



**CITY OF PORTERVILLE**

**PROJECT REVIEW COMMITTEE APPLICATION**

The following information must be clearly indicated on all discretionary projects and site plans submitted for review. Applications and plans that do not have the required information will not be accepted for Project Review Committee processing.

FEE: Small-\$250; Medium-\$500; Large-\$750 (Reso. No. 50-2011) Effective August 17, 2011  
See Exhibit "A" attachment for breakdown on project size. **Please note fees may increase after further review of the project.**

PROJECT NAME & BRIEF DESCRIPTION (include proposed use): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME, MAILING ADDRESS AND TELEPHONE NUMBER OF PROPERTY OWNER(S):  
\_\_\_\_\_  
\_\_\_\_\_

NAME, MAILING ADDRESS AND TELEPHONE NUMBER OF APPLICANT /AGENT:  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT ADDRESS AND NEAREST CROSS STREETS:  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

SUBMITTAL DATE: \_\_\_\_\_ PRC PROJECT NUMBER: \_\_\_\_\_

PRC DATE: \_\_\_\_\_ ASSIGNED PLANNER: \_\_\_\_\_

CURRENT OCCUPANCY: \_\_\_\_\_ PROPOSED OCCUPANCY: \_\_\_\_\_

CURRENT LAND USE: \_\_\_\_\_ PROPOSED LAND USE: \_\_\_\_\_

CURRENT ZONING: \_\_\_\_\_ PROPOSED ZONING: \_\_\_\_\_

RESUBMITTAL: YES \_\_\_\_\_ NO \_\_\_\_\_

**IF RESUBMITTAL:**

ORIGINAL REVIEW NO. \_\_\_\_\_ ORIGINAL SUBMITTAL DATE: \_\_\_\_\_

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**REQUIRED APPLICATION MATERIALS:**

- A. Completed Application
- B. Signed Indemnification Agreement
- C. A minimum of NINE (9) FOLDED copies of maps or plans DRAWN TO A READABLE SCALE must be submitted on a minimum sheet size of 8 ½” x 11” (18” x 24” minimum size for parcel/subdivision maps and development site plans).

**THE FOLLOWING SHALL BE SHOWN ON ALL SUBMITTALS:**

- 1. Address and Assessor’s Parcel Number
- 2. Vicinity Map
- 3. Scale and North Arrow
- 4. Dimensions of property, square footage or acreage
- 5. Location of existing and proposed building(s) and/or structure(s) showing dimensions from property lines as well as square footage of buildings and footprint. Indicate on submittal whether or not all buildings on property are connected to public water and sewer. If not, show which buildings are not connected and whether or not these buildings are to be connected to public water and sewer systems.
- 6. Elevation, floor, landscape, plans, color renderings, materials board and photos.
- 7. Location, height and materials of existing and/or proposed fences and walls.
- 8. Location of off-street parking. Indicate the number of parking spaces, type of paving, traffic directional arrows and parking space dimensions.
- 9. Location and width of drive approaches and indicate method of on-site drainage.
- 10. Location of existing and/or proposed public improvements/utility structures along the street frontages of the site (such as curbs, gutters, sidewalks, utility poles, fire hydrants, street lights, traffic signal devices, splice boxes, transformers, etc.).
- 11. Location of existing or proposed refuse area (indicate City bin or individual can service).
- 12. Location of existing improvements on the site (i.e., wells, septic tanks, irrigation pipes, abandoned or unnecessary improvements, etc.).
- 13. A preliminary landscaping plan (showing conceptual planting scheme).
- 14. Indicate proposed use of commercial and industrial buildings.
- 15. Indicate loading and storage areas including any fences and walls to be used as screening.
- 16. Indicate any existing trees and/or historically significant features relative to the site.

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**MEETING TIME:** Project Review Committee Meetings are held at 1:30 p.m. each Wednesday in the Jay C. Coleman Conference Room at City Hall, 291 North Main Street, unless otherwise specifically noted. The applicant or agent must be present in order to review the proposal with the Project Review Committee.

**REVIEW PROCEDURE:** Plans will be considered on the second Wednesday following the week of submittal. All plans must be received by the City of Porterville Planning Division by 5 p.m. Friday for consideration on the second Wednesday following the week of their submittal.

**RIGHT OF ENTRY:** As owner or legal representative of the owner for the property described herein, I authorize City personnel to enter said property for the sole purpose of performing preliminary field inspection(s) for the proposed project area. Right of entry must be granted to complete the application process.

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Signature (Owner or Legal Representative)

Exhibit “A” Resolution No. 50-2011

APPROVED PROJECT REVIEW COMMITTEE FEE

Fee #PL-27    Small Projects:        \$250  
                   Medium Projects:      \$500  
                   Large Projects:         \$750

Per the following table:

Type	Project Size	Small	Medium	Large
1	New commercial or industrial structures and additions from 500 SF to less than 1,000 SF.	X		
1	New commercial or industrial structures and additions from 1,000 SF to less than 10,000 SF		X	
1	New commercial or industrial structures and additions 10,000 SF or larger in size			X
2	Multiple-family developments with four (4) to six (6) units or consisting of two (2) to three (3) structures	X		
2	Multiple-family developments with seven (7) to eleven (11) units or consisting of four (4) to six (6) structures		X	
2	Multiple-family developments with more than twelve (12) units or consisting of more than six (6) structures			X
3	Change in occupancy	X		
4	Any project that requires a discretionary approval, except *residential parcel maps.			X
4	*Residential parcel maps		X	

\* Includes tentative parcel maps for residential uses or zone districts.



# CITY OF PORTERVILLE INDEMNIFICATION AGREEMENT

Pursuant to Porterville Municipal Code Chapter 21, Section 601.02(b)(4), and to the fullest extent permitted by law, the “Applicant” (owner of the subject property; or an agent representing the owner, duly authorized to do so in writing by the owner, including, but not limited to, a person with a duly executed written contract or exclusive option to purchase the subject property or a lessee in possession of the subject property) hereby agrees to defend, indemnify and hold harmless the City of Porterville, its officers, attorneys, agents, and employees:

1. From any claims, actions, proceedings or liability of any nature (collectively referred to as proceeding) brought against the City or its officers, attorneys, agents or employees, to attack, set aside, void, or annul:
  - a. Any action or decision by City Staff, City Council or any other City entity related to the subject property.
  - b. Any action taken to provide related environmental clearance or decisions under the California Environmental Quality Act (CEQA) by City Staff, City Council or any other City entity concerning the subject property.

The indemnification is intended to include but not be limited to damages, fees, and/or costs awarded against the City, if any, and cost of suit, attorney’s fees, and other costs, liabilities and expenses incurred in connection with such proceeding whether incurred by the Applicant, the City, and/or the parties initiating or bringing such proceeding.

2. The Applicant hereby agrees to indemnify the City for all of the City’s costs, fees, and damages which the City incurs enforcing the indemnification provisions of this Agreement.
3. In the event of a proceeding, the City retains the right to approve counsel to defend the City, all significant decisions concerning the manner in which the defense is conducted, and any and all settlements, which approval shall not be reasonably withheld. The City has the right not to participate in the defense, except that the City agrees to cooperate with the applicant in the defense of the proceeding. If the City chooses its own counsel to defend the City, the fees and expenses of the counsel selected by the City shall be paid by the City. Notwithstanding the above, if the City Attorney’s office participates in the defense, all City Attorney fees and costs shall be paid by the Applicant.
4. The defense and indemnification of the City set forth herein shall remain in full force and effect throughout all stages of litigation including appeals of any lower court judgments rendered in the proceeding.

\_\_\_\_\_  
Print Name and Date

\_\_\_\_\_  
Signature (Owner or Legal Representative)

\_\_\_\_\_  
Print Name and Date

\_\_\_\_\_  
Signature (Zoning Administrator)

PRC Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

APN: \_\_\_\_\_

Project Location: \_\_\_\_\_