



MOUNTAIN HOUSE
USE PERMIT, SITE APPROVAL &
IMPROVEMENT PLAN APPLICATION

APPLICATION PROCESS

STEP 1

CHECK WITH STAFF

Development Services staff will explain the requirements and procedures to you.

STEP 2

SUBMIT YOUR APPLICATION

When you apply, submit all of the following:

FEE

The staff will let you know the current cost of filing an application. Make checks payable to the San Joaquin County Treasurer.

**INFORMATION
FORMS**

Two (2) copies of the completed application information forms (attached) which all owners must sign.

**DEED AND ACCESS
RIGHTS**

A copy of the recorded deed(s) of the property and documentary proof of right of access to public right-of-way.

SITE PLAN

Five (5) copies of a folded Site Plan (see attached) with Required Information and two (2) copies of an 8-1/2" x 11" or 11" x 17" reduced copy of the plan. A PDF copy of the Site plan is required so it can be part of an electronic referral package.

**AIRPORT LAND
USE COMMISSION**

One (1) copy of a receipt from the Airport Land Use Commission (ALUC), if applicable. Projects requiring ALUC review include:

- Structures (including antennae) over 200 feet in height
- All projects located within Airport Influence Areas

For current fees visit: <https://www.sjcog.org/DocumentCenter/View/5043/2019-ALUC-Fee-Schedule>

For project review guidelines visit: <https://sjcog.org/DocumentCenter/View/5041/2019-ALUC-Project-Review-Guidelines?bidId=>

**WILL SERVE
LETTERS**

If your project requires connection to public facilities, you must submit a "will-serve" letter from the MHCS and other appropriate water, sewer or drainage entities at the time of filing. This letter must include a statement from the agencies that they will serve the proposed development, and have, or will have, the capacity to provide such service.

**DEVELOPMENT
AGREEMENT
ACKNOWLEDGEMENT**

If a Development Agreement has been executed for the subject area, a letter acknowledging completion of all required plans and programs as specified in the Development Agreement is required.

PLEP FORM

Two (2) copies of a completed Public Land Equity Program (PLEP) form, or two (2) copies of a PLEP form for a prior approved application on the property.

DESIGN GUIDELINES

Five (5) copies of the Design Guidelines for the project which include a description of the project design theme and architectural styles. A PDF copy of the Architectural Package is required so it can be part of an electronic referral package.

**HAZARDOUS
MATERIALS FORM**

A copy of a completed Hazardous Materials Disclosure Survey form.

**REQUIRED
INFORMATION**

If the proposed project has been part of a prior application, you may reference any relevant reports/information included with that application in order to satisfy the following requirements.



COMMUNITY DEVELOPMENT DEPARTMENT MOUNTAIN HOUSE USE PERMIT, SITE APPROVAL & IMPROVEMENT PLAN APPLICATION

REPORTS

Report submittal for improvement plans is waived unless determined by the Director to be necessary to demonstrate compliance with Master/Specific Plan requirements. Report submittal for use permits and site approvals may be waived by the Director if determined inapplicable to the project.

SOILS REPORT

Two (2) copies of a Preliminary Soils Report prepared by a State registered civil or geotechnical engineer. This requirement may be waived by the Building Official based on specified findings.

GEOTECHNICAL REPORT

Two (2) copies of a Preliminary Geotechnical Report prepared by a State registered Geotechnical engineer or State registered geologist. This requirement may be waived by the Building Official if he has enough soils data for that area. (If the Preliminary Geotechnical Report indicates the presence of geological hazards, a geotechnical investigation with findings shall be conducted.)

SURFACE AND SUBSURFACE CONTAMINATION REPORT

Two (2) copies of a Surface and Subsurface Contamination Report prepared by a qualified environmental professional. This report may be waived by the Environmental Health Division based on specified findings.

CULTURAL RESOURCES REPORT

Two (2) copies of a Cultural Resources Report specifying the method of preserving significant architectural and/or historic cultural resources within the boundaries of the project.

FARM IRRIGATION DRAINAGE REPORT

Two (2) copies of the Farm Irrigation Drainage Report, consisting of a map of existing farm drains that traverse the proposed project, identified by type, location and function; an analysis of the impacts of the proposed project on the existing farm irrigation drainage system; a determination of the planned dispossession of the system, including the abandonment of specific pipes and drains; a determination of whether the farm irrigation drainage system could be integrated into the storm system for the proposed project.

CANAL REPORT

Two (2) copies of the Canal Report, evaluating the safety of open canals within one half (½) mile of the boundaries of the proposed project, and specifying the means to be taken to reduce the attractive nuisance of such canals to future residents.

TREE SURVEY

Two (2) copies of a Tree Survey, specifying the location, species, and condition of all mature trees within the proposed project.

NESTING SITE SURVEY

Two (2) copies of a Nesting Site Survey, consisting of a survey conducted by a qualified occupied raptor nests in trees and of burrowing owl nesting sites within the boundaries of the proposed project.

SPECIAL STATUS SPECIES SURVEY

Two (2) copies of a Special Status Species Survey, consisting of a survey conducted by a qualified biologist of special status species within the boundaries of the proposed project.

NOISE STUDY

Two (2) copies of a Noise Study, conducted pursuant to the Mountain House Development Title, consisting of an assessment of existing and proposed noise contours, and proposed measures to control noise.

ENVIRONMENTAL SITE ASSESSMENT

Two (2) copies of an Environmental Hazards Site Assessment Report, with recommendations contained therein.

FUEL LINE & PIPELINE RELOCATION

Two (2) copies of a Pipeline Relocation Plan, if applicable.



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PROJECT DESCRIPTION	A project description sufficiently detailed to allow staff to find that the project is consistent with the Master Plan, Specific Plan, and any applicable Special Purpose Plan or MHCS D plans.
PROPOSED LAND USE	Information concerning acreage by land use district, and the number and density of housing units by land use type, if applicable, and lot area by lot number
CONSISTENCY	Description of how the proposed project implements, or is consistent with, all plans and agreements relevant to it, including documentation of compliance; and identification/documentation of any proposed amendments to plans.
EASEMENTS	Description and location of pipelines, power lines, and railroad tracks within, in proximity to, or serving the proposed subdivision.
UTILITIES	Information on telecommunication and fiber optic facilities; natural gas provider, facilities and pipelines, and estimated energy savings; electricity provider, facilities and transmission lines, electric magnetic fields (EMF), and estimated energy savings; other provided utilities, including cable.
WASTE MANAGEMENT	Information on waste management services to be provided, including information on the waste transfer station.
PUBLIC WORKS AND MHCS D COMPLIANCE	Documentation concerning compliance with all required MHCS D and Public Works required studies, plans, and actions relative to the provision of community facilities and services (i.e., schools, parks, fire, police, libraries), and public infrastructure, including phasing and financing components.
MITIGATION MEASURES	Identification of all relevant, previously adopted mitigation measures, and conditions of approval from associated project maps (including fees), and how the proposed project implements or is consistent with them.
HOUSING TYPES AND DESIGN DIVERSITY COMPLIANCE	If applicable, description of how the housing types and the design diversity for a proposed housing project demonstrate compliance with Master Plan diversity requirements for type and cost of housing; how housing cost/affordability within the proposed project compares with the projected income of Mountain House employees by income group according to Table 3.9 of the Master Plan; and how the phasing and development of the proposed project will attain jobs/housing balance goals and standards over time.
TRAFFIC/ CIRCULATION IMPROVEMENTS	Description of the phasing and financing of onsite and offsite traffic/circulation improvements and transit, and identification of Transportation Demand Management (TDM) programs included within the proposed project.
ADJACENT AGRICULTURAL OPERATIONS	Description of adjacent agricultural operations and proposed protection measures.
ENERGY EFFICIENCY	Description of measures taken to achieve energy efficiency, including measures taken to achieve solar access.
COMMUNITY EDGES	Description of community edge treatments.
AIR QUALITY	Information concerning provisions for attaining air quality requirements of the Master Plan.
WATER SUPPLY	Information concerning Byron Bethany Irrigation District (BBID) annexation of all property in the proposed project and water conservation measures.



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WATER TABLE
MANAGEMENT Information on water table level and its management.

STORM DRAINAGE Information on storm drainage facilities and phasing; flood zones; and best management practices (BMP's) as per the MHCSD drainage plan.

PUBLIC SERVICES Information on the provision, design, phasing and timing of all public services; financing procedures for public services to serve the proposed project, including medical/emergency services, school design and phasing (if the proposed project is a housing development), and MHCSD annexation of all land within the proposed project.

STEP 3

APPLICATION DECLARED COMPLETE

Staff will check your application. If anything is missing, you will be notified in writing. The applicant will be sent a postcard once the application has been determined complete. (Your application cannot be processed until it is complete.)

STEP 4

APPLICATION PROCESSING

CEQA The County will decide if the proposal will have an adverse effect on the environment. If there are no adverse effects, the application will be processed. If there are potential adverse effects, further environmental review will be required. This may extend the processing time.

REFERRALS AND ACTION **Use Permit:** Staff will refer the application to any County departments, other agencies and surrounding property owners affected by the proposal. In accordance with the Mountain House Master Plan and Specific Plans, the Mountain House Design Manuals and the San Joaquin County Development Code each application shall be reviewed by the Design Review Committee/Design Consistency Review Committee managed by CDD. A positive recommendation must be made in order to move the application forward. At the end of a review and comment period a staff report will be prepared and the Planning Commission will hold a public hearing. If the Commission can make the required findings, the application will be approved. The Commission Action is final unless appealed to the Board of Supervisors.

Site Approval: Staff will refer the application to any County departments, other agencies and surrounding property owners affected by the proposal. In accordance with the Mountain House Master Plan and Specific Plans, the Mountain House Design Manuals and the San Joaquin County Development Code each application shall be reviewed by the Design Review Committee/Design Consistency Review Committee managed by CDD. A positive recommendation must be made in order to move the application forward. At the end of a review and comment period the Director will either take action or refer the application to the Planning Commission for a public hearing. If the Director decides to take action, the Director will approve the application if he can make required findings. If the Commission can make the required findings, the application will be approved. The action is final unless appealed. The action of the Director can be appealed to the Planning Commission and the action of the Planning Commission may be appealed to the Board.

Improvement Plan: Staff will refer the application to any County departments or other agencies affected by the proposal. At the end of a review and comment period the Director will act on the application. If the Director determines that the Improvement Plan conforms to all adopted standards, your application will be approved. If the Director determines that the Improvement Plan needs to be modified, you will be notified. If the Director cannot make the required findings, the application will be denied. The action of the Director is final.



COMMUNITY DEVELOPMENT DEPARTMENT MOUNTAIN HOUSE USE PERMIT, SITE APPROVAL & IMPROVEMENT PLAN APPLICATION

STEP 5

CONDITIONS AND ADDITIONAL PERMITS

CONDITIONS

The staff will send you the final action and if it is approval, it will list conditions, by department, that must be met before you can start your project.

IMPROVEMENT PLANS

An Improvement Plan may be required as a condition of approval for a Use Permit or Site Approval if their site plans do not include engineered designs showing drainage, grading, frontage improvements, access, on- and off-site service and utility facilities, landscaping and circulation/parking details.

ENCROACHMENT PERMITS

Encroachment Permits must be acquired from the MHCSD or Public Works Department, for any work performed within the road right of way. If the project fronts on a state highway these permits are obtained from Caltrans.

BUSINESS LICENSES

If the project involves a business, a Business License must be approved prior to starting operation. Business License applications can be processed concurrently with the building permit.

BUILDING PERMITS

If the project involves construction of a structure on private property, a building permit must be approved prior to commencement of work.

OTHER PERMITS

Frequently, other local, state and/or federal agencies will require permits for new uses (e.g. Air Pollution Control District, Regional Water Quality Control Board or the Sheriff's Office). The Community Development Department will identify additional permits we are aware of that may be required for your project.



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MAP REQUIREMENTS

SIZE	The Site Plan must be drawn on minimum 18" x 24" material.
NORTH ARROW, DATE AND SCALE	North Arrow, Date and Scale: Use an engineer's scale (i.e., 1" to 20' or 1" to 40', preferred). The direction of "north" should be pointing towards the top of the page.
VICINITY MAP	A vicinity map showing the location of the property in relation to surrounding streets.
CONTOUR LINES	Contour lines or spot elevation within and beyond the project boundaries relative to mean sea level datum. (Check with staff for contour interval).
WATERCOURSES	The location of existing watercourses.
FLOODING	The area subject to flooding from a 100-year flood with elevations. Include also the area that has been subject to historical localized flooding (not shown on FEMA FIRM MAPS) with depth of flood waters. (Check with Public Works).
SENSITIVE HABITATS	The location and description of sensitive habitats, including, wetlands and riparian areas on or within 150 feet of the property.

EXISTING AND PROPOSED DEVELOPMENT

PROPERTY LINES	All property lines or boundary lines of the parcel with dimensions.
ADJACENT PROPERTY OWNERS	Names of adjoining property owners, including those across any easements, roads, waterway, etc.
STRUCTURES	All existing structures (labeled 'existing') and any proposed structures (labeled 'proposed') with foot prints, dimensions, square footage and distances from other structures and property lines. Any existing structures planned for removal should be shown with dashed lines. The use and number of floors should be labeled on each structure.
STREETS, EASEMENTS AND CIRCULATION	Location and names of all existing and proposed streets and easements within or bordering on the project. Include right-of-way widths, grades, and access restrictions. Include also existing and proposed bicycle paths, sidewalks, and trail improvements.
PARKING AND DRIVEWAYS	The location, dimensions and surface material of all existing and proposed parking and driveways. Calculations indicating the number of required spaces must be shown. (Refer to 'County Parking Lot Standards').
LIGHTING	The location of existing and proposed street lighting and parking lot lighting includes lighting fixture specifications.
LANDSCAPING	The location of existing and proposed landscaping including streetscape landscaping and trees 6" or greater in diameter (note any trees to be removed). Calculation indicating the percentage of the net site area to be landscaped must be shown. (Refer to County Landscaping Standards).
SIGNS, FENCES, AND STORAGE TRASH ENCLOSURES	The location and height of all existing and proposed signs, the location, height and elevation of fences (including sound walls and edge treatments) and the location and dimensions of all open and/or enclosed storage and trash receptacles.
WATER SUPPLY	If applicable, the location of existing and proposed water wells on-site and any off-site wells within 150' of the proposed development. For projects utilizing on site wells, check with staff for additional requirements.



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SEWAGE DISPOSAL	The location of the sewer outlet, public sewer hook-up, or existing and proposed sewage disposal systems and any off-site sewage disposal systems within 150' of the property. For projects utilizing septic tanks and leach lines, check with staff for additional requirements.
STORM DRAINAGE	The location of existing and proposed storm drainage facilities (check with Engineering staff regarding design criteria, including collection facilities, detention and retention ponds, terminal facilities, levee improvements and other flood protection facilities. Indicate any unusual topographic features of the site (e.g. steep slopes, drainage courses).
GRADING	Typical sloping pad grading and section; typical flat pad grading and section; areas requiring fill or excavation.
DEDICATIONS	Improvements and easements to be dedicated to the County, MHCSO, or other public entity.

GENERAL NOTES

NAMES	Name, address and telephone number of owner; the name, address and telephone number of the applicant or engineer filing the map.
EXISTING LAND USE	Specify existing land use.
MASTER PLAN DESIGNATION AND ZONING	Specify Master Plan designation and zoning district for site.
PROPOSED LAND USE	Specify proposed land use for site.
UTILITY PROVIDERS	Specify entities providing water, sewer, electric, gas, telephone, and cable services.
FLOOD ZONE DESIGNATION	Specify which flood zone designation the project is in per FEMA FIRM MAP number.
MAXIMUM CUT AND FILL SLOPE RATIO	Provide a statement concerning maximum cut and fill slope ratio.
CONTOUR INTERVAL	Specify size of contour interval.

SITE PLAN MUST BE COMPLETE AND LEGIBLE

Before applying, check your Use Permit to make sure that it contains all of the information cited above. You are encouraged to have one of our counter staff review your draft Use Permit prior to having copies run.

Faint prints and light blue lines cannot be accepted because they cannot be reproduced or microfilmed.



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FILE NUMBER: _____

TO BE COMPLETED BY THE APPLICANT PRIOR TO FILING THE APPLICATION

APPLICATION [CHECK ONLY ONE] [SEPARATE APPLICATION NEEDED FOR EACH APPLICATION]

USE PERMIT

SITE APPROVAL

IMPROVEMENT PLAN

Owner Information	Applicant Information
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

Project Description

(Attach additional sheets as necessary)

Business name (DBA): _____

Employees/Customers per Work Shift

Shift Hours	Days of the week	Employees (Number)	Customers per Shift	Vehicle Trips per Shift



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Materials/Equipment Used
Describe equipment used in the project (include the number of automobiles and trucks):
Describe materials produced, stored or used (all hazardous materials should be identified):

PROPERTY AND VICINITY DESCRIPTION			
Property Information			
Assessor Parcel Number(s)	Property Size	Number of Parcels	Project Size
Property Address:			
Existing Land Uses			
On-Site Uses (Include Ag Crops):			
Uses to the North:			
Uses to the East:			
Uses to the South:			
Uses to the West:			

Airport Land Use Commission					
Within an Airport Area of Influence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Includes structure over 200 feet in height?	Yes <input type="checkbox"/> No <input type="checkbox"/>	ALUC fees paid?	Yes <input type="checkbox"/> No <input type="checkbox"/>



BUILDINGS AND STRUCTURES				
(This information may be shown on the Site Plan)				
Structure Number *	Proposed Use **	Ground Floor Area	Highest Floor	Overall Height (in feet)

**The "structure number" should be used in identifying the structure on the Site Plan.*
***If there are two or more proposed uses in a building, make separate listings for each use. For residential projects, state the number of units in each structure.*

SITE IMPROVEMENTS AND SERVICES					
Off-Street Parking					
Full-size Parking Spaces (Number)	Compact Parking Spaces (Number)	Handicap Parking Spaces (Number)	Covered Parking Spaces (Number)	Total Parking Spaces (Number)	Parking Lot Trees (Number)
Landscaping					
Landscaping Area (Square Feet)	Percent of Project Area Landscaped	Street Trees (Type)	Street Trees (Number)	Method of Irrigation	
Water					
Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>		Distance to Public Water:	
Private <input type="checkbox"/>	Existing Well <input type="checkbox"/>	New Well <input type="checkbox"/>		Well Replacement <input type="checkbox"/>	
Wastewater Disposal					
Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>		Distance to Public Sewer:	
Private <input type="checkbox"/>	Existing Septic System <input type="checkbox"/>	New Septic System <input type="checkbox"/>		Septic System Replacement <input type="checkbox"/>	



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Storm Drainage				
Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>	Distance to Public Storm Drain:	
Private <input type="checkbox"/>	Existing On-site Retention Pond <input type="checkbox"/>	New On-site Retention Pond <input type="checkbox"/>	Natural Drainage <input type="checkbox"/>	
Electricity		Natural Gas		
Service Provider:	Distance to Service:	Service Provider:	Distance to Service:	
Telephone Service		Cable Television Service		
Service Provider:	Distance to Service:	Service Provider:	Distance to Service:	
School Service		Fire Protection Service		
Service Provider:	Distance to Elem School:	Service Provider:	Distance to Fire Station:	
Existing Roads				
Road/Street Name	R.O.W. Width	Pavement Width	Curb/Gutter Yes <input type="checkbox"/> No <input type="checkbox"/>	Sidewalks Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

ENVIRONMENTAL INFORMATION
Water, Drainage and Flooding
Describe the current depth of the ground water and depth to potable water:
Describe any existing drainage courses or eroded areas on or near the project site (e.g. rivers, creeks, swales or drainage ditches):
Describe any areas subject to flooding (including flood depths and flood panel map number):



Land, Land Use and Biota
Describe the site's topography (e.g. land forms, slopes, etc.):
Describe agricultural land that will be lost as a result of the project (type of crops, acres, quality of soil, etc.):
Describe any wildlife habitat on-site and species that are or may be present:
Describe any vegetation on-site by type and extent:
Air Quality
Describe air pollutants that may result from the project (e.g. construction related dust, vehicle trips per day, fire places, incinerators, etc.):
Other
Describe any items of historical or archaeological interest on-site (e.g. cemeteries or structures):
Describe any on-site or off-site sources of noise or vibration (e.g. freeway noise, heavy equipment, etc.):



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Describe any on-site or off-site sources of light of glare (e.g. parking lot lighting, or reflective materials used):
Describe any on-site or off-site source of odor (e.g. agricultural wastes):
Describe any displacement of people that will be caused by the project (e.g. numbers of people, housing units):



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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SAMPLE SITE PLAN (MH)

