



**CITY OF EL CENTRO**  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 Planning and Zoning Division  
 1275 W. Main Street, El Centro, CA 92243  
 Tel. (760) 337-4545 | [ecplanning@cityofelcentro.org](mailto:ecplanning@cityofelcentro.org)  
[www.cityofelcentro.org/communitydevelopment](http://www.cityofelcentro.org/communitydevelopment)

# Uniform Planning Application

**INSTRUCTIONS: Complete and submit pages 1 and 2 of this packet with all required documents and payment for processing fees. Review “Application Submission Requirements and Fees” on page 3 for more information.**

<b>APPLICATION TYPE</b> (Check all that apply)		
<input type="checkbox"/> Administrative Review	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Tentative Parcel Map
<input type="checkbox"/> Administrative Committee Review	<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Tentative Subdivision Map
<input type="checkbox"/> Administrative Committee Conditional Use Permit	<input type="checkbox"/> Lot Line Adjustment/ Lot Merger	<input type="checkbox"/> Zoning Ordinance Text Amendment (Major/Minor)
<input type="checkbox"/> Change of Zone	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Zoning Verification Letter
<input type="checkbox"/> Civic Site Plan Review	<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Zoning Variance
<input type="checkbox"/> Other (Please List) _____		
<b>PROPERTY OWNER</b> (Property owner information must match County Property records; grant deed, lease agreement, or purchase agreement may be accepted.)	<b>APPLICANT</b> (if different from Property Owner)	
Name:	Name:	
Company:	Company:	
Phone:	Phone:	
Mailing Address:	Mailing Address:	
City, State, ZIP:	City, State, ZIP:	
Email Address:	Email Address:	
<i>I hereby certify the truth of this application and acknowledge that any inaccuracies in it shall, at the City’s option, result in automatic invalidation of the action based thereon and that final approval is dependent on compliance with the City’s requirements.</i>		
Signature of Owner:	Date:	
Signature of Applicant:	Date:	
<b>PROJECT INFORMATION</b> (attached additional pages if needed)		
Project Address/Location:		
APN(s):	Zoning Designation(s):	
Project Description (proposed/existing uses, size of structures and/or site, number of units, hours of operations, etc.)		
<b>STAFF USE ONLY</b>		
Date Submitted:	Application Fee:	Intake Staff Initial:
Project ID(s):	MyGov No. -	

**REVIEW AND SIGN WAIVER, RELEASE AND INDEMNIFICATION ON PAGE 2**

**WAIVER, RELEASE AND INDEMNIFICATION**

As a term or condition of the grant of this Approval or Permit, and as confirmed by their signatures below, the Applicant and any Owner(s) to the fullest extent allowed by law, waives and releases the City of El Centro and its officers, agents, and employees (collectively the “City”) from and against any and all liability from the application for the Approval or Permit, the issuance of such Approval or Permit, or the City’s enforcement or failure to enforce the conditions of such Approval or Permit. The undersigned certify that they and/or any entity in which they have an interest shall not file or cause to be filed any claims or proceedings against the City as a result of the application, the issuance of the Approval or Permit and/or the City’s enforcement of or the failure to enforce the conditions of the Approval or Permit.

In addition, as a condition of applying for and or accepting this Approval or Permit from the City, the undersigned, on behalf of itself/themselves and any entity in which it/they has/have an interest, shall indemnify, defend and hold harmless the City from any and all liability, claims, challenges or demands of any nature brought by a third-party (specifically including but not limited the California Environmental Quality Act (CEQA)) based upon the approval or issuance of the Approval or Permit and/or the operation of the project that is the subject of the Approval or Permit.

Applicant’s agreement set forth here commences as of the date the application is filed with the City and remains in full force and effect until dismissal of any litigation (or other resolution) and/or the statute of limitations period.

After review and consideration of all the foregoing terms and conditions, Applicant and Property Owner, by their signatures below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

<b>PROPERTY OWNER</b>	<b>APPLICANT (if different from Property Owner)</b>
Signature	Signature
Printed Name	Printed Name
Title	Title

## APPLICATION SUBMISSION REQUIREMENTS AND FEES

The table below is to provide guidance to applicants on preparing their application packet for the majority of projects. Planning and Zoning Division staff may require additional items that may or may not be listed on this table upon reviewing the initial application submittal. Contact a planner at (760) 337-4545 or [ecplanning@cityofelcentro.org](mailto:ecplanning@cityofelcentro.org) prior to applying if you have any questions.

Application Type	Site Plan <sup>1</sup>	Plat Map/ Legal	Tentative Map <sup>3</sup>	Preliminary Title Report <sup>4</sup>	Environment al Information Form <sup>5</sup>	Other <sup>6</sup>	Processing Fee <sup>7</sup>
Administrative Review	●					●	\$283.31
Administrative Committee Review	●					●	\$799.67
Administrative Committee CUP	●				●	●	\$1,364.02
Change of Zone	●				●	●	\$3,198.70
Civic Site Plan Review	●				●	●	\$1,037.29
Conditional Use Permit	●				●	●	\$3,084.46
General Plan Amendment	●				●	●	\$3,998.37
Lot Line Adjustment/Lot Merger <sup>2</sup>	●	●		●		●	\$799.67
Site Plan Review	●					●	\$799.67
Temporary Use Permit	●					●	\$206.77
Tentative Parcel Map	●		●	●	●	●	\$2,170.54
Tentative Subdivision Map	●		●	●	●	●	\$5,140.76
Zoning Verification Letter						●	\$311.87
Zoning Variance	●				●	●	\$1,142.39
Zoning Ordinance Text Amendment (Minor)	●				●	●	\$1,256.63
Zoning Ordinance Text Amendment (Major)	●				●	●	\$2,513.26

● REQUIRED    ● MAY BE REQUIRED UPON REVIEW OF APPLICATION

- 1) Review "Site Plan Requirements" on page 4. E-mail PDF copy to [ecplanning@cityofelcentro.org](mailto:ecplanning@cityofelcentro.org).
- 2) Lot Line Adjustments/ Lot Mergers are subject to a map review fee by a third-party consultant. For more information contact the Engineering Division at (760) 337-5182. Process available at: [www.cityofelcentro.org/communitydevelopment/applications/](http://www.cityofelcentro.org/communitydevelopment/applications/)
- 3) Review [Chapter 24, Article III Tentative Maps - Procedure](#) for more information.
- 4) Preliminary title report must be dated within three (3) months of the date of application submission; updated preliminary title reports will be required prior to recordation of documents.
- 5) Project may be subject to additional fees for work performed for CEQA compliance.
- 6) Additional information may be required (e.g. project phasing plan, project narrative, etc.)
- 7) Fees are subject to change on July 1<sup>st</sup> of each year. Checks shall be made payable to "City of El Centro"

### **SITE PLAN REQUIREMENTS**

Provide two (2) sets of plans with a minimum size of 11.5" x 17". Also e-mail a PDF copy of the site plan to [ecplanning@cityofelcentro.org](mailto:ecplanning@cityofelcentro.org). Site plan and associated plans shall be drawn to scale, and shall indicate clearly, with full dimensioning, the following information:

- Lot dimensions. Property lines and location of easements
- Property information. Street address, APN, existing use, proposed use, and zoning
- All buildings and structures. Location, size, height, proposed use, location of doors
- Floorplans, if required, showing interior dimensions of rooms, doorways, room uses, and equipment
- Required setback lines, yards, and space between buildings
- Utilities. Location and size/capacity
- Walls, fences, and landscaping. Location, height and materials
- Off-street parking. Location, number of spaces and/or dimensions of parking area, arrangement of spaces, internal circulation pattern
- Access. Pedestrian, vehicular, service; points of ingress and egress
- Loading. Location, dimensions, number of spaces, internal circulation
- Lighting. Location and general nature, hooding devices
- Street dedications and improvements, where required
- Outdoor storage and activities, where permitted in the zone. Type, location, height of screening devices
- Drainage and grading improvements where required
- Waste disposal and storage areas
- Other data as may be needed to permit the required findings to be made