00 AM (WEDNESDAY)	AGENDA PUBLISHED AND DISTRIBUTED (FRIDAY)
12-Jan-10	4-Jan-10	6-Jan-10	8-Jan-10
26-Jan-10	18-Jan-10	20-Jan-10	22-Jan-10
9-Feb-10	1-Feb-10	3-Feb-10	5-Feb-10
23-Feb-10	15-Feb-10	17-Feb-10	19-Feb-10
9-Mar-10	1-Mar-10	3-Mar-10	5-Mar-10
23-Mar-10	15-Mar-10	17-Mar-10	19-Mar-10
13-Apr-10	5-Apr-10	7-Apr-10	9-Apr-10
27-Apr-10	19-Apr-10	21-Apr-10	23-Apr-10
11-May-10	3-May-10	5-May-10	7-May-10
25-May-10	17-May-10	19-May-10	21-May-10
8-Jun-10	31-May-10	2-Jun-10	4-Jun-10
22-Jun-10	14-Jun-10	16-Jun-10	18-Jun-10
13-Jul-10	5-Jul-10	7-Jul-10	9-Jul-10
27-Jul-10	19-Jul-10	21-Jul-10	23-Jul-10
10-Aug-10	2-Aug-10	4-Aug-10	6-Aug-10
24-Aug-10	16-Aug-10	18-Aug-10	20-Aug-10
14-Sep-10	6-Sep-10	8-Sep-10	10-Sep-10
28-Sep-10	20-Sep-10	22-Sep-10	24-Sep-10
12-Oct-10	4-Oct-10	6-Oct-10	8-Oct-10
26-Oct-10	18-Oct-10	20-Oct-10	22-Oct-10
9-Nov-10	1-Nov-10	3-Nov-10	5-Nov-10
23-Nov-10	15-Nov-10	17-Nov-10	19-Nov-10
14-Dec-10	6-Dec-10	8-Dec-10	10-Dec-10
28-Dec-10	20-Dec-10	22-Dec-10	24-Dec-10
11-Jan-11	3-Jan-11	5-Jan-11	7-Jan-11
25-Jan-11	17-Jan-11	19-Jan-11	21-Jan-11