



# Planning Application

## Community Development Department

400 South Imperial Avenue, Suite 101

Imperial, CA 92251

Phone (760) 355-1152 | Fax (760) 355-4718

Permit Number \_\_\_\_\_

### Applicant/Owner Information

Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

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

Owner Name(s): \_\_\_\_\_

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

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

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

### Permit Information

#### Administrative Review

- Lot Line Adjustment
- Parcel Map Waiver
- Downtown Architectural Permit
- Off-Site Improvements
- Temporary Use Permit
- Temporary Use Permit for Mobile Food Facility
- Other \_\_\_\_\_

#### Commission/Council Review

- Zoning & Code Text Amendment
- Zone Change / Pre-Zone
- General Plan Amendment
- Planned Unit Development
- Specific Plan / Specific Plan Amendment
- Variance
- Conditional Use Permit
- Land Use Classification
- Tentative Map
- Annexation
- Other \_\_\_\_\_

### Project Information

Project Location (address): \_\_\_\_\_

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

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

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

Parcel/Lot Size: \_\_\_\_\_

Building Sq Ft: \_\_\_\_\_

Detailed Project Description (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

### Filing Fees

Every application, request for permit, or request for a planning review or service procedure to the Community Development Department shall include a fee and deposit as prescribed herein. The department shall not accept or receive any such request without the proper fee, and no fee shall be waived by the department.

## Use/Cost of Consultants

The Community Development Department, at the discretion of the Community Development Director, may use or employ outside independent consultants to assist in processing applications, conduct special studies or provide expertise not available within the department.

The cost for such consultants shall be a charge against the project and is in addition to the City's fees. As consultant fees are paid, the applicant may be required to maintain the deposit at a level determined by the Community Development Director. Failure to maintain the required deposit shall result in a cessation in the processing of the subject application. The City shall return that portion of the deposit, if any, remaining at project completion. In accordance with City policy to ensure cost recovery, staff time spent on these projects will be tracked, and developers will be billed based on actual labor, material, equipment, and the indirect cost rate. The deposit amount will be maintained in a City Trust Fund account and used to pay for staff and consultant services on a time and materials basis. If the consultant's services amount exceeds the deposit, the applicant will be billed for the difference. The deposit must be maintained in the full amount as directed by the Community Development Director.

Applicant is responsible for any fees associated with the City of Imperial City Clerk's office and any department required for processing said application from the County of Imperial.

Fire Department Fees are paid and processed separately from the Community Development Department.

## Indemnification Agreement

Applicant and Owner agree, as part of and in connection with each and any of the application(s), to defend, indemnify, and hold harmless the City of Imperial ("City") and its officers, contractors, consultants, attorneys, employees and agents from any and all claim(s), action(s), or proceeding(s) (collectively referred to as "proceeding") brought against City or its officers, contractors, consultants, attorneys, employees, or agents to challenge, attack, set aside, void, or annul:

- a. Any approvals issued in connection with any of the above described application(s) by City; and/or
- b. Any action taken to provide related environmental clearance under the California Environmental Quality Act of 1970, as amended ("CEQA") by City's advisory agencies, boards or commissions; appeals boards or commissions; Planning Commission, or City Council. Applicant's indemnification is intended to include, but not be limited to, damages, fees and/or costs awarded against or incurred by City, if any, and costs of suit, claim or litigation, including without limitation attorneys' fees and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by Applicant, City, and/or parties initiating or involved in such proceeding.

Applicant's defense and indemnification of City set forth herein shall remain in full force and effect throughout all stages of litigation including any and all appeals of any lower court judgments rendered in the proceeding.

After review and consideration of all of the foregoing terms and conditions, Applicant, by its signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

Executed at \_\_\_\_\_ California on \_\_\_\_\_, 202 \_\_\_\_\_

### Applicant

By: Signature: \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title: \_\_\_\_\_

### Property Owner (If different from Applicant)

By: Signature: \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title: \_\_\_\_\_

## Signatures

The undersigned hereby declare and certify that they are all the owners of the property described in this application and that the information stated above and on forms, plans and other materials submitted herewith in support of the application is true and correct to the best of our knowledge.

### Applicant

By: Signature: \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title: \_\_\_\_\_

### Property Owner (If different from Applicant)

By: Signature: \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title: \_\_\_\_\_

Materials to be Submitted with Application											
	Application Forms	Proof of Ownership (Deed or Tax Bill)	Title Report (current within 90 days)	Tentative Map ❶	Technical Studies❷	Vicinity Map	Site Plan ❸	Elevation Plan	Color Renderings / Color Schedule	Other ❹	Fees/Deposit
Annexation	✓	✓	✓	✓	✓	✓	✓			✓	✓
Conditional Use Permit	✓	✓			✓	✓	✓	✓		✓	✓
Downtown Architectural Permit	✓	✓				✓	✓	✓	✓		✓
General Plan Amendment	✓	✓			✓	✓	✓			✓	✓
Land Use Classification	✓	✓				✓	✓				✓
Lot Line Adjustment	✓	✓	✓			✓	✓				✓
Parcel Map Waiver	✓	✓	✓			✓	✓				✓
Planned Unit Development	✓	✓			✓	✓	✓	✓	✓	✓	✓
Sidewalk Permit	✓	✓				✓	✓	✓			✓
Sign Permit	✓	✓				✓	✓	✓			✓
Specific Plan / Specific Plan Amendment	✓	✓			✓	✓	✓			✓	✓
Temporary Use Permit	✓	✓					✓				✓
Temporary Use Permit-Mobile Food Facility	✓	✓					✓			✓	✓
Tentative Map	✓	✓	✓	✓	✓	✓	✓			✓	✓
Variance	✓	✓			✓	✓	✓			✓	✓
Zone Change / Pre-Zone	✓	✓			✓	✓	✓			✓	✓
Zoning & Code Text Amendment	✓	✓			✓	✓	✓			✓	✓
Other	✓	✓								✓	✓

**The City of Imperial Community Development Department is digitizing all permitting processes and requests all submittals be emailed to:**

[communitydevelopment@imperial.ca.gov](mailto:communitydevelopment@imperial.ca.gov)

- ❶ Electronic submittal or one (1) hard copy for in-office submittal that will be scanned and returned.
- ❷ Technical Studies may include, but are not limited to Air Quality Assessment, Biological Resources Study, Cultural Resources Study, Noise Study, and Traffic Impact Analysis. Other Technical Studies may be required based on project description and characteristics.
- ❸ Electronic submittal or one (1) hard copy for in-office submittal of the Site Plan that will be scanned and returned.
- ❹ As determined by the Planning Department depending on the project description and characteristics.