



# Application for Zoning/Planning/Subdivision Action

### Type of Application – Please Check

- General Plan Amendment
- Prezoning
- Rezoning
- Master Plan
- Precise Development Plan
- Tree Permit
- Subdivision Tentative Map (5 or more lots)
- Land Division Tentative Map (4 or fewer lots)
- Lot Line Adjustment (no new lots)
- Design Review
- Use Permit
- Variance
- Accessory Dwelling Unit
- Sign Review
- Certificate of Compliance
- Other \_\_\_\_\_

### Applicant Required Information

1. Assessor's Parcel No(s): \_\_\_\_\_ Existing Zoning: \_\_\_\_\_
2. Property Address: \_\_\_\_\_
3. Property Owner
  - a) Name: \_\_\_\_\_ Phone: \_\_\_\_\_
  - b) Address: \_\_\_\_\_
  - c) Email address: \_\_\_\_\_
4. Applicant (If Different than Owner)
  - a) Name: \_\_\_\_\_ Phone: \_\_\_\_\_
  - b) Address: \_\_\_\_\_
  - c) Email address: \_\_\_\_\_
5. Name of Project (If Applicable): \_\_\_\_\_
6. Property Size: \_\_\_\_\_
7. Type of Use Proposed (Office, Residential, Etc.): \_\_\_\_\_
8. Square Footage of Each Use or Number of Units if Residential: \_\_\_\_\_
9. Purpose of Application (Brief Statement of What You Want to Accomplish): \_\_\_\_\_

*(Attach Separate Sheets If Needed)*

10. Signature \_\_\_\_\_
  - Owner
  - Applicant (Note: If applicant signs, an authorization signed by the owner must be attached.)

### Important: Please complete Agreement for Payment of Full Cost Recovery Fees for Application Processing.

**Note:** Information sheets describing the review process and the additional information required for a specific type of application are available at the Novato Department of Community Development, 922 Machin Avenue, (415) 899-8989, [www.novato.org](http://www.novato.org)

*Do Not Write Below This Line*

### DEPARTMENTAL INFORMATION

Application Number(s): \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Planning  Fee  Deposit: \$ \_\_\_\_\_

Deemed Complete by: \_\_\_\_\_ Date: \_\_\_\_\_ Plan Storage \$ \_\_\_\_\_

Application Acted On By: \_\_\_\_\_ Date: \_\_\_\_\_ PW/Engineering Fee  No  Yes: \$ \_\_\_\_\_

Receipt # \_\_\_\_\_

Date \_\_\_\_\_

C.R.# \_\_\_\_\_ Initials \_\_\_\_\_

Action: \_\_\_\_\_