



CITY OF PORTERVILLE - PROJECT REVIEW COMMITTEE APPLICATION

The following information must be clearly indicated on all discretionary projects and site plans submitted for review. Applications and plans that do not have the required information will not be accepted for Project Review Committee processing. FEE: Small-\$250; Medium-\$500; Large-\$750 (Reso. No. 50-2011) Effective August 17, 2011. Please note fees may increase after further review of the project.

APN (Assessor's Parcel Number): _____ Project/Business Name: _____

Multi-parcel project? Yes No If "Yes", additional APNs: _____ | _____ | _____

Property Owner(s): Communication level (please check one): Postal E-Mail None

Name: _____ Mailing Address: _____ Telephone No. _____

Applicant(s): Communication level (please check one): Postal E-Mail None

Name: _____ Mailing Address: _____

Email: _____ Telephone No. _____

Agent(s): Communication level (please check one): Postal E-Mail None

Name: _____ Mailing Address: _____

Email: _____ Telephone No. _____

Location:

Project Address/Location: _____

Project Nearest Cross Streets: _____

Operational Statement: _____

Proposed Hours of Operation: _____ to _____ Days of Week in Operation (Check): S M T W TH F S

Number of Employees per Day: Existing: _____ Proposed: _____

Number of Customers per Day (estimated): Existing: _____ Proposed: _____

Predicted Peak Operating Hour: _____

Describe Any Truck Delivery Schedule And/Or Operations: _____

Please Identify Any Unique or Specific Traffic Patterns That Will Require Accommodations For Operations, Customers or Employees (Provide attachment if necessary): _____

Project Scope:

Parcel Area: _____ Acres Sq. Ft. Building, Modification or Suite Square Footage: _____ (sq. ft.)

Are any building modifications planned? Yes No If, yes: Structural Non-Structural

Number of structures on site: _____ Date of most recent sale of property: _____

Existing/Prior Building Use: _____ Proposed Building Use: _____

Describe all proposed building modifications (include proposed project phasing if applicable): _____

List any original deed restrictions (and dates said restrictions expire): _____

Other agency approval needed? Yes No If "Yes", which agency? _____

To be completed by City Staff Only
Submittal Date: _____ PRC Project No. _____
PRC Date: _____ Assigned Planner: _____
Current Occupancy: _____ Proposed Occupancy: _____
PRC Resubmittal? Yes No If resubmittal: _____ Original PRC No. _____ Original PRC Date: _____

Required Application Materials:

- A. Completed PRC Application
- B. Signed Indemnification Agreement
- C. A minimum of **NINE (9) FOLDED** copies of maps or plans DRAWN TO A READABLE SCALE must be submitted on a minimum sheet size of 8 1/2" x 11" (18" x 24" minimum size for parcel/subdivision maps and development plans).

The following shall be shown on all submittals (as applicable):

1. Address and Assessor's Parcel Number (APN).
2. Vicinity Map
3. Scale and North Arrow
4. Dimensions of property, square footage or acreage
5. Location of existing and proposed building(s) and/or structure(s) showing dimensions from property lines as well as square footage of buildings and footprint. Indicate on submittal whether or not all buildings on property are connected to public water and sewer. If not, show which buildings are not connected and whether or not these buildings are to be connected to public water and sewer systems.
6. Elevation, floor, landscape, plans, color renderings, materials board and photos.
7. Location, height and materials of existing and/or proposed fences and walls.
8. Location of off-street parking. Indicate the number of parking spaces, type of paving, traffic directional arrows and parking space dimensions.
9. Location and width of drive approaches and indicate method of on-site drainage.
10. Location of existing and/or proposed public improvements/utility structures along the street frontages of the site (such as curbs, gutters, sidewalks, utility poles, fire hydrants, street lights, traffic signal devices, splice boxes, transformers, etc.).
11. Location of existing or proposed refuse area (indicate City bin or individual can service).
12. Location of existing improvements on the site (i.e., wells, septic tanks, irrigation pipes, abandoned or unnecessary improvements, etc.).
13. A preliminary landscaping plan (showing conceptual planting scheme).
14. Indicate proposed use of commercial and industrial buildings.
15. Indicate loading and storage areas including any fences and walls to be used as screening.
16. Indicate any existing trees and/or historically significant features relative to the site.

Meeting Time: Project Review Committee Meetings are held at 1:30 p.m. each Wednesday in the Jay C. Coleman Conference Room at City Hall, 291 North Main Street, unless otherwise specifically noted. The applicant or agent must be present in order to review the proposal with the Project Review Committee.

Review Procedure: Plans will be considered on the second Wednesday following the week of submittal. All plans must be received by the City of Porterville Planning Division no later than 5 p.m. for consideration on the second Wednesday following the week of plan submittal.

Right of Entry: As owner or legal representative of the owner for the property described herein, I authorize City personnel to enter said property for the sole purpose of performing preliminary field inspection(s) for the proposed project area. Right of entry must be granted to complete the application process.

Signature of Applicant/Authorized Agent

Date

* If signed by an applicant/authorized agent, the following section must also be completed:

Owner:

I, _____, declare as follows; I am the owner of certain real property bearing assessor's parcel number (APN):

Agent (Legal Representative):

I designate _____, to act as my duly authorized agent for all purposes necessary to file an application for, and to obtain a permit to _____ relative to the property mentioned herein.

I declare under penalty of perjury the foregoing is true and correct. Executed this _____ day of _____, 20 _____

Signature of Owner

Signature of Agent

Owner Mailing Address

Agent Mailing Address

Owner Phone Number

Agent Phone Number

City of Porterville

Indemnification Agreement

Pursuant to Porterville Municipal Code Chapter 21, Section 601.02(b)(4), and to the fullest extent permitted by law, the "Applicant" (owner of the subject property; or an agent representing the owner, duly authorized to do so in writing by the owner, including, but not limited to, a person with a duly executed written contract or exclusive option to purchase the subject property or a lessee in possession of the subject property) hereby agrees to defend, indemnify and hold harmless the City of Porterville, its officers, attorneys, agents, and employees:

1. From any claims, actions, proceedings or liability of any nature (collectively referred to as proceeding) brought against the City or its officers, attorneys, agents or employees, to attack, set aside, void, or annul:
 - a. Any action or decision by City Staff, City Council or any other City entity related to the subject property.
 - b. Any action taken to provide related environmental clearance or decisions under the California Environmental Quality Act (CEQA) by City Staff, City Council or any other City entity concerning the subject property.

The indemnification is intended to include but not be limited to damages, fees, and/or costs awarded against the City, if any, and cost of suit, attorney's fees, and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by the Applicant, the City, and/or the parties initiating or bringing such proceeding.

2. The Applicant hereby agrees to indemnify the City for all of the City's costs, fees, and damages which the City incurs enforcing the Indemnification provisions of this Agreement.
3. In the event of a proceeding, the City retains the right to approve counsel to defend the City, all significant decisions concerning the manner in which the defense is conducted, and any and all settlements, which approval shall not be reasonably withheld. The City has the right not to participate in the defense, except that the City agrees to cooperate with the applicant in the defense of the proceeding. If the City chooses its own counsel to defend the City, the fees and expenses of the counsel selected by the City shall be paid by the City. Notwithstanding the above, if the City Attorney's office participates in the defense, all City Attorney fees and costs shall be paid by the Applicant.
4. The defense and indemnification of the City set forth herein shall remain in full force and effect throughout all stages of litigation including appeals of any lower court judgments rendered in the proceeding.

Print Name and Date – Owner or Agent

Signature of Owner or Agent

Print Name and Date –Zoning Administrator

Signature of Zoning Administrator

PRC Number

Project Title

APN

Project Location

Exhibit "A" Resolution No. 50-2011

APPROVED PROJECT REVIEW COMMITTEE FEE

Fee #PL-27 Small Projects: \$250
 Medium Projects: \$500
 Large Projects: \$750

Per the following table:

Type	Project Size	Small	Medium	Large
1	<i>New commercial or industrial structures and additions from 500 SF to less than 1,000 SF.</i>	X		
1	<i>New commercial or industrial structures and additions from 1,000 SF to less than 10,000 SF</i>		X	
1	<i>New commercial or industrial structures and additions 10,000 SF or larger in size</i>			X
2	<i>Multiple-family developments with four (4) to six (6) units or consisting of two (2) to three (3) structures</i>	X		
2	<i>Multiple-family developments with seven (7) to eleven (11) units or consisting of four (4) to six (6) structures</i>		X	
2	<i>Multiple-family developments with more than twelve (12) units or consisting of more than six (6) structures</i>			X
3	<i>Change in occupancy</i>	X		
4	<i>Any project that requires a discretionary approval, except *residential parcel maps.</i>			X
4	<i>*Residential parcel maps</i>		X	