

GENERAL PLAN AMENDMENT APPLICATION
INFORMATION CHECKLIST

APPLICATION CHECKLIST: All of the following listed items must be included when you submit your application (Please be advised that these are modified occasionally without notice):

1. Twenty (20) copies of the application and related materials.
2. Twenty (20) copies of the Environmental Assessment.
3. Twenty (20) copies of the Assessor's Plat map.
4. Twenty (20) copies of the U.S.G.S. map (photocopies are acceptable).
5. All applicable filing fees (Planning, Environmental Health and County Fire Department fees).
6. One (1) copy of a signed "Authorization to Enter Private Property" form.
7. A "Statement of Agency" form signed by the applicant authorizing representation by a person or agency other than himself (if this representation is intended).
8. Five (5) copies of a signed verification form from the Shasta County Regional Transportation Planning Agency transportation modeling staff (City of Redding Public Works Dept.) indicating that a Congestion Management Program (CAMP) Traffic Impact Analysis (TA) has been initiated. (Note: This requirement is only applicable where the project has the potential, either separately or in conjunction with other nearby development, to generate 1,500 or more vehicle trips per day (See attached information regarding Vehicle Trip Conversion Table).
9. A site plan or map showing the location of all schools within 1,000 feet of any project facility likely to emit potentially hazardous air contaminants.
10. If applicable, provide ten (10) copies of narrative description of all the components of the proposed development.
11. Two (2) copies of a will-serve letter from any water, sewer or other service district that the site is located in, indicating the availability information (to be submitted to the Environmental Health Division).
12. Sewage disposal and water availability information (to be submitted to the Environmental Health Division).
13. If a General Plan land use MAP is requested to be changed, provide an attached sheet which lists the Assessor's Parcel Numbers. Also, include a description of the proposed change and an explanation of why the change is appropriate and whether it is consistent with the existing policies and objectives of the General Plan.
14. If a change to the General Plan TEXT is requested, provide an attached sheet which describes in detail your proposed amendment and the reasons why it is appropriate, add any copies of pages of text and/or maps and reasons why it is to be changed. Also provide an analysis as to whether it is consistent with the existing policies and objectives of the General Plan.

SHASTA COUNTY DEPARTMENT OF RESOURCE MANAGEMENT
PLANNING DIVISION

1855 Placer Street, Suite 103, Redding, California 96001 Phone (530) 225-5532 FAX (530) 245-6468

APPLICATION REVIEW PROCEDURE

1. The applicant should discuss the proposed project with staff, normally at the public counter. For larger or more complex projects, a meeting should be scheduled.
2. The applicant prepares the application materials and files them with the Planning Division.
3. Staff reviews the application for completeness. Within thirty (30) days after filing, written notice is sent to the applicant indicating the application is either:
 - a) "complete", and processing will continue, or
 - b) "incomplete", and more information must be submitted before processing can continue.
4. After the application is complete, staff conducts environmental and technical reviews, and prepares recommended conditions of approval. Written notice is sent to the applicant regarding the conclusions of staff's review.
5. The Planning Commission holds a public hearing. The Commission may approve, approve subject to conditions, deny the application, or continue the matter to another date.
6. The decision of the Planning Commission may be appealed to the Board of Supervisors.

The appeal must be filed within a specified time following the Commission's decision, as follows:

Use Permit - Variance - Rezoning: 5 calendar days

Tentative Maps: 10 calendar days

Extension of Time for Tentative Maps: 15 calendar days

7. The decision of the Planning Director regarding Administrative Permits and Zoning Permits may be appealed to the Planning Commission within **5 calendar days** of the decision.



Shasta County

DEPARTMENT OF RESOURCE MANAGEMENT
1855 Placer Street, Redding, CA 96001

Richard W. Simon, AICP
Director

PROJECT # _____

AUTHORIZATION TO ENTER PRIVATE PROPERTY

Government Code Section 65105 authorizes County Planning Division personnel, in the performance of their duties, to enter property and make examinations and surveys which do not interfere with use of the land by those persons lawfully entitled to the possession thereof. Often times responsible and trustee agencies must also be consulted and given the opportunity to review and comment on proposed projects, necessitating their entry onto the property in order to obtain all relevant information needed to process an application in a timely way.

If County and affected agency personnel are not able to enter the project site/property, significant delays in the processing of the project, particularly the environmental review of the project, could occur and the project applicant may be required to hire consultants to submit information necessary to prepare environmental documents addressing the project site.

I have read and understand the foregoing. I authorize the County and other affected personnel to enter the property located at:

_____ for the limited purpose of examining the property with respect to the proposed project/land-use, upon making reasonable efforts to give me a 24-hour advance notice of intended entry.

Property Owner/Agent Signature

Contact Telephone Number

Suite 101
AIR QUALITY MANAGEMENT DISTRICT
(530) 225-5674
(530) 225-5237

Suite 102
BUILDING DIVISION
(530) 225-5761
FAX: (530) 245-6468

Suite 103
PLANNING DIVISION
(530) 225-5532
FAX: (530) 245-6468

Suite 201
ENVIRONMENTAL HEALTH
(530) 225-5787
FAX: (530) 225-5413

Suite 200
ADMINISTRATION & COMMUNITY EDUCATION
(530) 225-5789
FAX: (530) 225-5807

GRADING STATEMENT

(To be completed and submitted with application)

1. I have/have not conducted any previous grading or land clearing associated with this project.
2. I do intend/do not intend to do any grading or land clearing in conjunction with this project.
3. I intend to conduct some grading and/or land clearing prior to receiving tentative map/use permit approval. Yes___ No___
4. I have applied for and received a Grading Permit for all grading and/or land clearing activities to be done or already completed in conjunction with this project. A copy of the approved Grading Permit is attached to this application. Yes___ No___
5. Grading activities, (either on-site and/or off-site) will be conducted in conjunction with this project but will not be done until tentative map/use permit approval is granted and/or until final improvement plans have been approved by Shasta County. Yes___ No___
6. All proposed grading activities to be done in conjunction with this project are described in and submitted with the attached Grading Permit. Yes___ No___
7. I agree to apply for a land clearing burning permit from Shasta County Air Quality Management District for any vegetation that has been or will be assembled in piles by heavy equipment. All material shall be free of dirt and stumps and shall only be burned on a permissive burn day.

I am the applicant or authorized representative for this project and hereby declare under penalty of perjury that the above information supplied for this application is true and correct to the best of my knowledge.

APPLICANT'S/AGENT'S SIGNATURE _____

DATE _____



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PUBLIC INFORMATION/PROJECT ASSISTANCE

The Staff from the Shasta County Department of Resource Management is available to review and discuss questions relating to land use matters such as zoning, general plans, land divisions and use permits. The Department staff has copies of various County codes and regulations plus related maps which can be referred to. Furthermore, the staff is happy to assist individuals with filing applications and to provide help in the processing of permit requests.

When seeking information regarding a potential development, it is advisable to furnish a detailed description of what is intended, the timing of the particular use, and an assessor's parcel number(s) of the property on which the use will occur. Such information will help ensure a faster and more complete response from the Department than might otherwise result.

After review of a proposed project, it is sometimes necessary to inform applicants that a particular project being suggested, either because of its location or design, does not satisfy County development criteria and, therefore, cannot be recommended for approval. In these situations, the staff endeavors to work with applicants to suggest either alternative development sites or modifications in site development plans that would be consistent with County standards.

The Department Director and staff welcome suggestions that may add greater efficiency to our review and processing of proposed development projects. The Department's objective is to provide efficient and courteous service to all citizens and property owners seeking our assistance.

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Toll Free Access Within Shasta County 1-800-528-2850

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ENVIRONMENTAL REVIEW PROCEDURE

The California Environmental Quality Act (CEQA) required an assessment of environmental impact for all projects requiring a permit or other discretionary approval from Shasta County decision-making bodies. The County Environmental Review Officer is responsible for making initial environmental determinations and recommending appropriate environmental findings to the decision-making body for adoption.

After a review of pertinent information, the Environmental Review Officer will make an initial environmental determination. This determination will result in one of the following:

1. An Exemption - This means your project meets criteria for exemption from the requirements of the CEQA. No additional environmental review is required.
2. A Negative Declaration - This means your project will not result in any significant effects on the environment. If conditions (mitigation measures) are applied to assure that no significant effects will occur, the environmental document is called a Mitigated Negative Declaration.
3. An Environmental Impact Report (EIR) - This means your project may have a significant effect on the environment and additional information is necessary to determine appropriate mitigation measures. The Environmental Review Officer may give you an option of preparing a "special study" (i.e., traffic study, archaeological survey, etc.) to address the issue(s) instead of preparing an EIR. If an EIR is to be prepared, it must be prepared by a third party consultant selected through the established consultant selection process. An information sheet describing this process and a current consultant list are available upon request.

Please fill out the attached Environmental Information Form as accurately and completely as possible. Failure to do so may result in delays in processing your application.

If you need assistance or if you have any questions, please contact the Shasta County Planning Division. Copies of CEQA and State EIR Guidelines may be obtained from the Planning Division for a small fee which covers the cost of reproduction.

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ENVIRONMENTAL INFORMATION FORM

INITIAL STUDY PART I

(To be completed by the Applicant or Representative)

NOTE: Please answer all questions as accurately and completely as possible to avoid possible delays in processing.

I. PROJECT DESCRIPTION

1. Project Title: _____
2. Describe the proposed project in as much detail as is possible: _____

II. ENVIRONMENTAL SETTING

(Use one copy of the tentative map or site plan to plot any necessary information)

1. Attach a copy of the appropriate United States Geological Survey (USGS) topographic map, and indicate the location of the proposed project. (The maps are available from sporting goods stores.)

2. Attach photographs of the site, if possible.

3. Describe the existing use(s) on the project site (including the type and number of any structures, roads, etc.): _____

4. Describe the existing land use on adjacent properties. Also note any major natural or man-made features (i.e., highways, stream channels, etc.):

North: _____

East: _____

West: _____

South: _____

5. Describe the existing topography on-site (i.e., landforms, slopes, etc.). Any data on soils and geology would also be helpful:

6. Describe existing drainage courses or eroded areas on or near the project site i.e., rivers, creeks, drainage ditches):

7. Describe the existing vegetation on-site and the percentage of the site it covers:

8. Describe the existing wildlife on-site:

9. Are there any cemeteries, structures, or other items of historical or archaeological interest on the property? No Yes, specify: _____

10. Describe any site alterations which would result from the proposed project specifically address the amount and location of grading, cuts and fills, vegetation removal, alterations to drainage, removal of existing structures, etc.):

11. Please include a copy of any studies (soils, geology, marketing, etc.) that you had prepared for this project or project site.

III. SERVICES

1. Indicate how the following services will be provided for your project and availability of service.

- a. Electricity: _____
- b. Natural Gas: _____
- c. Water Supply: _____
- d. Sewage Disposal: _____
- e. Solid Waste Disposal: _____

2. If an extension of service lines is necessary, indicate which service(s) and the distance of the extension(s): _____

IV. INDUSTRIAL, COMMERCIAL AND INSTITUTIONAL PROJECTS

1. Total number of employees and number of employees on the largest shift:

2. Types of equipment and/or machines to be used:

3. Number of on-site parking spaces proposed: _____

4. Types of materials, chemicals, and/or products to be processed, packaged, or stored:

5. Describe any hazardous substances to be used on the project site:

6. Estimate the type and amount of air emissions or odors:

7. Will the project change the ambient noise levels for adjacent properties?

No Yes, specify: _____

CERTIFICATION: *I certify that the information provided herein is true and correct to the best of my knowledge and belief.*

Signature of Applicant or Authorized Representative

Date

STATEMENT OF AGENCY

I, the undersigned, am an owner of a record title interest in the property involved with this proposed project.

I hereby appoint _____ as my agent(s) for purposes of this project, as set forth below.

My agent(s) is/are hereby authorized and empowered to: (check as appropriate)

___ Represent me in all matters relating to the proposed project, except execution of certificates of ownership, offers of dedication, dedications, and agreements to construct improvements;

OR

___ Submit the application(s) and related information to the Planning Division;

___ Represent me before the Planning Commission or Board of Supervisors;

___ Consent to conditions imposed if and when the application(s) is/are approved;

___ Represent me before the Board of Supervisors in case of appeal.

I agree to be bound by all the representations, drawings and statements tendered by my agent(s) to the County of Shasta for purposes of this proposed project as if the same were made by me personally. I further agree to be bound by all the conditions imposed by the County of Shasta on the approval of this proposed project pursuant to State law and the Shasta County Ordinance Code.

I understand that I may revoke the authority granted by this statement at any time by written notice sent to: Department of Resource Management, Planning Division, 1855 Placer Street, Suite 103, Redding, CA 96001.

SIGNATURE OF OWNER(S):

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California, County of Shasta

On _____ before me, _____, **Notary Public**, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____
Signature of Notary Pubic

Place Notary Seal Above