

**KERN COUNTY PLANNING AND
NATURAL RESOURCES DEPARTMENT**

**INSTRUCTIONS TO APPLICANT FILING FOR
COMMUNITY GARDEN**

In order for the application to be processed, all questions on the application form must be answered and the application must be signed by the applicant. If an incomplete application is filed, it will be returned, which action can cause a delay in processing the case. When the application is deemed completed, a date for public hearing will be selected and a staff report, containing a recommendation, will be prepared. A copy of the staff report will be mailed to the applicant a few days prior to the public hearing. It is recommended the applicant or his representative attends the public hearing and is prepared to comment on and answer questions about the application.

MATERIALS AND EXHIBITS REQUIRED

A. Application

- _____ (1) One completed copy of the application form, **typed** or neatly completed **in black ink**.
- _____ (2) A letter of authorization if the applicant is not the owner of the property.
- _____ (3) Two reproducible copies of a plot plan no larger than 11 inches by 17 inches in size, which shall include, but not necessarily be limited to, the following:
 - _____ (a) The scale of the drawing and north point.
 - _____ (b) The location of all existing and proposed uses, any temporary structures not exceeding 120 sq. ft., fences, signs, benches, picnic tables, composting bins, trash containers, garden art and/or designated play areas for children and any temporary produce stand (600 sq. ft. or less) with distances between structures/features and property lines if a temporary produce stand is provided for in the adopted rules governing the use of the site and rights of membership.
- _____ (4) Any other information which the applicant or the Director of the Department deems necessary for proper consideration of the application.
- _____ (5) Submit photos of project site.
- _____ (6) Submit complete hazardous waste verification statement.
- _____ (7) Submit complete copy of the property owner's association, homeowners association, tenant's association, non-profit organization, governing documents (the articles of incorporation, bylaws, plat, declaration of covenants, conditions, and restrictions, rules and regulations of the association, or other written instrument by which the association has the authority to exercise any of the powers to manage, maintain, or otherwise affect the property under its jurisdiction) along with a list of membership.
- _____ (8) A copy of the adopted rules for the garden including contact information of the individual who oversees the program in addition to provisions requiring the removal of all structures and materials in the event of the dissolution of the administering entity.

**KERN COUNTY PLANNING AND
NATURAL RESOURCES DEPARTMENT
2700 "M" Street, Suite 100
Bakersfield, California 93301
(661) 862-8600**

APPLICATION FOR COMMUNITY GARDEN PERMIT

Zone Classification: _____

Request: _____

SECTION A - APPLICANT

1. Name of Applicant: _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone: _____ Fax: _____ Email _____

2. Name of Individual Representative (if not same as above):

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone: _____ Fax: _____ Email _____

SECTION B - PROPERTY OWNER(S)

1. Name of Current Record Property Owner(s) (if not same as above):

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone: _____ Fax: _____ Email _____

2. Approximate Date Interest in Property Was Acquired: _____

Month/Year

SECTION C - REQUEST

Address: _____

Assessor's Parcel No.: _____

Parcel Acreage: _____

Property Location: _____
(Street address or general location)

Complete Legal Description of Property: _____

Method of Water Supply _____

Describe how site is currently developed _____

Describe how land is being used currently on parcels adjacent to the site:

North - _____

East - _____

South - _____

West - _____

Explain Fully Reason for Request: _____

I certify that all statements are correct and that all accompanying documents and maps are accurate.

Signature of Property Owner

Date

Signature of Applicant

Date

FOR OFFICE USE ONLY

Date Accepted: _____

Received By: _____

Case # _____

Map # _____

Zoning Ord. Sec. _____

Reviewed By: _____