



Community Development Department  
1 Plaza, PO Box 667  
Patterson, CA 95363  
Ph. 209.895.8020  
Fax 209.895.8019  
[www.ci.patterson.ca.us](http://www.ci.patterson.ca.us)

## RELOCATION PERMIT

This information is provided as a guide to assist you in the preparation of the application for a **Relocation Permit**. It is also intended to explain the process by which the City analyzes and acts upon the application.

### What is a Relocation Permit?

To apply to relocate any building or structure which is in the opinion of the Planning Commission is so constructed or in such condition as to be dangerous;

### Application Submittal

An application for a Relocation Permit shall be filed by the property owner or their representative/agent on forms prescribed for this purpose. The application shall be submitted to the Planning Department, 1 Plaza (P.O. Box 667), Patterson, CA 95363.

Additional information may be required by the Planning Director during the review of the application. Environmental documents will be prepared and filed at the applicant's cost.

### Processing the Application

The processing time for a completed application for a Relocation Permit varies from one to three months depending on the complexity of the application, any required environmental documentation and public noticing requirements. A hearing before the Planning Commission will be scheduled and open to the public. It is recommended that the applicant or their agent attend the hearing to speak on behalf of the application and to answer questions the Planning Commission may have.

**Note:** If the application is not complete within thirty (30) days of receipt the City of Patterson Planning Department will deem the application incomplete, request additional information or return the application and application fee(s) to the applicant.



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## Procedure

### Relocation Review:

1. Pre-Application Conference with Planning Department Staff (Optional).
2. Submit Application.
3. Staff Review Application for Completeness.
4. Staff Evaluation of Application.
5. Staff Produces Staff Report and Recommendations.
6. Public Notice sent to the newspaper and surrounding properties at least ten (10) days in advance of the Planning Commission Hearing.
7. Planning Commission Meeting.
8. After meeting:
  - a. If Approved: Application is valid ten (10) business days after Planning Commission meeting, unless an aggrieved party appeals the Planning Commission decision to the City Council.
  - b. If Denied: Petitioner can appeal the decision of the Planning Commission to the City Council.

## Decisions and Appeal Process

After the Planning Commission has rendered a decision, you will receive written communication of this determination, and if approved, any conditions of the approval. Any interested party, aggrieved by the determination of the Planning Commission, may appeal this decision to the City Council, within ten (10) business days after such date of determination.

Approval of the application is not in effect until the appeal period has expired, or any appeal filed has been acted upon by the City Council. Appeals must be made in written form, addressed to the City Council and accompanied by the required fee of \$480.00.

If not utilized or acted upon, a Relocation Permit will expire two (2) year from the date of the determination. Extensions and modifications to a Tentative Subdivision Map Revision are subject to specific qualifications as stated per Patterson Municipal Code.

## Building Permits

Application for a Relocation Permit does not constitute an application for a building or house movers permit. Separate building and house movers permit applications are required prior to any construction. Building and house movers permits shall not be issued until the appeal period has expired or any appeals filed have been acted upon by the City Council.



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## Required Findings

**In order to grant approval of a Relocation Permit, the Planning Commission must find the following:**

"No permit shall be issued to relocate any building or structure which is in the opinion of the Planning Commission is so constructed or in such condition as to be dangerous; or which is infested with pests or unsanitary; or which, if it be a dwelling or habitation, is unfit for human habitation, or which cannot practicably and effectively be made to comply with the energy conservation regulations prescribed by the Uniform Building Code as amended from time to time; or which is dilapidated, defective, unsanitary, or in such a condition of deterioration or disrepair that its relocation at the proposed site would be materially detrimental to the property or improvements in the district within a radius of three hundred feet from the proposed site,... the permit may be issued subject to appropriate conditions as hereinafter provided" (Section 16.24.060, Patterson Municipal Code).



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## Application Contents

**ACCOMPANYING MATERIALS REQUIRED:** This application must be accompanied by the following:

- Photograph of the building of not less than eight inches by ten inches in dimension of all sides of such building or structure, showing the general architectural design and appearance thereof;
- Plot plan showing the proposed location of the building or buildings;
- Plan of reconstruction. If more than one structure is proposed, a comprehensive plan shall be submitted which includes all proposed structures and the anticipated timing of their construction.
- Written report of a licensed pest control operator showing whether there is infestation, infection or damage to the building, or any hazardous or dangerous conditions to the structure related to wood-destroying organisms;
- A written explanation of why the proposed project will meet the required finding;
- Proof of owner's interest in the property (copy of tax bill, deeds, etc...);
- A completed Environmental Information Form (environmental assessment is required for all projects. If your project is not categorically exempt, environmental documents will be prepared and filed at the applicants cost);
- \$990.00 RELOCATION PERMIT FEE**

**Note: Should your project require an environmental review, the applicant is responsible for the environmental filing fees (effective 1-1-2020) as follows:**

- |  |           |
|--|-----------|
| • Negative Declaration (ND) or Mitigated Negative Declaration (MND)* | \$2406.75 |
| • Environmental Impact Report (EIR)*                                 | \$3343.25 |
| • Environmental Document Pursuant to a Certified Regulatory Program* | \$1136.50 |
| • County Clerk Processing Fee  | \$57.00   |
- (\*Department of Fish and Game Fees)

**Note: At least one copy of all the submittals must be provided as an 8½" x 11" or 11" x 17" reproducible copy.**

All sections of the application shall be complete and accurate and the exhibits specified on the application form shall be submitted before an application shall be determined to be complete.



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**NOTE:** This is not an application for a building or house movers permit. When the Relocation Permit application process has been completed, separate building and house movers permit applications will be required. Building and house mover's permits will not be issued until the appeal period for this application has expired, or any appeal filed has been acted upon by the City Council. Please contact the Building Department for building permit applications and information, and the Public Works Department for a house mover's permit.



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## Application for Relocation Permit

\_\_\_\_\_  
Name of Project / Development

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Mailing Address/City/State/Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Representatives/Applicants Name (if different than Owners)

\_\_\_\_\_  
Mailing Address/City/State/Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

**Property Description / Location:**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Assessor's Parcel Number(s)

### SIGNATURES:

The above information as well as the plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct.

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_