SHASTA COUNTY DEPARTMENT OF RESOURCE MANAGEMENT
PLANNING DIVISION
1855 Placer Street, Suite 103, Redding, California 96001 Phone (530) 225-5532 FAX (530) 245-6468

MINOR AND STANDARD USE PERMIT INFORMATION CHECKLIST

All of the following items must be included when you submit your application (unless otherwise indicated or they are not applicable to your application). Please be advised that these are modified occasionally without notice. All required forms are attached.

[ ] 1. One (1) completed original of the "Planning Permit Master Application" form. (attached)

[ ] 2. Five (5) completed sets of the "Environmental Information" form. (attached)

[ ] 3. One (1) signed original of the "Authorization to Enter Private Property" form. (attached)

[ ] 4. Ten (10) sets of a **site plan** (a map drawn to scale) showing the following information (example attached). Site plans should be 8½" x 11". The maximum acceptable size to be no larger than 18" x 36" and must be folded (accordion style) to no larger than 8½" x 14".

a. Graphic scale and north arrow (scale range: 1"=10' to 1"=600').

b. Vicinity map showing the location of the property relative to major roads or major landmarks.

c. Location and dimensions of property lines, adjacent street right-of-way, building setback lines, sidewalks, and easements.

d. Location and dimensions of existing and proposed structures and walls. (Please show existing with solid lines and proposed with dashed lines.)

e. Square footage of all structures, and percentage of structure coverage in relationship to the entire lot.

f. Label the use of all existing and proposed structures or areas.

g. Location of existing and proposed sewage disposal systems and wells.

h. Distance between structures and from structures to the property lines.

i. Off-street parking facilities, including parking area and layout, loading areas, trash storage areas, dimensions and numbers of individual parking spaces and aisles.

j. Site access (including driveways).

k. Existing and proposed landscaping.

l. Location and size of all proposed signs.

m. Location and general dimensions of watercourses and drainage ways on the site, including any proposed modifications.

n. Location and dimensions of all existing and proposed culverts or bridges on the site.

[ ] 5. Five (5) copies of Assessor's Plat Map with the project site outlined in red.

[ ] 6. If the applicant wishes to authorize representation by another person or firm, one (1) signed "Statement of Agency" form. (attached)

[ ] 7. One (1) completed "Grading Statement" form. (A subsequent Grading Permit application may be required.) (attached)

[ ] 8. The appropriate non-refundable application fee.

[ ] 9. If the project is within a water and/or sewer district, a current "will serve" letter is required.

[ ] 10. For requests that involve the installation of new septic systems, all applicable test data must already have been supplied to the Environmental Health Division demonstrating compliance with adopted criteria. Please provide one copy of the test data submitted.

[ ] 11. If the application is for an accessory structure, provide a list of the proposed uses of the structure.

[ ] 12. A written narrative to any requested exceptions to adopted development standards.

[ ] 13. Completed Minor or Standard Use Permit Application Checklist form, noting any items which are not applicable.

[ ] 14. Floor plan and elevation of proposed structures.

[ ] 15. When applying for a communication facility, provide the following items in addition to those listed above:

a. A representative view from surrounding land uses. Submit a minimum of four (4) views (with the tower and antenna superimposed to scale), one each, taken from the north, south, east, and west of the proposed project site from adjoining roads and/or sensitive properties. Other photo simulations may be required depending on the sensitivity of the area.

b. A check for $75 payable to Northeast Information Center, Chico State University for archaeological clearance along with ten (10) copies of the United States Geological Survey (USGS) topographic map identifying the location of the project site. (8½" X 11" photocopies are acceptable.)

OR

Submit an archaeological survey conducted in accordance with Northeast Information Center.

[ ] 16. F2 Zone District - Provide a completed Flood Hazard Information Request from Department of Public Works (fee paid to DPW).

NOTE: After staff has reviewed the nature and extent of your proposed project, other drawings or diagrams may be required (i.e. if located in flood plain zoning or a flood hazard area, elevations, floor plans, and/or cross sections may be required; landscape and/or irrigation plans; photographs).

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MAJOR USE PERMIT INFORMATION CHECKLIST

All of the following items must be included when you submit your application. Please be advised that these are modified occasionally without notice. All required forms are attached.

[ ] 1. One (1) original of the "Planning Permit Master Application" form (typed or printed). (attached)

[ ] 2. Ten (10) completed sets of the "Environmental Information Form". (attached)

[ ] 3. One (1) signed original of the "Authorization to Enter Private Property" form. (attached)

[ ] 4. Twenty (20) copies of a site plan (a map drawn to scale) showing the following information (example attached). Site plans should be 8½" x 11". The maximum acceptable size to be no larger than 18" x 36" and must be folded (accordion style) to no larger than 8½" x 14".

a. Graphic scale and north arrow (scale range: 1"=10' to 1"=600').

b. Vicinity map showing the location of the property relative to major roads or major landmarks.

c. Location and dimensions of property lines, adjacent street right-of-way, building setback lines, sidewalks, and easements.

d. Location and dimensions of existing and proposed structures and walls. (Please show existing with solid lines and proposed with dashed lines.)

e. Square footage of all structures and percentage of structure coverage in relationship to the entire lot.

f. Label the use of all existing and proposed structures or areas.

g. Location of existing and proposed sewage disposal systems and wells.

h. Distance between structures and from structures to the property lines.

i. Off-street parking facilities, including parking area and layout, loading areas, trash storage areas, dimensions and numbers of individual parking spaces and aisles.

j. Site access (including driveways).

k. Existing and proposed landscaping.

l. Location and size of all proposed signs.

m. Location and general dimensions of watercourses and drainage ways on the site, including any proposed modifications.

n. Location and dimensions of all existing and proposed culverts or bridges on the site.

o. Location of all schools within 1,000 feet of any project facility likely to emit potentially hazardous air contaminants.

NOTE: After staff has reviewed the nature and extent of your proposed project, other drawings or diagrams may be required (i.e. if located in floodplain zoning or a flood hazard area, elevations, floor plans, and/or cross sections may be required; landscape and/or irrigation plans; photographs).

[ ] 5. Building elevations and floor plans.

[ ] 6. Twenty (20) copies of Assessor's Plat Map with the project site outlined in red.

[ ] 7. If the applicant wishes to authorize representation by another person or firm, one (1) signed "Statement of Agency" form. (attached)

[ ] 8. One (1) completed "Grading Statement" form. (attached)

[ ] 9. Five (5) sets of a preliminary grading plan, if any on-site grading is proposed. (Scale to be 1"=100').

[ ] 10. The appropriate non-refundable application fee and:

a. Check for $75.00 **stapled to front of the application form only, <u>payable to the Northeast Information Center, Chico State University</u>** for archaeological clearance.

[ ] 11. A written statement that this application is for a Development Project along with a narrative description of the proposed project.

[ ] 12. If the project is within a water district and/or sewer district, a current "will serve" letter is required.

[ ] 13. For requests that involve the installation of new septic systems, all applicable test data must already have been supplied to the Environmental Health Division demonstrating compliance with adopted criteria. Please provide one copy of the test data submitted.

[ ] 14. A written narrative of any requested exceptions to adopted development standards.

[ ] 15. Completed Major Use Permit Application Checklist form, noting any items which are not applicable.

[ ] 16. Floor plan and elevation of any proposed structures.

Shasta County

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

Richard W. Simon, AICP
Director

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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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, Suite 103, Redding, California 96001

PLOT PLAN INSTRUCTIONS

AN ACCURATE PLOT PLAN WILL HELP SHORTEN THE REVIEW TIME OF YOUR PROJECT

The purpose of a plot plan is to establish a clear record of the use of property. It may be helpful to think of how the property would look if you were flying above it and represent this on paper. You might start with an assessor's plat map (copies available at the assessor's office) for a detailed outline of your property.

An 8½" x 11" size paper works well for drawing the property outline. Once the property outline is drawn, please draw what is existing and proposed for the property. Try to keep size proportionate, write in distances to show location, and label the use of all existing or proposed structures (such as house, mobilehome, garage, or barn).

Make sure the following is shown on the plot plan:

1. Property owner's name
2. Assessor's parcel number for the property
3. North arrow and scale
4. Acreage of property
5. Square footage of buildings
6. Indicate whether there are mobilehomes or houses and indicate whether there is a garage attached to the house and list the size
7. Easements shown and labeled
8. Septic system and well location, both existing and proposed. Also show the distance to the neighbor's septic system and well
9. Roads and driveways shown and labeled, list length and width (used for Fire Department and Public Works)
10. Drainages and waterways shown and labeled.

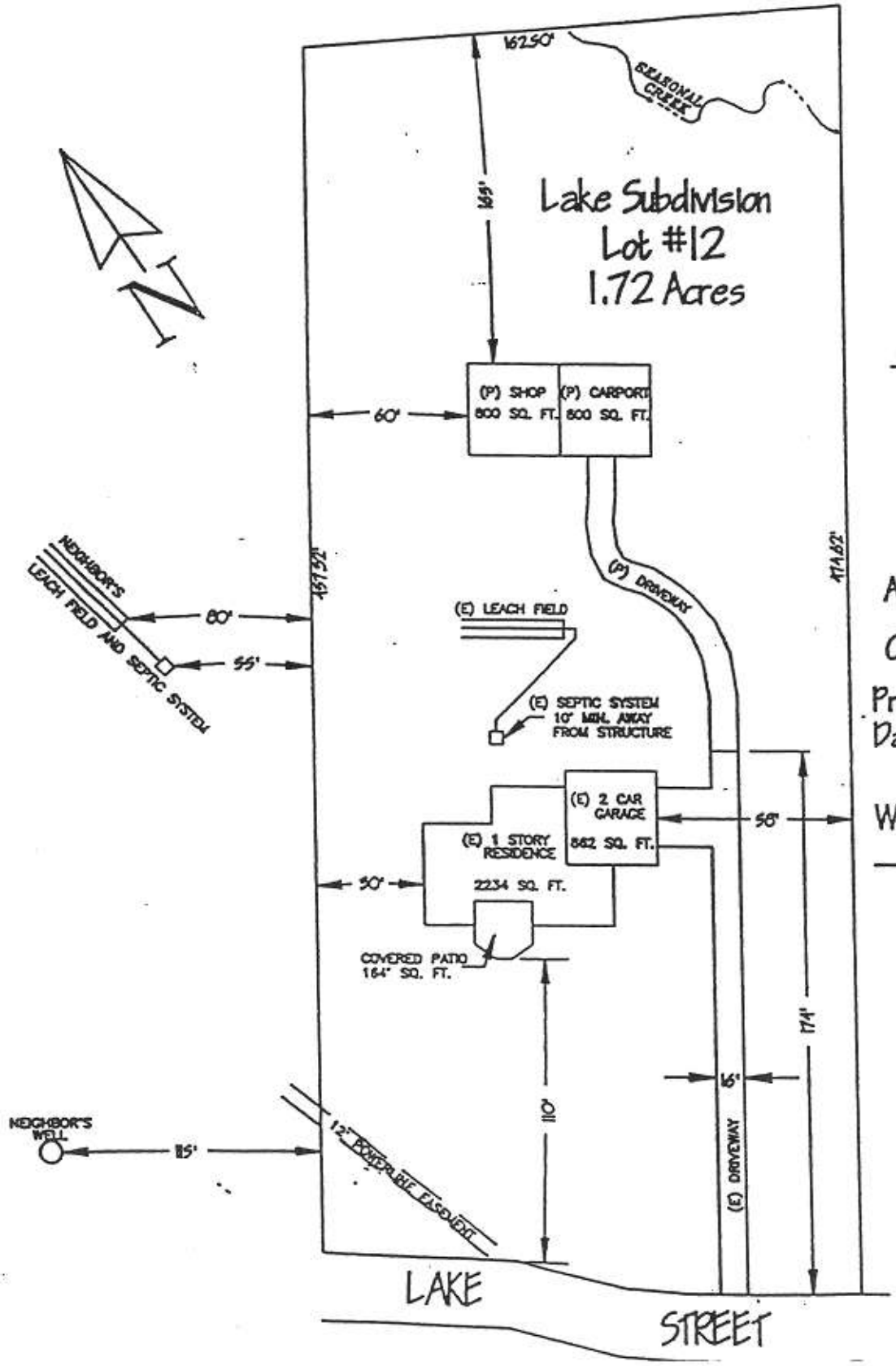
On the back of this page is an example to review.

Please ask for help if you have any further questions.

Note: If your project involves grading, please provide a slope cross-section.

H:..\COUNTER.FRM\PLOTPLAN.INS
Revised 3/97

PLOT PLAN EXAMPLE



PLOT PLAN

(E) - EXISTING

(P) - PROPOSED

SCALE 1" = 50'

A.P. # 000-000-00

OWNER: TOM SMITH

Prepared by: _____

Date prepared: _____

Water supplied by _____ Water District

Also, show distances to property line from your neighbor's septic system, leach field, and well

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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 locationof grading, cuts and fills, vegetation removal, alterations to drainage, removal of existing structures, etc.):

_____

_____

_____

11. Please <u>include</u> 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

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

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_____

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___

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   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_____

revised 12/2007

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):

_____ _____

_____ _____

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 _____
Notary Public Signature

(Seal)