



**New or Change of Address  
Submittal Checklist**

**A complete request for a new or change of address includes the following:**

All City forms available at Planning Division or <https://www.cityoflompoc.com/government/departments/economic-community-development/planning-division/planning-applications-forms-and-submittal-checklists>

- Completed "General Application" form
- Property Owner permission
- Fees paid according to the most current Master Fee Schedule
- 1 Site Plan Drawing (minimum size 8 1/2 inch x 11 inch)
- Does your application include a request for a Reasonable Accommodation in accordance with Lompoc Municipal Code Chapter 17.536 ? \_\_\_ Yes \_\_\_ No

**SITE AND USE INFORMATION**

- Site address \_\_\_\_\_ Lompoc, CA
- APN: \_\_\_\_\_

**Current Address** \_\_\_\_\_

**Proposed Change of Address** \_\_\_\_\_

**Proposed New Address** \_\_\_\_\_

Provide a Site Plan with dimensions showing the following:

- Property line(s)
- Adjacent streets
- Setback line(s)
- North arrow
- Scale
- Building and improvements
- Location and size of address letters

**General Application**



| APPLICANT INFORMATION   | PROJECT REPRESENTATIVE INFORMATION  |
|---|---|
| <p>_____</p> <p>Contact Name</p> <p>_____</p> <p>Firm Name/Company</p> <p>_____</p> <p>Address, City, State, Zip Code</p> <p>_____</p> <p>Telephone                      Fax</p> <p>_____</p> <p>E-mail address</p> | <p>_____</p> <p>Contact Name</p> <p>_____</p> <p>Firm Name/Company</p> <p>_____</p> <p>Address, City, State, Zip Code</p> <p>_____</p> <p>Telephone                      Fax</p> <p>_____</p> <p>E-mail address</p> |

**APPLICANT'S VERIFICATION:**

I (We) hereby declare under penalty of perjury under the laws of the State of California that the information in this application and its attachments is true, complete, and correct. For projects requiring Planning Commission approval, a staff report will be provided to the above-noted individuals. All information required on the submittal list must be provided for an application to be deemed complete and all required fees shall be paid. The applicant agrees to defend (with legal counsel of City's selection), indemnify, and hold harmless the City and its agents, attorneys, employees, and officers, from any action, claim, challenge, or proceeding brought against the City or its agents, employees, and officers which arises from or is related to the approval by the City of the project, permit, or other entitlement that is the subject of this application. This indemnification shall include damages awarded against the City, if any, costs of suit, attorney's fees, and other costs and expenses incurred by the City in connection with the action. The City may, but is not required to, participate in the defense of any action, claim, or proceeding.

\_\_\_\_\_  
**SIGNATURE / DATE**

\_\_\_\_\_  
**SIGNATURE / DATE**

| SITE INFORMATION   | PROPERTY OWNER INFORMATION  |
|--|---|
| <p>_____</p> <p>Site Address/Location</p> <p>_____</p> <p>Assessor's Parcel No(s)</p> <p>_____</p> <p>Zoning District</p> <p>_____</p> <p>General Plan Designation</p> | <p>_____</p> <p>Name</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>City, State, Zip Code</p> <p>_____</p> <p>E-mail address / Phone</p> |

**PROPERTY OWNER'S CONSENT**

I (We) consent to the submission of this application. Signatures of all owners of record holding title to the property are provided below.

\_\_\_\_\_  
**SIGNATURE / DATE**

\_\_\_\_\_  
**SIGNATURE / DATE**

**PLANNING DIVISION REVIEW APPLICATION**

Effective September 1, 2018

Planning Division Received

Date:

Initials:

| Application Description   | Account No.          | Amount                                  | Check Item |
|---|----------------------|---|------------|
| <b>Amendments</b> to Existing Permits / Conditions of Approval  | 110RGF-462720        | 1,945.00                                |            |
| <b>Annexation Request</b>   | 110RGF-462250        | AC / Dep 5,000.00                       |            |
| <b>Annexation Request</b> Special District  | 110RGF-462250        | AC / Dep 6,000.00                       |            |
| <b>Appeal</b> of Staff or Planning Commission Decision  | 110RGF-462420        | 257.80                                  |            |
| <b>Development Review – Architectural Review</b>  | 110RGF-462730        | 2,790.00                                |            |
| Design Review (Site Plan / Building Plan)   | 110RGF-462750        | <b>Fee 435.00 + AC / Dep 3,000.00</b>   |            |
| Deposit Based Development Services  | 110RGF-462760        | AC / Dep TBD                            |            |
| Development Agreement   | 110RGF-462760        | AC                                      |            |
| <b>Document Imaging Fee</b>   | 110RGF-461600        | 55.00                                   |            |
| <b>General Plan – Amendment</b>   | 110RGF-462110        | AC / Dep 5,000.00                       |            |
| <b>Environmental Review – Categorical Exemption</b>   | 110RGF-462770        | 55.00                                   |            |
| Negative Declaration  | 110RGF-462770        | AC / Dep TBD                            |            |
| Environmental Impact Report   | 110RGF-462780        | AC / Dep 5,000.00                       |            |
| <b>Fence Modification</b>   | 110RGF-462790        | 134.00                                  |            |
| <b>Maps and Address Changes – Address Change</b>  | <b>110RGF-462990</b> | <b>215.00</b>                           |            |
| Certificate of Compliance / Lot Line Adjustment   | 110RGF-462810        | 1,980.00                                |            |
| Lot Merger  | 110RGF-462820        | 1,475.00                                |            |
| Sphere of Influence Amendment   | 110RGF-462820        | AC / Dep 5,000.00                       |            |
| Street Name Change  | 110RGF-462990        | AC / Dep 2,000.00                       |            |
| Tentative Parcel Map Review   | 110RGF-462830        | AC / Dep 2,500.00                       |            |
| Tentative Tract Map Review (Subdivision)  | 110RGF-462840        | AC / Dep 5,000.00                       |            |
| <b>Permits – Animal</b>   | 110RGF-462860        | 90.00                                   |            |
| Business License Review   | 110RGF-462850        | 25.00                                   |            |
| Conditional Use Permit (Land Use)   | 110RGF-462740        | <b>Fee 495.00 + AC / Dep 2,000.00</b>   |            |
| Home Use / Cottage Food Operator  | 110RGF-462860        | 60.00                                   |            |
| Minor Use Permit (Land Use)   | 110RGF-462740        | <b>Fee 360.00 + AC / Dep 1,000.00</b>   |            |
| Sign Program  | 110RGF-462890        | 1,785.00                                |            |
| Single Sign Permit  | 110RGF-462900        | 245.00                                  |            |
| Temporary Sign Permit   | 110RGF-462910        | 105.00                                  |            |
| Temporary Use Permit (Land Use)   | 110RGF-462870        | 250.00                                  |            |
| <b>Stormwater – Building Plan Review &lt;5,000 sq ft</b>  | 110RGF-462640        | 25.00                                   |            |
| Building Plan Review >5,000 sq ft   | 110RGF-462640        | 190.00                                  |            |
| Business Inspection   | 110RGF-462640        | 110.00                                  |            |
| Development Inspection  | 110RGF-462640        | 105.00                                  |            |
| Stop Work Order   | 110RGF-462640        | 305.00                                  |            |
| Additional Services   | 110RGF-462640        | AC                                      |            |
| <b>Review – Land Use Clearance – Ministerial</b>  | 110RGF-461620        | 50.00                                   |            |
| Land Use Clearance – Major Tenant Improvements  | 110RGF-461620        | 50.00                                   |            |
| Land Use Clearance – Large Non-Billable projects  | 110RGF-461620        | 80.00                                   |            |
| Parking Lot review – Existing   | 110RGF-462660        | 285.00                                  |            |
| Parking Lot review – New  | 110RGF-462660        | 410.00                                  |            |
| Pre-Application / Conceptual Review   | 110RGF-461630        | 50 % credit to project billing 2,000.00 |            |
| Specific Plan Amendment   | 110RGF-462800        | AC / Dep 5,000.00                       |            |
| Specific Plan   | 110RGF-462800        | AC / Dep 5,000.00                       |            |
| Variance  | 110RGF-462200        | AC / Dep 2,500.00                       |            |
| <b>Time Extension – Major (Parcel or Subdivision Maps)</b>  | 110RGF-462920        | 480.00                                  |            |
| <b>Time Extension – Minor (Including Minor Modifications)</b>   | 110RGF-462930        | 90.00                                   |            |
| <b>Zone Change</b>  | 110RGF-462130        | AC / Dep 5,000.00                       |            |
| <b>Zoning Verification / Rebuild Letter</b>   | 110RGF-461650        | 175.00                                  |            |
| <b>Fire Review – Subdivision Housing Project, Use Permits &amp; Review Services (per review)</b>                            | 110RGF-468100        | 99.00                                   |            |
| <b>Fire Review – Conceptual, Pre-Plan Commercial Occupancy, (Parking Lot) Tree Lots, Fairs, Swap Meets, Sporting, Other</b> | 110RGF-468100        | 199.00                                  |            |
| <b>Fire Review – Circus, Trade Shows, Haunted Houses</b>  | 110RGF-468100        | 298.00                                  |            |
| <b>Engineering Review – Subdivisions &amp; Development</b>  | 110RGF-464030        | AC / Dep 1,000.00                       |            |
| <b>Building Review – Subdivisions &amp; Development</b>   | 110RGF-469020        | AC / Dep 1,000.00                       |            |
| <b>Other:</b>   |                      |   |            |

Fee = one (1) time charge, AC = Actual Cost (Time & Materials billed monthly), Dep = Deposit held until project completion