ADMINISTRATIVE PERMIT, RELIEF, OR WAIVER

PURPOSE
An Administrative Permit is required in cases where limited review of a proposed structure or use is necessary to verify compliance with established standards adopted to ensure compatibility with adjacent uses and availability of public services and infrastructure. The Administrative Permit is used for the processing of Oak Tree/Oak Woodland Removal Permits in compliance with Oak Resources Conservation Ordinance Section 130.39.060 (Oak Tree and Oak Woodland Removal Permits – Ministerial Development Projects), administrative relief or waiver requests in compliance with Zoning Ordinance Subsection 130.52.010.B (Administrative Relief or Waiver) or to establish the legal nonconforming status of a use or structure in compliance with Zoning Ordinance Chapter 130.61 (Nonconforming Uses, Structures, and Lots).

The issuance of an Administrative Permit shall be a ministerial project pursuant to the California Environmental Quality Act (CEQA).

INITIAL PROCESS
1. Applicant/agent prepares all required submittal information and makes an appointment to submit the application to Planning Services.

2. Planning Services reviews submittal and makes a determination on zoning conformance or if public hearing is required within 20 working days.

NOTE: Ranch marketing and winery activities require Agricultural Commission review, extending the determination by approximately 30-45 days.

APPEALS
A decision on the Administrative Permit may be appealed pursuant to Zoning Ordinance Section 130.52.090 (Appeals). Appeals must be made within ten working days from date of decision and filed with Planning Services with the current appeal fee, as adopted by the Board of Supervisors through fee resolution.

FEES
Current application and revision fees may be obtained by contacting the Planning Services at (530) 621-5355 or by accessing the Planning Services online fee schedule at www.edcgov.us/Planning/.

NOTE: Should your application be denied, application fees are nonrefundable. Should you request withdrawal of the application, you may receive only that portion of the fee which has not yet been expended.

DEED RESTRICTIONS
Please review and understand any private deed restrictions recorded against your property to insure your proposed application does not violate such deed restrictions. If a conflict exists between the deed restrictions and your application, the County can still approve your application and issue necessary permits. However, County approval does not absolve your obligation to comply with deed restrictions.
APPLICATION
If the application and submittal requirements are not attached to this information packet, please contact Planning Services. You may also call Planning Services at (530) 621-5355 for general assistance.

APPOINTMENT
Applications are accepted by appointment only. Please call ahead for an appointment with a planner when you are ready to submit your application. Please have all required submittal information completed before your appointment. Appointments are generally made within 48 hours of your call to Planning Services at (530) 621-5355.
**ADMINISTRATIVE PERMIT, RELIEF, OR WAIVER**

**REQUIRED SUBMITTAL INFORMATION**

The following information must be provided with all applications as indicated below. **If all the information is not provided, the application will be deemed incomplete and will not be accepted.** For your convenience, please use the check (✓) column on the left to be sure you have all required information.

**FORMS AND MAPS REQUIRED (Required for all applications)**

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<th>Check (✓)</th>
<th>Applicant</th>
<th>County</th>
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1) Application form, completed and signed.

2) Letter of authorization from all property owners authorizing agent to act as applicant, when applicable.

3) Proof of ownership (Grant Deed), if the property has changed title since the last tax roll.

4) An 8 ½ x 11" vicinity map showing the location of the project in relation to the distance to major roads, intersections, and town sites.

5) Narrative of project and request.

6) Provide name, mailing address and phone number of all property owners and their agents.

**OAK TREE/OAK WOODLAND REMOVAL (Required for all oak tree/oak woodland removal permits)**

The following information shall be required if any Oak Woodlands, Individual Native Oak Trees, or Heritage Trees, as defined in Oak Resources Conservation Ordinance Section 130.39.030 (Definitions) will be impacted by the project (i.e., cut down) consistent with Section 130.39.060 (Oak Tree and Oak Woodland Removal Permits – Ministerial Development Projects).

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1) Oak Resources Code Compliance Certificate.

2) Oak Resources Technical Report prepared by a Qualified Professional consistent with Section 2.5 (Oak Resources Technical Reports) of the Oak Resources Management Plan.

3) Completed Oak Resources Technical Report Checklist, including supplemental data for impacted Individual Native Oak Trees within Oak Woodlands, as applicable.

4) Reason and objective for Impact to oak trees and/or oak woodlands.
SITE PLAN REQUIREMENTS (Not required for oak tree/oak woodland removal permits)

One full-sized site plan drawn to scale and of sufficient size to allow for a clear delineation of the following required information (where applicable) in an electronic PDF format (CD-ROM or other medium) and one 11”x17” version of the full-sized site plan. Both versions must include a graphic scale. For your convenience, please check the Applicant column on the left to be sure you have all the required submittal information.

**FORMS AND MAPS REQUIRED**

Check (✓)

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1) Project name (if applicable).

2) Name, address of applicant and designer (if applicable).

3) Date, north arrow, and scale.

4) Entire parcels of land showing perimeter with dimensions.

5) All roads, alleys, streets, and their names.

6) Location of easements, their purpose and width.

7) All existing and proposed uses (i.e. buildings, driveways, dwellings, utility transmission lines, etc.).

8) Parking and loading stalls with dimensions (refer to Zoning Ordinance Chapter 130.35 (Parking and Loading, and the Community Design Standards – Parking and Loading Standards).

9) Trash and litter storage or collection areas, and propane tank location(s).

10) Total gross square footage of proposed buildings.

11) Proposed/existing fences or walls.

12) Sign location and size (if proposed).

13) Pedestrian walkways, courtyards, etc. (if proposed).

14) Exterior lighting (if proposed). (Refer to Zoning Ordinance Chapter 130.34 and the Community Design Standards – Outdoor Lighting Standards).

15) Existing/proposed water, sewer, septic systems, and wells (if applicable).

16) Existing/proposed fire hydrants.

17) The location, if present, of rock outcropping, lava caps, drainage courses, lakes, canals, reservoirs, rivers, streams, spring areas subject to inundation and wetlands. (Show respective 100-foot and 50-foot septic system setbacks when a septic system is proposed.)
FORMS AND MAPS REQUIRED

Check (✓)

Applicant County

18) Identify areas subject to a 100-year flood on perennial streams or creeks, and show high water level (100-year) on map.

19) Note any proposed trails within the project; and where applicable, connection to existing or proposed trail systems.

20) Summary table on plans (or attached) demonstrating compliance with zoning regulations regarding the following:
   - Signs (Zoning Ordinance Chapter 130.16 – Signs);
   - Parking (Zoning Ordinance Chapter 130.35 – Parking and Loading, and Community Design Standards – Parking and Loading Standards);
   - Landscaping (Zoning Ordinance Chapter 130.33 – Landscaping Standards, and Community Design Standards – Landscaping and Irrigation Standards); and
   - Development standards regarding maximum coverage for the lot (see the applicable zone district development standards).

LANDSCAPE PLAN REQUIREMENTS (Not required for oak tree/oak woodland removal permits)

(Two copies required when parking facilities are proposed.)

Check (✓)

Applicant County

1) Location, quantity, and a gallon size of proposed plant material (See Zoning Ordinance Chapter 130.33 – Landscaping Standards, and Community Design Standards – Landscaping and Irrigation Standards).

2) Lists of both common and botanical names of plant material.

3) Location/type of irrigation proposed. The Landscape Plan will be required to meet the County’s Water Conserving Landscape Standards, available at Planning Services or online at www.edcgov.us/Planning/.

NOTE: APPLICATION WILL BE ACCEPTED BY APPOINTMENT ONLY. MAKE YOUR APPOINTMENT IN ADVANCE BY CALLING (530) 621-5355.
APPLICATION FOR: **ADMINISTRATIVE PERMIT**

ASSESSOR’S PARCEL NO.(s) ________________________________

PROJECT NAME/REQUEST: (Describe proposed use)__________________________

__________________________________________

APPLICANT/AGENT

Mailing Address
P.O. Box or Street City State & Zip
Phone ( )_ EMAIL: ________________________________

PROPERTY OWNER

Mailing Address
P.O. Box or Street City State & Zip
Phone ( )_ EMAIL: ________________________________

LIST ADDITIONAL PROPERTY OWNERS ON SEPARATE SHEET IF APPLICABLE

ENGINEER/ARCHITECT

Mailing Address
P.O. Box or Street City State & Zip
Phone ( )_ EMAIL: ________________________________

LOCATION: The property is located on the___________________ side of ______________________ street or road

_________________ feet/miles of the intersection with ______________________ major street or road

in the_________________________ area. PROPERTY SIZE ______________________ acreage / square footage

X __________________________ Date __________________

signature of property owner or authorized agent

FOR OFFICE USE ONLY

Date ______________ Fee $____________ Receipt # __________ Rec’d by __________ Census __________

Zoning__________ GPD__________ Supervisor Dist__________ Sec__________ Twn__________ Rng__________

ACTION BY: __________DIRECTOR __________ ZONING ADMINISTRATOR

Hearing Date __________________________

Approved __________ Denied __________ Approved __________ Denied __________

Findings and/or conditions attached Findings and/or conditions attached

APPEAL: Approved __________ Denied __________

Title

Application Revised 11/2017