



**CITY OF MERCED  
PLANNING DIVISION  
DEVELOPMENT APPLICATION**  
678 W. 18<sup>th</sup> Street  
Merced, CA 95340  
(209) 385-6858  
FAX: (209) 725-8775

RECEIPT NO.	APP. NUMBER
TOTAL FEE	DATE
CHECK NUMBER	RECEIVED BY

Name of Property Owner(s): \_\_\_\_\_ Address/City/State/Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_ Address/City/State/Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PROJECT INFORMATION**

Legal Description:

Location/Address:

Assessor's Parcel Number(s):	Size of Parcel(s):	Zoning/Designation:	No. of Existing Lots:
	_____ Acres		
	_____ Square Feet		

Existing Use of Property:	Surrounding Uses:
	North:
	South:
	East:
	West:

Proposed Use of Property: \_\_\_\_\_ Justification For Project, If Any: \_\_\_\_\_

APPLICATION INFORMATION			
FEE	✓	CHECK TYPE OF APPLICATION FILED	
		ANNEXATION	# OF ACRES:
		APPEAL	APPLICATION TYPE & NUMBER: CONDITIONS/ACTIONS BEING APPEALED:
		CONDITIONAL USE PERMIT	TO PERMIT :
		DETERMINATION	FOR:
		GENERAL PLAN AMENDMENT	TO RECLASSIFY THE PROPERTY FROM: _____ TO: _____
		MINOR SUBDIVISION	LOT MERGER _____ BOUNDARY ADJUSTMENT _____ LOT SPLIT _____
		P-D ESTABLISHMENT	FOR PLANNED DEVELOPMENT DESIGNATIONS OF:
		PREZONING	EXISTING ZONE: _____ PROPOSED ZONE: _____
		SEWER/WATER AGRMNT	SEWER: _____ WATER: _____
		SUBDIVISION	FINAL MAP: _____ TENT. MAP _____ # OF LOTS: _____
		SUP REVISION	TO CHANGE:
		ZONE CHANGE	EXISTING ZONE: _____ PROPOSED ZONE: _____
		ENVIRONMENTAL ASSESSMENT FEE	
		TOTAL DEPOSIT -- Additional fees may be charged or a partial refund may be given, depending on the complexity of the project	

**Note: ALL PROPERTY OWNERS MUST SIGN. PLEASE REVIEW REVERSE SIDE AND COMPLETE AS NECESSARY. If the property owner(s) is an LLC or a corporation, we require documentation that shows the person(s) who is signing the application is authorized to sign for the LLC or corporation.**

**AUTHORIZATION**

OWNER(S) SIGNATURE(S)                      NAME (PRINT)                      ADDRESS

1.

2.

3.

Is application complete? \_\_\_\_\_

Signatures \_\_\_\_\_ Site Plans \_\_\_\_\_ Elevations \_\_\_\_\_ Title Report \_\_\_\_\_ ERC \_\_\_\_\_ Materials/Samples \_\_\_\_\_

**CONFLICT OF INTEREST DISCLOSURE**

Dear Applicant,

The application which you have submitted may be reviewed by the Merced Planning Commission, and may be subject to review by the Merced City Council.

The public officials who serve on the above are subject to conflict of interest laws which require that they determine whether you are a "source of income" to them. In order to help them make this determination, the City requires that you indicate below whether you or anyone else who is expected to benefit financially by approval of the application has provided or promised "income" of \$250 or more to one of these public officials in the last 12 months.

"Income" includes (among other things) salary, interest, rent, gifts, an outstanding loan, and a prorata share of any income of any business entity or trust in which the public official or spouse, owns, directly, or indirectly, or beneficially, a 10% interest or greater. Income to the public official's spouse or dependents must also be included. Those that are expected to benefit include (but are not limited to) all applicants whether individuals, a partnership, a corporation, a trust or an association. In the case of a partnership, each general and limited partner is expected to benefit; in the case of a corporation, each officer and stockholder, for each association, the officers and other principals; and for each trust, the beneficiaries thereof.

The disclosure form below must be complete by you and will be included as part of your application.

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**DISCLOSURE OF INCOME TO PUBLIC OFFICIAL**

I, \_\_\_\_\_ applicant for : \_\_\_\_\_  
state as follows (please check only one box below):

(  ) To the best of my knowledge, (and after reviewing this application with the below named), no individual, partnership, corporation, or association which is expected to benefit from approval of this application has provided or promised money, or any other thing of value, aggregating \$250 or more to a member of Planning Commission or City Council, within the last 12 months.

(  ) To the best of my knowledge and after reviewing this application with the individual(s), partnerships(s), corporation(s), and association(s) which are expected to benefit from approval of this application, the below named have furnished money or other things of value aggregating \$250 or more within the last 12 months to the public official(s) named below and who is a member of \_\_\_\_\_.

Name of Source of Income

Name of Public Official

I declare under penalty of perjury that the foregoing is true and correct.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**INFORMATION REQUIRED ALONG WITH THIS APPLICATION**

The chart below outlines required submittals for individual permits. Within 10 days after submitting an application, you will be notified whether the application is complete or additional information is required. If you have any questions on the submissions required for your application, please contact the Planning Department at (209) 385-6858.

**PLEASE SUBMIT DIGITAL COPIES OF ALL SITE PLANS AND ELEVATIONS IN ADOBE PDF FORMAT IF POSSIBLE.**

**MAPS & PLANS REQUIRED OF EACH APPLICATION**

**OFFICE APPEAL**

**ANNEXATION**

- \_\_\_ Location Map (2 copies)
- \_\_\_ Site Plans (5 copies)
- \_\_\_ Environmental Review Checklist
- \_\_\_ Legal Description
- \_\_\_ Reduced Site Plan to 8 ½ " x 11"

**BOUNDARY ADJUSTMENT\***

- \_\_\_ Title Report
- \_\_\_ Legal-scaled drawing that shows adjustment
- \_\_\_ Legal Description of Old & New Parcels

**CONDITIONAL USE PERMIT**

- \_\_\_ Location Map (2 copies)
- \_\_\_ Site Plan (5 copies)
- \_\_\_ Project Elevations (5 copies)
- \_\_\_ Samples of Construction Materials
- \_\_\_ Reduced Site Plan & Elevations to 8 ½" x 11"
- \_\_\_ Landscape Plan (after approval)
- \_\_\_ Signage Plan
- \_\_\_ Environmental Review Checklist

**DETERMINATION**

- \_\_\_ Site Plan (3 copies)

**FINAL SUBDIVISION**

- \_\_\_ Final Map & Associated Reports (3 copies)
- \_\_\_ Improvement Plans (3 copies to Engineering)
- \_\_\_ Reduced Final Subdivision Map to 8 ½" x 11"
- \_\_\_ Digital Data Layers on CD
- \_\_\_ Title Report

**GENERAL PLAN AMENDMENT**

- \_\_\_ Location Map (2 copies)
- \_\_\_ Site Plan (5 copies)
- \_\_\_ Environmental Review Checklist
- \_\_\_ Reduced Site Plan to 8 ½" x 11"
- \_\_\_ Legal Description (Metes and Bounds)
- \_\_\_ GHG/Traffic Analysis (Check with staff)

**LOT MERGER\***

- \_\_\_ Assessor's Map of Property (3 copies)
- \_\_\_ Legal Description of Old & New Parcels
- \_\_\_ Title Report

**LOT SPLIT\***

- \_\_\_ Tentative Parcel Map (3 copies)
- \_\_\_ Title Report

**OFFICE PLANNED DEVELOPMENT ESTABLISHMENT**

- \_\_\_ Location Map ( 2 copies)
- \_\_\_ Site Utilization Plan – 100 Scale ( 5 copies)
- \_\_\_ Project Elevations (5 copies)
- \_\_\_ General Landscaping Plan
- \_\_\_ General Signage Plan
- \_\_\_ Environmental Review Checklist
- \_\_\_ Reduced Site Plan & Elevations to 8 ½ x 11
- \_\_\_ Legal Description (Metes and Bounds)

**PREZONING**

- \_\_\_ Location Map ( 2 copies)
- \_\_\_ Site Plan ( 5 copies)
- \_\_\_ Environmental Review Checklist
- \_\_\_ Reduced Site Plan to 8 ½" x 11"

**SEWER/WATER AGREEMENT**

- \_\_\_ Location Map
- \_\_\_ Site Plan (3 copies)
- \_\_\_ Legal Description

**SITE UTILIZATION PLAN REVISION**

- \_\_\_ Location Map (2 copies)
- \_\_\_ Site Plan—100 Scale (5 copies)
- \_\_\_ Project Elevations ( 5 copies)
- \_\_\_ General Landscaping Plan
- \_\_\_ General Signage Plan
- \_\_\_ Reduced Site Plan & Elevations to 8 ½" x 11"
- \_\_\_ Environmental Review Checklist
- \_\_\_ Legal Description ( Metes and Bounds)

**TENTATIVE SUBDIVISION**

- \_\_\_ Location Map ( 2 copies)
- \_\_\_ Tentative Subdivision Map (11 copies)
- \_\_\_ Reduced Subdivision Map to 8 ½" x 11"
- \_\_\_ Title Report
- \_\_\_ Environmental Review Checklist
- \_\_\_ Digital Data Layers on CD

**ZONE CHANGE**

- \_\_\_ Location Map ( 2 copies)
- \_\_\_ Site Plan ( 5 copies)
- \_\_\_ Environmental Review Checklist
- \_\_\_ Reduced Site Plan to 8 ½" x 11"
- \_\_\_ Legal Description ( Metes and Bounds)

\* PRIOR TO RECORDING, ALL PROPERTY TAXES DUE SHALL BE PAID TO MERCED COUNTY AND PROOF OF PAYMENT PROVIDED TO THE CITY OF MERCED. A SITE PLAN DRAWN TO SCALE SHALL BE PROVIDED.