



DEPARTMENT OF RESOURCE MANAGEMENT

Planning Division

1855 Placer Street, Suite 103

Redding, California 96001

Phone: (530) 225-5532 Fax: (530) 245-6468

Web: planning.co.shasta.ca.us Email: resourcemanagement@co.shasta.ca.us

Administrative Permit Application Checklist

- [] 1. Application (attached): Original [Planning Permit Master Application](#) form completed (typed or printed and wet signed).
- [] 2. Site Plan: Five (5) copies of a site plan. An 8-1/2" x 11" size paper works well for drawing the property outline. Once the property outline is drawn, please draw the existing and proposed improvements (driveway, well, septic, disposal field, etc.), structures (home, garage, shop, etc.), uses (pasture, orchard, etc.), and features (creeks, drainages, etc.) for the property. Site plan should be to scale, or at least proportionate, write in distances to show location, and label the use of all existing and proposed structures (such as house, mobile home, garage, or barn), as well as all items in the list below. (See attached example for guidance.)
- Make sure the following required information is shown on the plot plan
(*Certain uses may require additional site plan information. See applicable supplemental checklist*)
1. The parcel in its entirety, and if necessary, an inset map to show detail.
 2. All attached and detached structures both existing and proposed, labeled clearly with square footage and use for each.
 3. Setback distances from proposed and existing structures to all property lines.
 4. Property owner's name.
 5. Assessor's Parcel Number(s) for the property.
 6. Address of property.
 7. North arrow and scale.
 8. Acreage of property.
 9. Type and width of easements.
 10. Septic system and well location, both existing and proposed. Also show the distance to the neighbor's septic system and well if less than 90 feet from your property line.
 11. Dedicated septic system expansion/replacement area (if on private on-site septic system).
 12. Roads and driveways, including length and width, turn radius (used for Fire Department and Public Works), and estimated grade.
 13. Drainages and waterways. Include distances from existing and proposed structures and indicate the toe and top of bank including seasonal or dry creek beds, also include any ponds on the parcel or neighbor's parcel.
 14. Location of soil profile pit and percolation test holes (for new septic systems).
 15. Existing and proposed utility locations (electric, cable, phone, water including meter location(s), and sewer connection).
 16. If the proposed building is to be connected to electric, water, or sewer facilities, including on-site wastewater treatment systems, show the location and route of the connection and label whether the connection is above or underground. Nearest fire hydrant.
- [] 3. Five (5) copies of **floor plans** and **elevations** (label square footage and total height) for all projects with proposed new buildings or structures, conversion or new uses of existing structures, and/or additions to or modification of existing structures. (*Certain uses may require additional floor plan information. See applicable supplemental checklist*)

Administrative Permit Application Checklist

- [] 4. Project Background Information Form (attached): **Original plus five (5) copies** completed (typed or printed).
- [] 5. Authorization to Enter Private Property (attached): Signed by property owner or authorized agent.
- [] 6. Authorized Representation (attached): If someone is to submit the application on behalf of the applicant or property owner, for property not owned by the applicant, and/or is to be the representative of the applicant in any other capacity, a notarized statement of agency signed by the property owner authorizing representation by a person or agency must be submitted.
- [] 7. The appropriate non-refundable filing fees.
- [] 8. CDF Exception for projects requesting reduced setbacks.
- [] 9. Completed Administrative Permit Application Checklist form, noting any items which are not applicable.
- [] 10. F2 Zone District - Provide a completed Flood Hazard Information Request from Department of Public Works (if a building permit is currently in process, provide the building permit application number: _____); If not, submit a request and fee directly to DPW and provide a copy of the completed FHIR or receipt).

Note: For projects which involve or may require installation of a new on-site wastewater treatment system (OWTS) or expansion of an existing OWTS; and/or for projects on lots that area substandard in size or exhibit other physical qualities that may limit suitable area for future replacement of a failed OWTS, soil percolation testing data may be requested as part of the administrative permit application review process. It is advisable to visit or call the Shasta County Environmental Health Division for information about sewage disposal requirements and standards and feedback on your proposal prior to submittal in order to avoid delay during the review process.



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Project Information Form for Administrative Permits

(To be completed by Applicant or Representative)

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

1. Project Title: _____

2. Describe the proposed project in as much detail as possible (attach additional sheets if necessary).

3. Will the project include a proposed residential accessory building(s)?

YES NO If yes, describe *in detail* the activity to be carried out and/or items to be stored in the proposed building(s).

ENVIRONMENTAL SETTING (Use one copy of the site plan to plot any necessary information.)

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

Project Background Information Form for Administrative Permits

5. Indicate the surrounding land uses:

	Vacant	Residential	Agriculture	Commercial	Industrial	Public Facility	Timberland	Other (please specify)
North:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
East:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
South:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
West:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

6. Describe the existing topography on-site (i.e., landforms - level, rolling hills, or steeply sloped, etc).

7. Are there existing drainage courses or eroded areas on or near the project site (i.e., rivers, creeks, drainage ditches)?

YES NO If yes, please show on site plan and explain below:

8. Will trees or other vegetation be removed to facilitate proposed project?

YES NO If yes, please show area of tree and/or vegetation removal on site plan and explain below:

9. Are there existing structures on the property?

YES NO If yes, please show and identify each structure on the plot plan including all setbacks to property lines and other structures.

10. Will any structures be demolished as a result of the proposed project?

YES NO If yes, please show building to be demolished on site plan.

Project Background Information Form for Administrative Permits

GRADING

11. How will the building(s) and/or uses be accessed? (check any that apply and show on site plan)
 Existing Driveway New driveway New encroachment Existing encroachment
 Other _____
12. Will any alterations be made to existing drainage courses or eroded areas on or near the project site (i.e., rivers, creeks, drainage ditches)?
 YES NO If yes, please show on site plan and explain below and show on site plan:

13. For grading, road/driveway construction, installation of culverts etc., complete the following:
Amount of cut: _____ cubic yards
Amount of fill: _____ cubic yards
Max. height of fill slope: _____ feet
Max. height of cut slope: _____ feet
Amount of import/export: _____ cubic yards
Area of disturbance: _____ square feet
Number of culverts: _____ Size(s): _____
Location of borrow or disposal site: _____
14. Is the project in an MS4 area? YES NO

SERVICES

15. Indicate how the following services are provided to your parcel and the availability of services (if services are to be extended for the project or to the building, must be shown on site plan):
- Electricity: Utility company provider: _____
 Existing service
 Requires extension of service to site: _____ feet
 Onsite Generation- Specify type: _____
 None

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Gas: Utility company provider: _____
 Existing service
 Requires extension of service to site: _____ feet
 None

Water Supply:
 Public and/or Community Water System (specify supplier): _____
 Well
 Spring
 Other (specify): _____
 None

Sewage Disposal:
 Public and/or Community Sewage System (specify supplier): _____
 Septic Tank
 Other (specify): _____
 None



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Authorization to Enter Private Property

PROJECT# _____

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. Oftentimes other 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 relevant information needed to process an application in a timely way.

If County and consulting 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 additional environmental documents addressing the project site.

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

_____ for the purposes 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/Authorized Agent Signature

Contact Telephone Number



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Notarized 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):

(Note: Signature of Owner(s) must be notarized)

Notarized Statement of Agency

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 _____

(Seal)



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Public Information/Project Assistance

Shasta County Department of Resource Management, Planning Division staff is available to review and discuss questions relating to land use matters such as zoning, general plans, land divisions and use permits, and to direct the public to other Department division and outside agencies involved in Planning Division application. The Planning Division maintains and/or hosts on-line copies of various County codes, regulations, and plus related maps which can be used for reference. Furthermore, the staff is happy to assist the public with filing their applications and to provide help in the processing of permit requests.

When seeking preliminary information regarding a potential development, it is highly advisable to furnish a detailed description of what is intended, including a detailed site plan if possible, 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. In certain instances, Planning Division may request the submittal of Written Land Use Verification, Planning Director's Zoning Interpretation, or Pre-Application if a request for preliminary information is complex, requires a more official response, and/or when the potential applicant would like formal feedback from the County and outside agencies regarding a project proposal.

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.