

**KERN COUNTY PLANNING AND
NATURAL RESOURCES DEPARTMENT**

INSTRUCTIONS TO APPLICANT
FILING FOR SPECIAL DEVELOPMENT STANDARDS
PLOT PLAN REVIEW

I. GENERAL INFORMATION

The Special Development Standards Plot Plan Review Procedure (Chapter 19.80, Kern County Zoning Ordinance) establishes necessary development standards for multifamily, commercial, industrial, and other development to ensure that adequate public improvements are provided and also to ensure that development is compatible with surrounding uses. These standards apply to development in the Medium-density Residential (R-2), High-density Residential (R-3), Commercial Office (CO), Neighborhood Commercial (C-1), General Commercial (C-2), Highway Commercial (CH), Light Industrial (M-1), Medium Industrial (M-2), and Heavy Industrial (M-3) Districts.

In addition, some agricultural industrial-type uses in the Exclusive Agriculture (A) District, industrial uses in the Natural Resource (NR) and some commercial recreational uses in the Park and Recreation (PR) Districts require a plot plan review per the requirements of Chapter 19.80.

Except as provided in the Zoning Ordinance, no building or grading permit shall be issued or use established until an application for Special Development Standards Plot Plan Review has been approved.

II. APPLICATION INSTRUCTIONS

A. Application Form

In order for this application to be accepted and processed, all questions on the attached application form must be completed incorporating the required information. Please complete the application in its entirety, including the signature requirements.

B. Plot Plan

1. All applications must include three (3) copies of a plot plan drawn at a legible scale no larger than 11 x 17 inches. The plot plan must include the following minimum information:
 - a. Topography and proposed grading
 - b. Location of all existing buildings and structures with dimensions from centerline of adjacent roads and property lines
 - c. Location of all proposed buildings and structures with dimensions from centerline of adjacent roads and property lines

- d. Proposed vehicular circulation and parking areas, including loading/unloading areas for commercial/industrial developments
 - e. Proposed landscaping
 - f. North arrow
2. Elevations of proposed buildings and structures
 3. Phasing or development schedule
 4. A detailed project description of facility operations and improvements, including:
 - a. The operational statement/project description should include a summary of services offered and any other applicable operational procedures of the site, which include but are not limited to the type of facility, anticipated hours of operation, total number of anticipated employee/guests, access, storage, lighting, etc. For commercial and industrial uses, which include the production or distribution of various products, the project description should also include a summary of equipment and processing materials, internal operational procedures, and any additional explanations fundamental to the understanding of the proposed use.
 - b. Curb, gutter, sidewalks, and street improvements including street dimensions to centerline shall be clearly drawn on plot plan to scale. You may wish to consult with Kern County Engineering, Surveying and Permit Services for American with Disabilities Act (ADA) requirements.
 - c. Water supply system
 - d. Sewage collection and disposal system
 - e. Public utilities
 - f. Fencing type and height and location on plot plan.
 - g. Trash enclosures and method of screening, including height and location on plot plan

NOTE: The plot plan will not be accepted as complete unless all of the above-mentioned information is provided.

C. Other Material or Data

The Department may require such other materials, data, or reports as are determined necessary to conduct an appropriate analysis of the project and as required by Chapter 19.80 of the Zoning Ordinance (Special Development Standards).

D. Landscape Plan

Prior to the issuance of any building or grading permit, a landscape plan, including provisions for maintenance irrigation, is required to be submitted for approval by the Director of the Department. It is, therefore, recommended that the required landscape/irrigation plans be submitted concurrent with the application for Special Development Standards Plot Plan Review. The applicant may wish

to incorporate the landscape/irrigation plan as part of the plot plan review procedure. Instructions for preparing landscape plans are available upon request from the Department.

E. Filing Fees

A nonrefundable filing fee for the plot plan review will be charged. Current fees are available on the Kern County Planning and Natural Resources Department website. <https://kernplanning.com/planning-fees/>. This fee is collected separately from building permit fees. Checks should be made payable to the County of Kern.

F. Processing Time

The amount of time required to process each case is dependent upon the project's degree of complexity and the adequacy of the information provided by the applicant. If an incomplete application is filed with the Department, it will be returned, thus delaying the processing of the request.

Ordinarily, the processing of plot plan reviews will be done concurrent with the Engineering, Surveying and Permit Services/Building Inspection Division's Plan Check Procedure and is not intended to involve any additional processing time. In accordance with Kern County Zoning Ordinance requirements, the Department has seven (7) calendar days from the receipt of the application to review for completeness. Within seven (7) calendar days of determining the application is complete, the Department must approve or deny the application for Special Development Standards Plot Plan Review.

G. Appeal Procedure

The applicant may file a notice of appeal to the action of the Director to the Planning Commission within seven (7) calendar days of the Department's decision. The Planning Commission shall hear the appeal within thirty (30) days of filing and no public hearing or notice shall be required. An appeal is to be based solely on whether or not the proposed project meets the development standards and conditions specified in Chapter 19.80 of the Kern County Zoning Ordinance.

H. Questions and Assistance

The Staff of the Department are available to answer questions or provide assistance in the preparation of an application for plot plan review.

APPLICATION FOR SPECIAL DEVELOPMENT STANDARDS
PLOT PLAN REVIEW

KERN COUNTY PLANNING AND
NATURAL RESOURCES DEPARTMENT
2700 "M" Street, Suite 100
Bakersfield, CA 93301

*** IMPORTANT ***

Before preparing this application, read completely the "Instructions to Applicant Filing for Special Development Standards Plot Plan Review."

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 (include 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 - PROJECT LOCATION/DESCRIPTION

1. Street Address of Site (if available): _____

- 2. Complete and Accurate Site Legal Description (Copy of Grant Deed may be submitted): _____

- 3. Assessor's Parcel Number(s): _____
- 4. Square Footage or Acreage of Site: _____
- 5. Exact Description of the Proposed Project: _____

SECTION D - APPLICANT CERTIFICATION

I hereby certify to the County of Kern that I, _____, am the applicant for this request and that I have read and understand the "Instructions to Applicant" which specify the required development standards. I understand that fees submitted are application filing fees and are nonrefundable. The attachments and information provided on this application are true and correct. I agree to comply with all County Ordinances and State laws relating to building construction and associated improvements.

 Signature of Applicant

 Date

 Signature of Property Owner of Record

 Date

INDEMNIFICATION AGREEMENT

In consideration by the County of Kern of a permit for a land use approval project located at

(address or general location)

I/We (identified below) agree to indemnify, defend, and hold harmless the County of Kern and its officers, agents, employees, departments, commissioners and boards ("County" herein) against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, in any way arising from, the Applicant's representations contained within this application, including without limitation any CEQA determination or any related development approvals or conditions, whether imposed by County or not, except for County's sole active negligence or willful misconduct.

This indemnification agreement does not prevent the Applicant or property owner from challenging any decision by County related to this project and the obligations of this condition apply regardless of whether any other permits or entitlements are issued.

County will promptly notify Applicant and property owner (if different than Applicant) of any such claim, action, or proceeding, falling under this condition within thirty days of actually receiving such claim. County, in its sole discretion, shall be allowed to choose the attorney or outside law firm to defend County at the sole cost and expense of the Applicant and/or property owner, jointly and severally, and County is not obligated to use any law firm or attorney chosen by another entity or party.

Applicant/Contact:

(If the applicant is not an individual, the corporation's name goes under "Print Name," authorized signature below it, and complete below.)

Print Name

Signature

Date

By: _____

Title: _____

Print Name

IMPORTANT NOTE:

Original signatures of the applicant are required on this form for this application to be considered complete for processing.

OFFICE USE ONLY

Date Filed: _____

Building Permit No.: _____

Receipt No.: _____

Existing Site Zoning: _____

Received By: _____

Flood Study Req'd: ___ Yes ___ No

Zone Map No.: _____

Approved: _____

Date: _____

Denied: _____

Date: _____
