



RESOURCE MANAGEMENT AGENCY

5961 S. Mooney Blvd
Visalia, CA 93277
559-624-7000
615-3002

Aaron R. Bock
Reed Schenke
Sherman Dix

Economic Development and
Planning Public Works
Fiscal Services

REED SCHENKE, DIRECTOR

MICHAEL WASHAM, ASSOCIATE DIRECTOR

MINOR MODIFICATION

Special Use Permit (ZA) No. _____
Final Site Plan No. _____
Planned Development No. _____

Special Use Permit (PC) No. _____
Planned Unit Development No. _____
Variance No. _____

NOTE: APPLICANT AND PROPERTY OWNER NAMES MUST BE LISTED IDENTICAL TO HOW THEY ARE SHOWN ON YOUR GOVERNMENT ID

General Information:

Applicant _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Cell Phone _____ E-Mail _____

Property Owner (if different) _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Cell Phone _____ E-Mail _____

Agent (if applicable) _____

Mailing Address _____ City _____ State _____ Zip _____

Phone _____ Cell Phone _____ E-Mail _____

Site Address: _____ **City/Town:** _____

Physical Location of Site (cross streets and nearest community): _____

Assessor's Parcel No(s): _____

THIS SPACE FOR PERMIT CENTER STAFF USE ONLY

Project Number: _____ Supervisor District: _____ Economic Development: _____

Current Zoning: _____ General Plan Land Use: _____ UAB/UDB/HDB/MS: Yes ☐ No ☐

Project Description _____

Agricultural Preserve (if applicable) – Preserve No. _____ Contract No. _____

Filing Fee(s): _____ Total Amount Paid: _____ Payment Type: _____

Date Received: _____ Existing Entitlements/References: _____

Application Received/Reviewed by: _____

PERMIT CENTER HOURS: MONDAY – Friday 9:00 A.M. TO 4:30 P.M.

REQUIREMENTS, FEES AND INSTRUCTIONS *(Please use dark blue or black ink)*

The application form must be filled out completely and in every respect with all questions answered and all required attachments before the County can officially accept the application for processing. In the course of accepting and processing the application, the Permit Center Official or Planner may ask the applicant to clarify, correct or otherwise supplement the required information. The application may be filed with the Resource Management Agency Permit Center, at 5961 S. Mooney Blvd., Visalia CA 93277. Phone number is (559) 624-7000.

The Ordinance Code of Tulare County requires filing fees to be paid at the time of filing an application for a minor modification. The required fees are to cover the Cost to the County for handling and processing of the application.

Type of Modification	Fee Amount
Special Use Permit	\$1,110.00
Final Site Plan	\$1,110.00
Planned Development (PD)	\$1,010.00 Deposit
Planning Unit Development (PUD)	\$1,010.00 Deposit
Additional Fees Due Prior to Approval and/or Recording Decision/Resolution (if applicable)	
Compliance Monitoring Fee	\$65.00 Deposit
Recording Fee (Including SB2 - Building Homes and Jobs Act Fee)	\$150.00
County Clerk Filing Fee for Notice of Determination or Exemption	\$58.00
Research Fee	\$300.00 Deposit
Additional Charge for Staff Time	To Be Determined

NOTE: The applicant is responsible for the payment of all fees associated with this application. Fees are subject to change as adopted by Tulare County Board of Supervisors Resolution.

The application for a minor modification must be accompanied by a minimum of one (1) full-sized 24"x 36" copy of the revised site plan and one (1) reduced-size 8½" x 11" copy. All revised site plans must clearly show the existing plan as approved and the proposed modification(s) and must comply with all the requirements that apply to the previously approved Special Use Permits, Planned Unit Developments, and Planned Developments under the Tulare County Ordinance. The Site Plan must be a clear and accurate drawing of suitable size showing the following:

- Parcel dimensions (*in feet*)
- Parcel/site location with respect to adjacent roads
- Location of all existing and proposed above and below ground development improvements, including any type of buildings, septic systems, wells, etc. (*designate whether existing or proposed modification*)
- The distances (*in feet*) between existing and proposed development improvements, including distances from buildings to the closest property boundary
- Clear and accurate drawing of what is existing and what is proposed for modification

SUMMARY OF REQUIREMENTS FOR A MINOR MODIFICATION APPLICATION

	Applicant	Staff
1. Completed Application		
2. Owner's Affidavit (<i>Signed by Property Owner</i>)		
3. Filing Fee		
4. One full-sized 24"x36" revised site plan & one reduced-size 8½" x 11" copy		
5. Copy of Deed Restrictions, if applicable		
6. Indemnification and Cost Recovery Agreement (separate attachment)		
7. Request for Refund of Fees Form (Signed by Applicant)		

MINOR MODIFICATIONS-DIRECTOR'S APPROVAL

The Planning Commission or Board of Supervisors, as part of any action approving a special use permit, variance, Planned Unit Development (Section 18.5) or Planned Development (Section 18.6), may include in said approval a delegation to the Planning Director of authority to approve, without notice or hearing, minor modifications to the site development plan approved by the Planning Commission, Board of Supervisors or Zoning Administrator for the special use permit, variance, Planned Unit Development or Planned Development, provided that any minor modification shall not substantially change or alter the use approved or conditions imposed. If such authority is delegated by the Planning Commission or Board of Supervisors, the applicant may apply to the Planning Director for a minor modification upon the form of application required by the Director and upon payment of the application fee set forth herein. Such modifications shall be noted on the approved plans and shall be initialed by the Director. The Planning Director shall not, however, approve minor modifications in approved site development plans that would modify any written conditions of approval without first requesting the body which took final action on the use permit, variance, Planned Unit Development or Planned Development to determine if such change constitutes a minor modification. If said body determines by resolution that such a change constitutes a minor modification, the requested change may be approved by the Planning Director as provided in this Section. If the requested minor modification is disapproved by the Planning Director, the applicant may file for an amendment to the use permit, variance, Planned Unit Development or Planned Development.

PLEASE FILL OUT THE FOLLOWING INFORMATION COMPLETELY.

Modification request: *(Please state exactly and in detail what the proposed modification is and why it is being requested.)*

(If additional space is needed, please use the back of this form or attach a separate sheet.)

1. Parcel(s) or Lot size(s) (in acres or sq. ft. as appropriate): _____
2. How much area of the total parcel or lot is involved with the minor modification request?

3. Present use of the project site? _____

4. Will the modification affect any of the following? (Please check the appropriate box and explain.)

Number of employees

- ☐ Days/Hours of operation
- ☐ Type of equipment/machines utilized
- ☐ Parking (*number of on-site spaces, location, size, type of surfacing*)
- ☐ Traffic (*cause an increase in traffic i.e., the number of trips generated per day to and from the site*)
- ☐ Previously approved Conditions of Approval for the site
- ☐ Intensity of the present use of the site

Explanation: _____

(If additional space is needed, please use the back of this form or attach a separate sheet.)

ENVIRONMENTAL SETTING

5. Describe the project site, prior to the proposed modification, including all above and below ground developed improvements (*residences, outbuildings, barns, sheds, covers, shop buildings, septic tank-leach line systems, domestic/agricultural wells, fuel storage tanks, etc.*), including the size of each.
6. Describe the slopes (% of slopes & direction) and general terrain of the subject site: _____
7. Trees: identify the type and size of any large trees on site. _____
8. Water courses: identify the type and location of any on-site or nearby water courses (*rivers, canals, ditches, streams, natural drainage channels, creeks, etc.*). _____
9. Describe the character and land use of the surrounding properties (*orchards, vineyards, row crops, pasture, open space, water courses, railroads, roads, rural residential, subdivisions, commercial, schools, churches, vacant, city or county boundary, etc.*):

<u>DIRECTION</u>	<u>CHARACTER/LAND USE</u>
North	
South	
East	
West	

10. Liquid waste disposal (*please check appropriate box*): ☐ Existing ☐ Proposed
- ☐ Septic Tank-Leach Lines: Size of tank _____ gallons & length of lines _____ ft.
- ☐ Seepage Pit - Size _____
- ☐ Community System – Name: _____
11. Water supply (*please check appropriate box*): ☐ Existing ☐ Proposed
- ☐ Domestic Well – Size of pump _____ Gallons per minute _____
- ☐ Irrigation Well: _____
- ☐ Irrigation District – Name: _____
- ☐ Private Water Company – Name: _____
- ☐ Community System – Name: _____
12. Source of energy (*please check appropriate box*):
- ☐ Electricity – Company name: _____
- ☐ Natural Gas – Company name: _____
- ☐ Propane: Size of tank _____ Provider _____
13. Will the modification require the development of public service facilities (*roads, sewer lines, water lines, etc.*)? If so, describe the required development:

(Must be signed by property owner)

SS.

I (We) own property involved in this application and I (we) have completed this application and other documents and maps required hereby to the best of my (our) ability and the statements and information above referred to are, in all respects, true and correct to the best of my (our) knowledge and belief. I (We) declare under penalty of perjury that the foregoing is true and correct.

Property Owner:

Address: _____ State: _____ Zip: _____

Address: _____ State: _____ Zip: _____

FAX No.: _____

RMA Minor Modification Application - Spring 2024

The County of Tulare
“INDEMNIFICATION AND COST RECOVERY AGREEMENT”
(must accompany this application)

Please download or print out the form from the
County Web Site
(located with the list of land use applications).

The Indemnification and Cost Recovery Agreement
must be filled in and signed by the applicant and must be
submitted as part of any land use application requiring
discretionary review by the County.

This Agreement must be signed by the Applicant

Please sign the Agreement in **blue ink (preferred)**
and submit the original, signed document with the appropriate
land use application.

WITHDRAWAL OF APPLICATION

Should you, at any time during the processing of your application, wish to withdraw your application and request a refund of fees paid, you may do so by forwarding a letter to the Resource Management Agency making that request. Please state clearly that you no longer wish to proceed with your land use project (*state the project number*), and that you are requesting a withdrawal of your project and a refund of any fees that have not been expended for the processing of your application.

Please date and sign the letter and include a mailing address where you would like any refund of fees (if applicable) to be mailed. Forward the request to the attention of the project planner.

REQUEST FOR REFUND OF FEES

Resource Management Agency
5961 S. Mooney Blvd.
Visalia, CA 93277

Project Number: _____

Please refund any unused fees associated with this application to the designated name and address below.

(please print name)

(Street Address, Suite/Apt. No.)

(City, State, Zip)

Signature

Date