



Planning Department

"Preserving Our Past, Enriching Our Present, Building Our Future"

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GENERAL PLANNING PERMIT

APPLICATION FORM & DOCUMENTATION LIST

Use this form for planning applications for purposes other than the following: Commercial Sign, Use Permit, Historical Variance, Rezone, Variance, Lot Line Adjustment, Planned Development Amendment, Short Term Rental. This form can also be used when unsure of which specific application is needed. A fee will be collected upon determination of a specific application type.

1. Applicant / Owner and Property Information:

Property Address _____

Name of Applicant _____

Mailing Address _____

Phone Number _____ Email _____

Assessor Parcel Number: _____ - _____ - _____ - _____

Zoning District (if known) _____

General Plan Designation (if known) _____

2. Detailed description of request. For example, if you need to know if you can operate a business at your home, write down your question and describe the business.

3. If Applicant is not the property owner, owner's consent letter must be attached.

4. Plat Map is generally required (can be obtained from the County Surveyor's Office or google map).

5. Plot Plan is generally required. Plot plan of parcel shows location of request in relation to property lines, road easements, other structures, etc. (see Plot Plan Guidelines).

PLOT PLAN GUIDELINES

1. Applicant's name
2. Project title and description
3. Outline of property with dimensions
4. Size, dimensions, and distances from property lines of all structures on property and proposed project area.
5. Location and distances from property lines and other structures of wells, creeks rivers, etc.
6. Locations, distances and names of nearest road or intersection.
7. Parcel size and assessor parcel number
8. Scale and North arrow.
9. Any other relevant information pertaining to project.

