



CITY OF LODI
COMMUNITY DEVELOPMENT DEPARTMENT
 P.O. Box 3006
 221 West Pine Street
 Lodi, California 95241-1910
 (209) 333-6711

USE PERMIT APPLICATION
LIQUOR LICENSE

GENERAL INFORMATION REQUIRED (Print or Type)

Applicant's Name	Phone	(Staff Use Only) File Number: Related Files:
Address		
Location of Project (Address)		
Legal Description of Project Location (Assessor's Parcel No.)		
Legal Owner's Name (as listed in the San Joaquin County Assessor's records) Phone		
Address		

Project Description

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary)

INCOMPLETE APPLICATIONS

The completeness of this application, which includes accompanying plans, shall be subject to the review of the Community Development Department. The Community Development Director, pending completion of the plan review process, shall consider application for this Use Permit incomplete. In accordance with State Planning Law Section 65943, the City has 30-days to review your application to insure that your application is complete.

Owner Certification

I certify that I am presently the legal owner of the above described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and accurate. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form).

Date	Signature
Print Name and Title	

Staff use only: Date Time Received	Received By	Project/Receipt No.
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CITY OF LODI

Community Development Department
221 W. Pine St. Lodi, CA 95240 Phone: (209) 333-6711

ENVIRONMENTAL ASSESSMENT

File Number: _____

The Environmental Assessment form must be completed by the applicant before the project can be accepted for processing.

1. PROJECT TITLE: _____
2. PROJECT LOCATION: _____ Assessor Parcel Number: _____
Street Address: _____
Lot Number: _____
3. NAME OF PROPERTY OWNER: _____
4. ADDRESS OF PROPERTY OWNER: _____
5. NAME OF APPLICANT: _____
6. ADDRESS OF APPLICANT: _____
PHONE NUMBER: _____
7. CONTACT PERSON(S): Name _____
Address _____

8. TYPE OF APPLICATION:

(Check appropriate box(es))

- General Plan Amendment
- Annexation
- Rezoning
- Subdivision Map
- Parcel Map
- Use Permit
- Variance

9. TYPE OF DEVELOPMENT:

- Residential: No. of Lots _____
No. of Units _____
No. of Acres _____
- OFFICE: Sq. ft. of Bldg. _____
Acres _____
Approx. No. of employees _____
- SHOPPING/
COMMERCIAL: Sq. ft. of Bldg. _____
Acres _____
Approx. No. of employees _____
- INDUSTRIAL: Sq. ft. of Bldg. _____
Acres _____
Approx. No. of employees _____

10. PROJECT DESCRIPTION:

11. SIGNATURE OF APPLICANT: _____ DATE: _____

(For Staff Use Only)

The project:

-Is Ministerial
-Is Categorically Exempt
-Requires an Initial Study

SUPPLEMENTAL INFORMATION

Number and Type of ABC License Requested: _____

Square footage of structure: _____ Number of floors/stories: _____

Hours of operation: _____ Total occupancy/building capacity: _____

Number of fixed seats: _____ Total number of seats: _____

Number of employees: _____ Number of employees per shift: _____

Number of visitors/customers on site at busiest time (best estimate): _____

Other occupants (specify): _____

Distance of the project to the nearest church? (best estimate) : _____

Distance of the project to the nearest public park or recreation area? (best estimate):

Distance of the project to the nearest school (public or private)? (best estimate):

DESCRIPTION OF REQUEST:

A separate description and set of findings must be submitted if there is more than one alcohol-related Conditional Use Permit request. This alcohol-related Conditional Use Permit is to:

Total number of off-street parking spaces required: _____ Total provided: _____

Is outdoor seating proposed? Yes _____ No _____

If yes, is it located on a public sidewalk? Yes _____ No _____

NOTE: If so a separate encroachment permit will be required to be obtained from the Public Works Department, as well as additional insurance naming the City of Lodi on the policy.



SECTION 1: Application Procedure and Filing Requirements

A) *Initial Plan Review*

- 1. Use Permit Application
The project description must include the Alcoholic Beverage Control (ABC) liquor license type and number, hours of operation, and any other information that helps describe the need for the liquor license.
- 2. Environmental Assessment Form
- 3. Three (3) copies of a site plan and floor plan to be reviewed by staff for completeness and accuracy. Plans should be fan-folded to an 8 ½" X 14" size.
- 4. Digital Copy of Plans on Compact Disc
- 5. If the liquor license is for a restaurant, include a full menu.
- 6. Filing fees: \$2,450

B) *Final Submittal for Planning Commission Review*

- Seventeen (17)** copies of the site plan and floor plan that incorporate all necessary revisions and changes. Also include **three (3) 8 ½" x 11"** reduced copies of the plans.

SECTION 2: Plan Preparation Guidelines

- A) All plans shall be drawn on uniform size sheets no greater than 30" x 42"
- B) All plans shall be drawn to an engineering scale not to exceed 1" = 40', with the north arrow oriented towards the top of the sheet if possible.
- C) Plans shall be assembled and stapled together into sets, and all sets must be fan-folded.
- D) If the entire project site plan cannot fit on one sheet, split the site plan onto two or more sheets, and provide a reduced scale master sheet of the entire site.
- E) ***Floor Plan:***
 - 1) Indicate proposed use of area, i.e. bar, dining area, office, kitchen, etc.
 - 2) Label all loading doors, entries, and exits.
- F) ***Site Plan:***
 - 1) Provide exterior boundary lines of property indicating easements, dimensions, and lot size.
 - 2) Label all adjacent streets or right-of-ways.
 - 3) Indicate location, size, height, dimensions, and proposed use of all buildings and structures existing or proposed for the property.
 - 4) Identify nearby buildings adjacent to the proposal that may be affected by the proposal.
 - 5) Identify materials used and provide structure elevations where appropriate.
 - 6) Provide scale, and north arrow.



FEE SCHEDULE

CITY OF LODI, COMMUNITY DEVELOPMENT DEPARTMENT, 221 W. PINE ST., LODI, CA 95240
PHONE: (209) 333-6711 FAX: (209) 333-6842

PLANNING:	FEE
ADMINISTRATIVE DEVIATION.....	\$350 + HOURLY
ANNEXATION.....	\$4,000 + HOURLY
APPEALS.....	\$300
DEVELOPMENT PLAN REVIEW.....	\$2,500 + HOURLY
ENVIRONMENTAL IMPACT REPORT.....	HOURLY
GENERAL PLAN AMENDMENT.....	\$3,000 + HOURLY
HOME OCCUPATION.....	\$100
LANDSCAPE REVIEW.....	\$175 + HOURLY
LIVE ENTERTAINMENT PERMIT.....	\$200
LOT LINE ADJUSTMENT.....	\$650 + HOURLY
MITIGATION MONITORING.....	\$HOURLY
NEGATIVE DECLARATION.....	\$900 + HOURLY
TENTATIVE PARCEL MAP.....	\$2,500 + HOURLY
NON-RESIDENTIAL CONDOMINIUM CONVERSIONS.....	\$2,000 + HOURLY
PRELIMINARY ENVIRONMENTAL ASSESSMENT.....	\$250 + HOURLY
REZONE.....	\$2,000 + HOURLY
SITE PLAN AND ARCHITECTURAL REVIEW (SPARC).....	\$1,875 + HOURLY
TENTATIVE SUBDIVISION MAP.....	\$4,600 + HOURLY
USE PERMIT.....	\$2,000 + HOURLY
VARIANCE.....	\$1,000 + HOURLY
PRE-DEVELOPMENT REVIEW.....	\$250
DOCUMENT IMAGING.....	\$50/APPLICATION
STAFF CONSULTATION (INCLUDING LETTERS).....	HOURLY

THE APPLICATION FEES LISTED ABOVE ARE REFUNDABLE UNDER THE FOLLOWING CIRCUMSTANCES:

- WITHIN 30-DAYS OF APPLICATION – 75% REFUND.
- AFTER PROJECT ACCEPTANCE AND CIRCULATION FOR REVIEW – 50% REFUND.
- AFTER FORMULATION OF STAFF RECOMMENDATION TO PLANNING COMMISSION AND/OR CITY COUNCIL, OR 90 DAYS, WHICHEVER COMES FIRST – NO REFUND.

Staff Requests for information, corrections, or amendments must be submitted within 30-days. If a project is inactive beyond 30-days, the application will be returned and a refund processed.

BUILDING: SEE "BUILDING FEES COLLECTED AT PERMIT ISSUANCE"

PUBLIC WORKS ENGINEERING FEES & FIRE PLAN REVIEW FEES: SEE PAGE 2.

PUBLIC WORKS ENGINEERING FEES:

ANNEXATION**	\$693*
DEVELOPMENT PLAN**	\$1154 + \$15/LOT OVER 5 LOTS*
TENTATIVE SUBDIVISION MAP**	\$1154 1-5 LOTS + \$15/LOT OVER 5 LOTS*
TENTATIVE PARCEL MAP & NON-RESIDENTIAL CONDO CONVERSION	\$923*
SITE PLAN (SPARC)	\$462*

* These fees shall be adjusted annually by the inflation rate based on the prior calendar year as determined by the Consumer Price Index (Western Region, Urban, unadjusted). The rate of inflation (or deflation) is applied to the fees to determine the fees for the subsequent year. Said fee adjustments, if any, will be made automatically effective July 1 of each year.

** Based on single-family residential developments having 75 lots or less. Single family residential projects having more than 75 lots or multi-tenant commercial/industrial projects will be charged on a time and cost basis. The applicability of the standard fee shall be determined by the Public Works Director.

FIRE PLAN REVIEW FEES:

ANNEXATION	\$150.00 +
LAND USE (ABC, LIVE ENTERTAINMENT, REZONE)	\$150.00 +
LOT LINE ADJUSTMENTS	\$150.00 +
TENTATIVE SUBDIVISION MAP (1-4 LOTS)/(5-24 LOTS)/(25 OR MORE LOTS)...	\$150.00/300.00/450.00
TENTATIVE PARCEL MAP & NON-RESIDENTIAL CONDO CONVERSION	\$150.00 +
SITE PLAN (SPARC)	\$150.00 +
ZONING VARIANCE	\$150.00 +