



AGRICULTURAL PRESERVES

(Establishment and Cancellation)

Purpose: The purpose of agricultural preserves (Williamson Act contracts) is to retain agricultural and open space land by discouraging the premature and unnecessary conversion of such land.

Code Reference: California Government Code, beginning with Section 51200.

I understand that my plan review may be delayed if required materials are missing from the submittal package.

Project Applicant

Date

Submittal Requirements:

1. For lands proposed for cancellation:
 - a. One of the following types of development proposals for the property:
 - (1) An application for a Preliminary Review Procedure (PRP).
 - (2) An application for a development approval, such as a Planned District or Tentative Tract Map.
 - b. A detailed written statement, describing the proposed development project and reasons why cancellation of the contract is justified.
 - c. Environmental Impact Questionnaire.
 - d. A list of public agencies having permit authority over the contracted land.
 - e. A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.
2. A completed application form including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Development Statistics

3. Plans including the following items:
 - a. Accurately dimensioned site plan showing:
 - (1) Existing features of the property, including structures, private street easements and public street rights-of-way.
 - (2) Existing use(s) and easements of the property.
 - (3) Toe-of-the-Hill and Ridgeline, where applicable.
 - (4) All land uses surrounding the project site.
 - (5) Vicinity map showing a one-half mile radius of the site (may be provided on the site plan or on a separate sheet).
4. The number of plans required to be submitted with the application are:
 - a. Eight sets of full-sized plans (collated and folded to a size NO LARGER THAN 8" x 13"). NOTE: Full-sized plans submitted should be no larger than 30" x 42".
 - b. One (1) copy of the plans reduced to 11" x 17", collated and folded to 8-1/2" x 11".
 - c. CD-ROM or flash drive with required plans in PDF format.
5. A legal description of the parcel(s) associated with this application and related assessor parcel map.

If the project requires multiple application types, only submit the quantity of plans required by the type requesting the greatest number of sets.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

Hearing Notification: The City will notify all property owners, as well as business and residential tenants within the appropriate radius of your project site. Most projects require 300-foot radius, while some require 1,000-foot based on the sensitivity of the project and the level of community input anticipated or required.

As with all other costs, you will be billed for staff time to research, create and label the required postcards. If the public hearing is delayed for an extended period of time after notices for your project have been mailed, you will be charged the cost to re-mail postcards.

Schedule Time Line: An application will be assigned to a staff planner within a week of a submittal. During that time, the application will be routed to city staff and outside agencies for their review and comment(s).

An applicant meeting will be scheduled for approximately three weeks after the initial submittal. A letter will confirm the applicant meeting. The applicant and other project representatives should plan on attending this meeting. The meeting is with the project planner, who will discuss any issues identified by the City or outside agencies. The project planner will provide a letter identifying any issues with the project either at the meeting or within 30 days of the application submittal and will identify, if necessary additional material needed to complete the application.

Once the project planner deems an application complete, the application will be tentatively scheduled for a Planning Commission hearing date. The project planner will advise the applicant the necessary materials required for final submittal for the Planning Commission meeting. The final submittal is required 21 days before the hearing date to allow for review report preparation, and proper noticing. The applicant and other project representatives should plan on attending the Planning Commission hearing.

City Council Hearing Date: Planning Commission recommendations for approval are considered by the City Council approximately four to six weeks after the Planning Commission hearing.

Appeals: The City Council considers all applications for contract approval and cancellation. Appeal of the City Council action is by judicial means.

Development Impact Fees:

Commercial and Industrial

Development impact fees may be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees be

paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of Development Impact fees assessed for commercial and industrial buildings: Traffic, Capital Facilities and Fire Protection Fees.

Residential

New residential dwellings (single family and multi-family projects) always trigger payment of Development Impact Fees. In addition to the fee categories assessed for commercial and industrial, new residential construction also requires the payment of Park Facilities and Park Dedication In-Lieu fees.

For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

Fees: The minimum deposit for an application for an agricultural preserve or cancellation is _____ and is due at the time of submittal. The actual charge will be based on staff time required to process the application. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification regarding your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: _____ Phone: (510) 494-_____

for proposal: _____

_____ Date: _____