



Land Use Renewal - Submittal Requirements Checklist

This submittal requirements checklist details the documents and information necessary to file a complete Land Use Renewal application with the Planning Services Division. Potential applicants are encouraged to consult with Planning staff in order to identify all necessary submittal documents prior to application filing. Submittal requirements may vary by project and are dependent upon the specific development proposal, land use, and other factors.

GENERAL REQUIREMENTS – All documents, plans, or exhibits must be **clear and legible**.

- Land Use Renewal Application** – Completed [Land Use Renewal Application](#) signed by all property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.
- Written Report of Compliance** – Provide a [Written Report of Compliance](#) which discusses how the land use is being conducted in compliance with the permit's conditions of approval.
- Photographs** – Provide representative photos of the subject site and in relation to surrounding areas. Include one printed set as well as PDF electronic copy.
- Electronic Copies** – Provide electronic copies of all application materials on CD in PDF or JPEG format. Electronic copies may be shared via Microsoft OneDrive or emailed to planning@solanocounty.com.
- Application Filing Fees** – Application fees are paid to the County of Solano. Please consult the [Planning Services Division Fee Schedule](#) for appropriate application filing fees.
- Agreement for Supplemental Application Processing Fees** – Completed [Agreement for Supplemental Application Processing Fees](#) signed by all property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.