



**APPLICATION PROCESS**

**STEP 1**

**INITIAL CONSULTATION**

Applicants are encouraged to consult with Community Development Department staff prior to submittal of an application. Applications for Revisions of Approved Actions may be initiated by the property owner or the property owner's authorized agent.

**STEP 2**

**APPLICATION SUBMITTAL**

- FEE                      A list of current fees is available at the Community Development Department (Planning Counter) and on the Community Development Department website. The following forms of payment are accepted: cash, credit card (processing fee of \$1.35 or 2.29% [whichever is greater] applies), debit card (processing fee of \$1.35 applies) and check (made payable to San Joaquin County Treasurer).
- FORM                    Seven (7) copies of the completed application with signatures from all owners
- SITE PLAN              Twelve (12) copies of a folded 24" x 36" site plan, and two (2) reduced 8½ x 11 copies (if applicable)
- APPLICATION COMPLETE      The Community Development Department will review the application for completion. Pursuant to Government Code §65943; 14 California Code of Regulations §§ 15060(a), 1510, the Community Development Department will notify the applicant in writing within 30 days from the date of submittal whether the application is deemed complete for processing.

**STEP 3**

**APPLICATION PROCESSING**

- CEQA                    The Community Development Department will determine if the project is subject to the California Environmental Quality Act (CEQA), and process the applicable environmental document accordingly. Processing times may vary depending on the applicable level of environmental review.
- REVIEW                 Applications for Revisions of Approved Actions shall be reviewed by the Review Authority that imposed the condition to be considered for amendment. However, for requests to amend a parcel map or final map, the Review Authority shall be the Planning Commission.
- ACTION                 The Review Authority shall approve or deny the Revisions of Approved Actions application.
- APPEAL                 Unless otherwise specified, the Staff's determination may be appealed to the Planning Commission. Planning Commission's determination may be appealed to the Board of Supervisors. Board of Supervisor's determinations are final.

**STEP 4**

**CONDITIONS AND ADDITIONAL PERMITS**

- ADDITIONAL PERMITS      Approved projects may be subject to additional permitting requirements.
- NOTICE OF DETERMINATION      A Notice of Determination for approved development projects subject to CEQA shall be filed by the Community Development Department within five (5) working days of project approval. A fee, as determined by the Department of Fish and Wildlife, shall be required prior to filing. (Public Resource Code § 15075)

For current fees visit: <https://www.wildlife.ca.gov/Conservation/CEQA/Fees>



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**FILE NUMBER:** \_\_\_\_\_

**Applicant Information**

Name:

Mailing Address:

Phone:

Email:

**Revision Request**  
*(Attach additional sheets as necessary)*

Permit Number:

Condition(s) to be amended:

Description of the proposed amendments:



**FILE NUMBER:** \_\_\_\_\_

**Findings**

<input type="checkbox"/>	<b>MAJOR OR MINOR SUBDIVISIONS:</b> For amendments to conditions of a Tentative Map or a Vesting Map of an approved Major or Minor Subdivision Application, the Review Authority shall find the following are true: 1. There are changes in circumstances that make any or all of the conditions of the Tentative Map or the Vesting Tentative Map no longer appropriate or necessary.       2. The conditions of the Tentative Map or the Vesting Tentative Map shall conform to the provisions of Chapter 9-857, if a Major Subdivision, or to the provisions of Chapter 9-860, if a Minor Subdivision.
<input type="checkbox"/>	<b>OTHER DISCRETIONARY APPLICATIONS:</b> For amendments to conditions of all other approved discretionary applications, the Review Authority shall find that all the findings required for the discretionary application under consideration are true:          
<input type="checkbox"/>	<b>PARCEL MAPS AND FINAL MAPS:</b> For amendments to a parcel map or a final map, the Review Authority shall find that all of the following are true: 1. There are changes in circumstances that make any or all of the conditions of such map no longer appropriate or necessary.       2. The amendments do not impose any additional burden on the present fee owner of the property.       3. The amendments do not alter any right, title, or interest in the real property reflected on the recorded map.          



**FILE NUMBER:** \_\_\_\_\_

**LEVINE ACT**

Effective January 1, 2023, California Political Reform Act of 1974, Government Code § 84308, known as the Levine Act, prohibits any San Joaquin County Board of Supervisor member from participating in any agenda item involving a discretionary land use permit or other entitlements if the Board member has received any political contributions from the owner, applicant, or agent for the owner or applicant totaling more than \$250 in the 12 months before the decision (but not before January 1, 2023) and for the 12 months following the decision. The Act also prohibits an owner, applicant, or agent for the owner or applicant from making a contribution of more than \$250 to a member of the Board of Supervisors while the item is pending and for the 12 months following the date a final decision is rendered.

I have read and understand that this application is subject to these provisions:

\_\_\_\_\_   
Initial

\_\_\_\_\_   
Date

**AUTHORIZATION SIGNATURES**

**ONLY THE OWNER OF THE PROPERTY OR AN AUTHORIZED AGENT MAY FILE AN APPLICATION**

I, the Owner/Applicant/Agent agrees to indemnify, defend (with counsel reasonably approved by County), and hold harmless the County and its officers, officials, employees, agents, boards and commissions (collectively "County") as follows:

**1. INDEMNITY:**

**A.** From and against any and all claims, demands, actions, proceedings, lawsuits, losses, damages, judgments and/or liabilities arising out of, related to, or in connection with the application and applied for project or to attack, set aside, void, or annul, in whole or in part, an approval of the applied for project by the County, the adoption of environmental review documents related to the applied for project, and any related development approvals or project conditions for the applied for project (hereinafter "Claim");

**B.** For any and all costs and expenses incurred by the County on account of any Claim, except where such indemnification is prohibited by law, including but not limited to damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, private attorney general fees claimed by or awarded to any party against the County, and the County's costs incurred in preparing an administrative record which are not paid by the petitioner.

**C.** Except as to the County's sole negligence or willful misconduct.

**2. DEFENSE:**

**A.** The County may participate or direct the defense of any Claim. The County's actions in defense of any claim shall not relieve me of any obligation to indemnify, defend, and hold harmless the County.

**B.** In the event of a disagreement between County and me regarding defense of any Claim, the County shall have the authority to control the litigation and make litigation decisions, including, but not limited to, the manner in which the defense is conducted.

**C.** If the County reasonably determines that having common counsel presents such counsel with a conflict of interest, or if I fail to promptly assume the defense of any Claim or to promptly employ counsel reasonably satisfactory to the County, then County may utilize the Office of the County Counsel or employ separate outside counsel to represent or defend the County, and I shall pay the reasonable attorneys' fees and costs of such counsel.

I, further, certify under penalty of perjury that I am (check one):

Legal property owner (owner includes partner, trustee, trustor, or corporate officer) of the property(s) involved in this application, or

Legal agent (attach proof of the owner's consent to the application of the properties involved in this application) and have been authorized to file on their behalf, and that the foregoing application statements are true and correct.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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