

SECTION 14.0

SUBMITTAL PROCESS

14.1 GENERAL

Applications shall be made in the office of the development department. (2009 Code)

14.2 SUBMITTAL REQUIREMENTS:

Any person or entity who seeks development application shall submit an application on the official form provided by the development department with required documentation specified by guidelines provided by the development department. Submittal requirements shall be as established administratively by the department. The applicant shall submit the application, together with the applicable fee, to the department. Applications shall not be reviewed without the written consent of the property owner except as provided herein. The burden of proof for all applications shall be the responsibility of the applicant. (2009 Code)

14.3 AUTHORIZED APPLICANT:

- A. An applicant on any property shall be one of the following:
 - 1. The owner of the property;
 - 2. One or more joint owners of property who own individually, or as a group, a majority interest in the property;
 - 3. Both of the property owners where property is held in joint tenancy;
 - 4. Seventy five percent (75%), or more, of the owners of property in the area covered by the application when the application covers more than one property; or
 - 5. The planning commission or city council on its own motion at a public meeting.
- B. The applicant for an amendment to change the text of the general plan shall be any party, the planning commission or city council on its own motion at a public hearing.
- C. Signature Required: When the application is initiated by someone other than the planning commission or city council, the application shall be signed by the authorized applicant or an agent of any authorized applicant. The authority of the agent must be in writing, notarized, and filed with the application. The signature of such agent shall have the same force and effect as if the application were signed by the principal.
- D. Updates: The city council shall prepare a comprehensive update to the general plan at least once every five (5) years. (2009 Code)

14.4 REAPPLICATION:

In cases where the application has been denied by the city council, no application for an amendment for the same or substantially the same request and, in the case of a map amendment, on the same or substantially the same property, shall be filed within one year from the date of denial of the amendment. (2009 Code)

14.5 ADDITIONAL SUBMITTAL REQUIREMENTS:

To ensure the planning commission and city council have sufficient information to evaluate each proposal, an applicant shall submit the following information:

14.7 DEVELOPER'S APPEAL PROCESS

The 'Appeals Process' to the Project Review Team's conditions and corrections as part of the 'Redline review process' is contained in the City's Municipal Code. Please refer to the sections for additional information regarding this process.

It needs to be noted that the appeals process will take time and will delay the Developer's project until a resolution of the issues can be finalized.
