



# PLANNING APPLICATION

City of Solvang

Community Development Department | Planning Division

411 Second Street | Solvang, CA 93463 | (805) 688-5575 | [www.cityofsolvang.com](http://www.cityofsolvang.com)

Please complete this form and submit with required checklists for entitlement projects. If you have questions please, contact us at (805) 688-5575x220 or email at [planningdept@cityofsolvang.com](mailto:planningdept@cityofsolvang.com)

Project Address & Information	
Project Address or Location:	
Assessor Parcel No.:	Lot Size (Gross):
Project Description:	

Applications Requested	
<input type="checkbox"/> Appeal of Decision <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Certificate of Compliance <input type="checkbox"/> Development Permit <input type="checkbox"/> Final Map <input type="checkbox"/> Lot Line Adjustment <input type="checkbox"/> Pre-Application Review	<input type="checkbox"/> Sign Permit <input type="checkbox"/> SB-9 Urban Lot Split/Two Dwelling <input type="checkbox"/> Tentative / Vesting Parcel Map <input type="checkbox"/> Tentative / Vesting Subdivision Map <input type="checkbox"/> Variance <input type="checkbox"/> Zoning Clearance <input type="checkbox"/> Other _____

General Information	
Applicant:	Phone:
Mailing Address:	Email:
Property Owner(s):	Phone:
Mailing Address:	Email:
Authorized Agent/Representative:	Phone:
Mailing Address:	Email:
Architect/Designer:	Phone:
Mailing Address:	Email:
Engineer:	Phone:
Mailing Address:	Email:
<b>Please indicate the primary contact and person to send all correspondence to:</b>	
<input type="checkbox"/> Applicant <input type="checkbox"/> Property Owner <input type="checkbox"/> Representative <input type="checkbox"/> Architect <input type="checkbox"/> Engineer	

**Owner/Applicant Authority to File Application**

Please read carefully before signing this application. Submission of this application does not imply approval by the City of Solvang Community Development Department, Design Review Committee, Planning Commission, or the City Council.

**APPLICANT/REPRESENTATIVE:** By signing this application the applicant/representative certifies that the information provided is accurate to the best of their knowledge. Applicant/Representative agree to allow the City to duplicate and distribute plans to interested persons as it determines is necessary for the processing of the application, including posting on city’s website or via social media outlets. [Consistent with Solvang Municipal Code section 11-16-2](#) the applicant shall agree to defend, indemnify, and hold harmless the City and its agents, attorneys, employees, and officers, from any action, claim, loss, or proceeding brought against the City or its agents, employees, and officers to attack, set aside, void, or annul a discretionary land use approval of the City.

**PROPERTY OWNER AUTHORIZATION** By signing this application, the property owner certifies that they are the legal owner of the property that is the subject of this application and that they have read this completed application and attached materials and consent to its filing. The Property Owner agrees to allow the City to duplicate and distribute plans to interested persons as it determines is necessary for the processing of the application. The property owner agrees that City Staff may enter the property to document existing conditions, take site photos, and perform on-site investigations and research as a part of application completeness.

**AGREEMENT TO PAY APPLICATION FEES** Signing parties agree to pay all personnel and related direct and indirect costs for the review and processing of the Planning Application for the subject property, at such time as requested by the Community Development Director, or their designee. Direct costs include, but are not limited to, the review of the application for completeness and code compliance by all applicable City departments; telephone or written communication with applicant/property owner/architect, engineer, noticing, outside consultants, etc.; preparation of staff reports; and attendance by staff at public hearings, and incurred legal costs.

Project fees are paid at the time of application. In the event additional processing fees are required, the applicant/representative shall provide fees or deposits to the City to complete the processing of the application. The City shall not perform any further review of the application until the applicant submits the required fees or deposits. No interest shall accrue on amounts deposited. Any unused portion of the deposit will be returned to the applicant.

It is the applicant/representative’s responsibility to inform the City, through the assigned city staff member, of any changes to the information represented in these submittals. If there are multiple owners/authorized agents of the property, by signing below you are acknowledging that you have been provided authorization to sign by the other owners/authorized agents.

Applicant/Representative Signature: \_\_\_\_\_

Print Name : \_\_\_\_\_

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

Property Owner Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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