



## TRINITY COUNTY PLANNING DEPARTMENT

P.O. BOX 2819 ♦ 61 AIRPORT ROAD  
WEAVERVILLE, CALIFORNIA 96093  
PHONE (530) 623-1351 ♦ FAX (530) 623-1353  
[Info.planning@trinitycounty.org](mailto:Info.planning@trinitycounty.org)

### Requirements for a Complete Planning Director's Issued Use Permit Application

The following items are **REQUIRED** for a complete application:

- COMPLETED AND SIGNED APPLICATION FORM**
- 8 ½" x 11" SITE PLAN** drawn to scale showing proposed and existing development, particularly the location of buildings, driveways, wells, etc. and their distance from property lines. Indicate other information pertinent to the project (see example site plan). For sign permits also include location of the sign(s) on site plan and a separate detail drawing of the sign providing dimensions, construction materials, and graphic representation of text. (See examples)
- PROPERTY OWNERSHIP/LOCATION MAP** with the subject property and all properties within a radius of 300 feet of the subject property clearly identified. Write the property owners names on the parcels. (See example)
- PROPERTY OWNERSHIP LIST** providing the names and addresses of all property owners identified on the Property Ownership Map. (See example)
- STAMPED REGULAR #10 SIZE ENVELOPES** Addressed to the individuals identified on the Property Ownership List.
- THREE STAMPED REGULAR #10 SIZE ENVELOPES** addressed to project applicant/agent for which notices, staff reports, or other correspondence is to be sent.
- SIGNED AND DATED LAND USE ENTITLEMENT FORM** *(Please sign and date this form only)*
- AGENT'S AUTHORIZATION FORM** is required if the applicant authorizes someone else to act on their behalf, or is not the current owner of the subject site.
- APPLICATION FEE** (Please see current fee schedule)

#### ADDITIONAL INFORMATION FOR MOBILE HOMES

Mobile homes manufactured prior to October, 1973 do not have a roof load rating and require a ramada constructed over them. A separate building permit is required for armadas.

#### ADDITIONAL INFORMATION FOR SIGN PERMITS

If the proposed sign is within 600 feet of any State Highway either:

- a. A State sign permit for the proposed sign(s) must be included in this application; or
- b. A letter from the California State Department of Transportation indicating that a State sign permit is not necessary for the proposed sign.

#### ADDITIONAL INFORMATION FOR GRADING PROJECTS

A short description of the purpose for the grading and intended end result.



# TRINITY COUNTY PLANNING DIRECTOR'S ISSUED USE PERMIT

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Mobile Home (Permanent)    RV (90 day – year)    Sign    Accessory Bldg.    Grading    Other: \_\_\_\_\_

## APPLICANT

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## PROPERTY OWNER Check if same as Applicant (If more than one property owner is involved, attach list.)

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## PROPERTY DESCRIPTION

Property location/Address: \_\_\_\_\_

Assessor's parcel Number(s): \_\_\_\_\_ Size: \_\_\_\_\_ (acres)

Property's Approx. Elevation: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Present Zoning: \_\_\_\_\_ General Plan Designation: \_\_\_\_\_

### REQUEST/INFORMATION

PLEASE COMPLETE NEXT PAGE

### INFORMATION REQUIRED FOR MOBILE HOME/RV PERMITS

Year of Manufacture: \_\_\_\_\_ Roof Load: \_\_\_\_\_

Living Area (Sq. Ft.): \_\_\_\_\_ Dimensions: \_\_\_\_\_

### FOR OFFICE USE ONLY

Application Received by: \_\_\_\_\_

Date: \_\_\_\_\_

First Hearing: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

I hereby certify that I am the owner of record of the property described above, or have authorization to act in behalf of the owner of the owner (note attached), and that this application and all other documents submitted are true and correct to the best of my knowledge and belief.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

# SITE PLAN

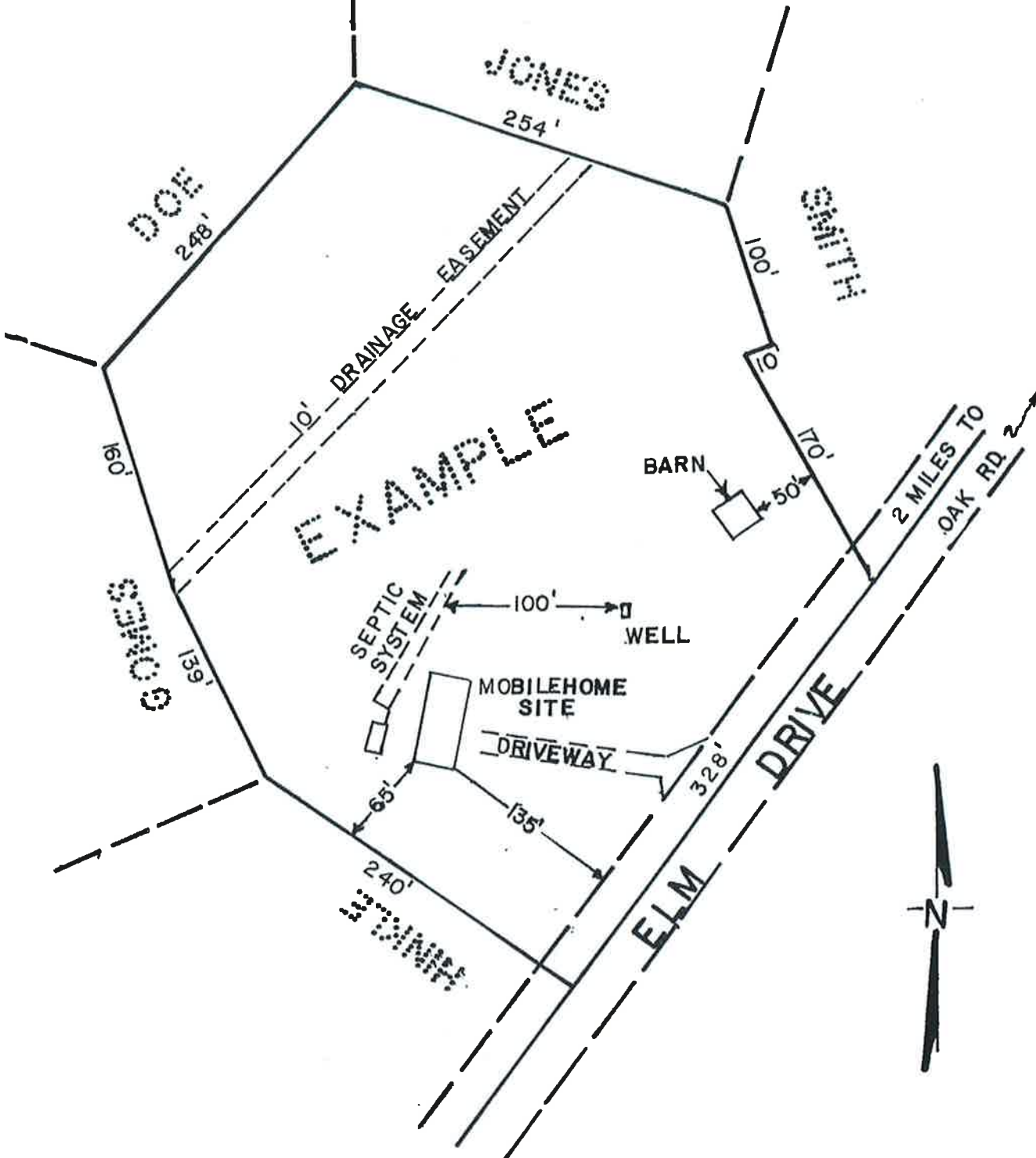
## TRINITY COUNTY PLANNING DEPARTMENT

### APPLICANT PREPARED SITE PLAN

Application No

Drawn By:	APN:
Date:	Zoning:
Scale	Lot Area:

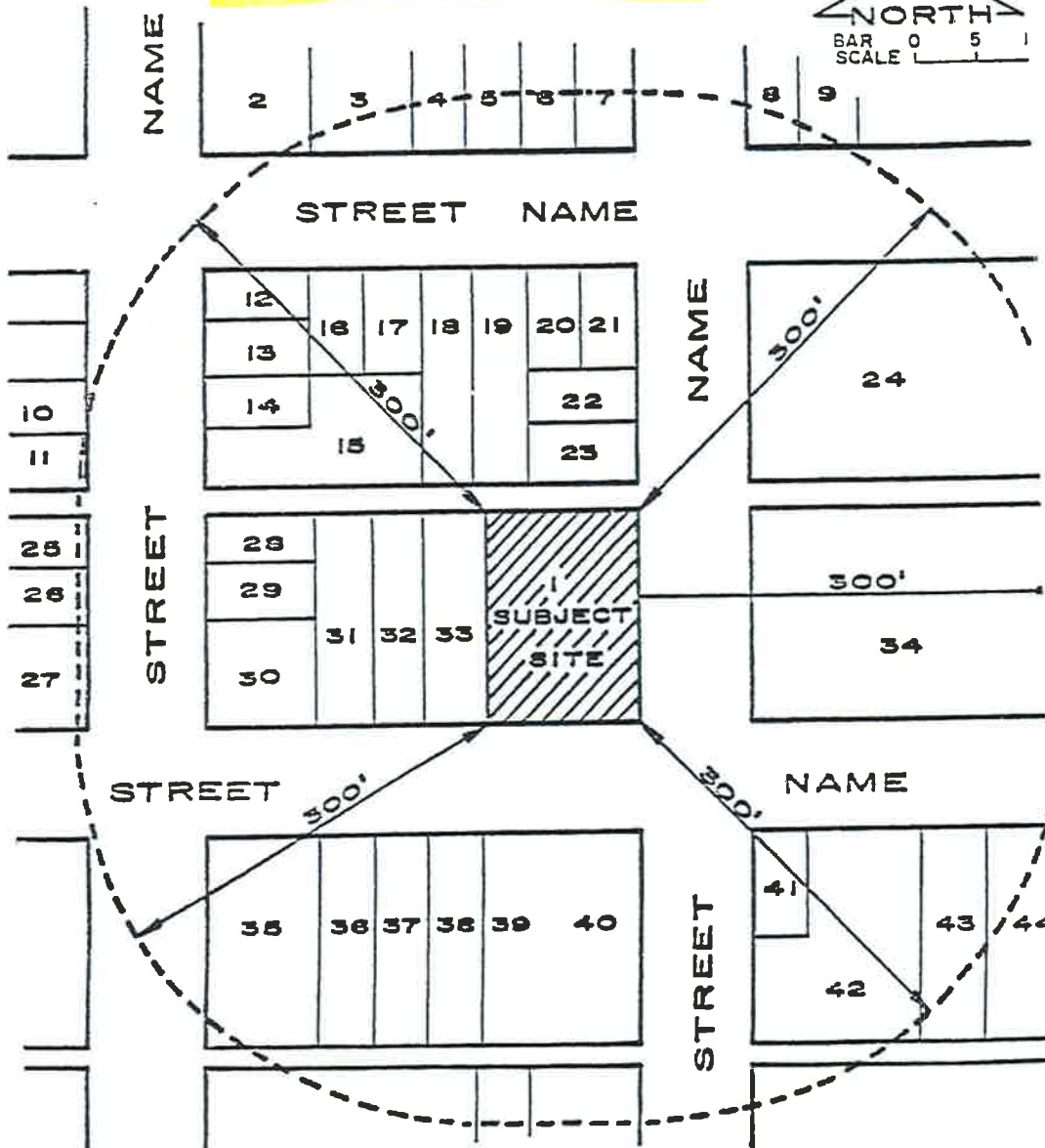
SITE PLAN  
EXAMPLE



EXAMPLE



Sample Property Ownership Map



SAMPLE

PROPERTY OWNERSHIP LIST

- |  |  |   |
|--|--|---|
| 1. APN: 000-00-000<br>Jean M. Doe<br>P.O. Box 123<br>Weaverville, Ca.<br>96093         | 3. APN: 023-33-12<br>Jay D. Serd<br>P.O. Box 456<br>Hayfork, Ca. 96041       | 5. APN: 26-09-09<br>Henry Q. Smith<br>P.O. Box 789<br>Lewiston, Ca.<br>96052  |
| 2. APN: 12-34-567<br>Paula L. Andres<br>1600 Stoddard Ave.<br>Sacramento, Ca.<br>95801 | 4. APN: 10-110-30<br>Any Name<br>222 Front Street<br>Real Town, Ca.<br>92817 | 6. APN: 15-23-37<br>Same Somebody<br>85 Fifth Avenue<br>New York, NY<br>72812 |

And so forth.

NOTE:

THE PROPERTY OWNERSHIP LIST MUST BE CLEARLY PRINTED OR TYPED ON THE MAILING LABEL. IF YOU NEED ADDITIONAL LABELS, THEY MAY BE OBTAINED AT THE PLANNING DEPARTMENT.





# TRINITY COUNTY

## PLANNING DEPARTMENT

61 AIRPORT ROAD  
P.O. BOX 2819  
WEAVERVILLE, CA 96093  
(530) 623-1351 FAX (530) 623-1353

### Authorization to Enter Private Property

The Trinity County Planning Department as the lead agency performs the environmental evaluation for the California Environmental Quality Act (CEQA). Other State and local agencies also provide responsible and trustee roles under CEQA. The comments received from these agencies assist the Planning Department in preparing the environmental document for your project. In order for the Department to perform the evaluation on your proposed project we will need your permission to allow entry to your property for **Planning and any reviewing agency** that may need to actually view the property before providing comments.

By signing this authorization to enter your property you are granting the reviewing agencies access to your property for the purpose of evaluating your proposed project. The authorization is valid from the date the Department receives notice of your proposed project and any monitoring periods thereafter.

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Print Name

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Signature

---

Date



# TRINITY COUNTY PLANNING DEPARTMENT

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## Agent's Authorization Form

(Required if Applicant is other than the Property Owner)

I, the undersigned, state that I am (one of) the owner(s) of the proposed

\_\_\_\_\_ (Type of proposal)

on A.P.N.# \_\_\_\_\_. I do hereby authorize and empower

\_\_\_\_\_ (First & Last Name) to act on my behalf on all matters relating to said project in connection with its filing, processing, approval, conditional approval or disapproval by Trinity County, its boards and commissions, officers, employees and agents. Should I revoke this authorization it is my responsibility to serve written notice of said revocation to the County of Trinity by delivery to the Secretary to the Planning Commission.

1. \_\_\_\_\_  
Signature

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Date

3. \_\_\_\_\_  
Signature

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Date

2. \_\_\_\_\_  
Signature

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Date

4. \_\_\_\_\_  
Signature

\_\_\_\_\_

Address

\_\_\_\_\_

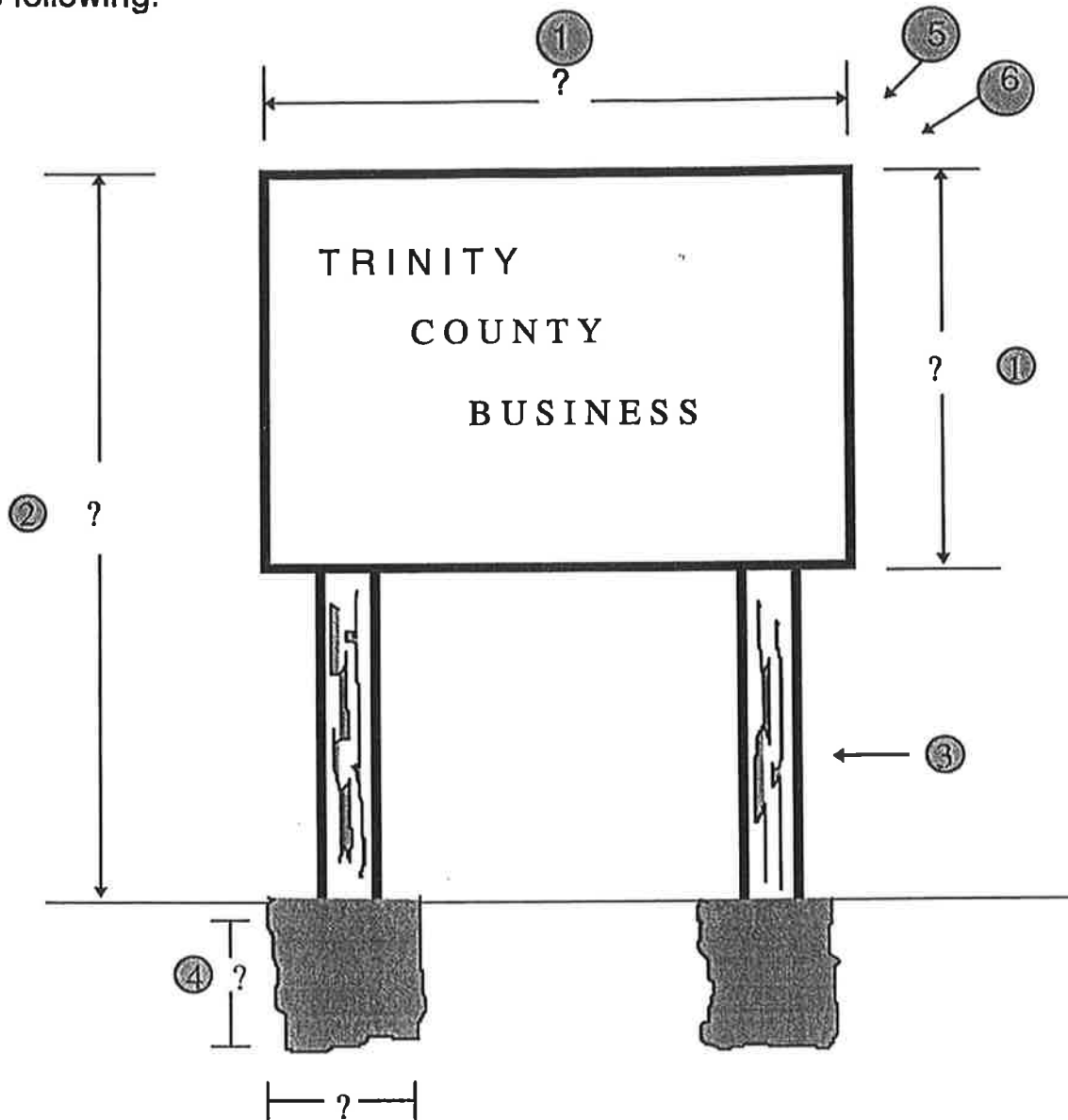
\_\_\_\_\_

Date



## EXTRA REQUIREMENTS FOR SIGN PERMITS

An 8 ½ X 11 drawing of the sign design shall be submitted which shows the following:



1. Size of Sign
2. Height of sign
3. How supported (e.g. size of posts - wood, metal)
4. Foundation
5. Illuminated or not - if it is, direct or indirect lighting
6. Double-sided or single-sided
7. Site Plan - specify location

# Trinity County Grading Plan Checklist

Department of Transportation



GRADING AND DRAINAGE PLANS	Included/ Sheet No.
Show the entire project area and identify the "Limits of Grading" around the entire construction area.	
Intent of grading: A short description of the purpose for the grading and intended end result.	
References to all technical reports and/or letters (e.g.: geotechnical, geologic, hydrologic, biotic, etc.)	
Estimated Earthwork: Volume of cut, fill and total (in cubic yards) Overexcavation/Recompaction quantity included as separate line item	
Vicinity map: Location of parcel within Trinity County and project area within parcel (include reference points – trees, drainages, structures – as necessary) Include	
Existing and proposed final contours: Show existing contours as dashed lines; show final contours as solid, bold lines. Show existing contours 15 feet beyond the limits of grading and beyond any drainage dissipators, etc.	
Limits of Grading: Bold, dashed line indicating limits of grading and disturbance. (Include fill keyways, septic system, etc.)	
<b>Driveway/Roadway/Parking (plan view)</b>	
<input type="checkbox"/> Existing and proposed profile (to scale) <input type="checkbox"/> Typical Sections(s) to scale with dimensions (including compaction requirements) <input type="checkbox"/> Surfacing / structural section requirements	
<b>Proposed structures/development</b>	
<input type="checkbox"/> Buildings (include pad grade(s)) <input type="checkbox"/> Roadways <input type="checkbox"/> Water tanks and pads <input type="checkbox"/> Sediment Ponds <input type="checkbox"/> Retaining Walls (Include top-of-wall, bottom-of-wall elevations at beginning/end/transition points) <input type="checkbox"/> Other:	
<b>Cross Sections (to scale with dimensions)</b>	
Show existing and proposed grades. Limits should include top(s) of cut(s) to bottom(s) of fill(s) and 15-feet beyond, and should clearly delineate existing and proposed cut and fill areas. Locations of cross-sections should be shown in plan view and be placed: <input type="checkbox"/> Through all pads <input type="checkbox"/> Through significant cuts/fills <input type="checkbox"/> Include keyway details and foundation setback from face of slope	

# Trinity County Grading Plan Checklist

Department of Transportation



<p>Parcel drainage: Detail existing and proposed area drainage (locations of ravines, drainage courses and pathway of off-site drainage). Show topography for the entire parcel of sufficient detail to clearly indicate where and how all drainage will flow across and off the parcel.</p>	
<p><b>Development Drainage</b></p>	
<p>Show the location of all drainage facilities to be installed with the development. Include construction details (to scale or with dimensions) for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Retaining wall backdrains,</li> <li><input type="checkbox"/> Culverts,</li> <li><input type="checkbox"/> Storm drains,</li> <li><input type="checkbox"/> French drains,</li> <li><input type="checkbox"/> Energy dissipaters,</li> <li><input type="checkbox"/> Retention/detention pits,</li> <li><input type="checkbox"/> Other:</li> </ul>	
<p>Location of existing and proposed septic tank(s), leachfield(s) and expansion area(s).</p>	

TRINITY COUNTY  
 PLANNING DEPARTMENT  
 61 Airport Road ♦ P.O. Box 2819  
 Weaverville, CA 96093-2819  
 (530) 623-1351  
 (530) 623-1353 (fax)



**PLANNING LAND USE ENTITLEMENT(S)**

Project No.: \_\_\_\_\_ APN: \_\_\_\_\_

Project Location: \_\_\_\_\_

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please Sign & Date Only)

Requested Entitlement(s):

**Reviewed By:**

**Action Taken:**

**Date:**

Board of Supervisors \_\_\_\_\_

Planning Commission \_\_\_\_\_

Subdivision Review Committee \_\_\_\_\_

Planning Director  Approved  Denied \_\_\_\_\_

Architecture Review Committee \_\_\_\_\_

Entitlement(s) Granted & Conditions:

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
**LESLIE J. HUBBARD**  
 Deputy Director of Planning

Notes: (1) Approval does not constitute a Building Permit. The Building Department may not issue a permit until the effective date.  
 (2) A use for which a permit is granted must be established within two years after such permit is issued. If such use is not so established, the use permit shall be deemed to have expired and shall be null and void.



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## ACKNOWLEDGEMENT OF MAINTAINING EXISTING SITE CONDITIONS

Application: \_\_\_\_\_ APN: \_\_\_\_\_

As the Property Owner, I hereby acknowledge that until final approval of the above application by the County of Trinity, no work such as grading, site development, infrastructure placement, tree removal, construction, trenching, operations or activities requested in this application will be allowed.

I understand that if the project site is altered prior to project approval, the review of the project by the County will be more difficult and potentially expensive and that additional mitigation measures and/or conditions of approval may be imposed. Further, unauthorized work may cause enforcement by other agencies and/or the denial of the application.

I have also instructed my agent and/or the project applicant of the importance of maintaining existing site conditions.

Exception to the above may be approved by the Planning Department upon a written request.

Signed

Date

## Planning Department Services:

- *Lot Line Adjustments*
- *Mergers*
- *Variances*
- *Tentative Maps*
- *Conditional Use Permits*
- *Director's Permits*
- *Seasonal RV Permits*
- *Floodplain Development Permits*
- *Floodplain Development Review*
- *General Plan Amendments*
- *Rezones*
- *Addressing*
- *Private Road Naming*
- *Code Enforcement*
- *GIS Maps*
- *CA Environmental Quality Act Compliance (CEQA)*
- *National Environmental Quality Act Compliance (NEPA)*

## Fish & Game Fees

Effective 1/1/13

If Negative Declaration Prepared:	\$2,156.25
If EIR Prepared:	\$2,995.25
County Clerk Fee:	\$ 50.00

### MISC. FEE'S

Zoning Ordinance:	\$22.90
Subdivision Ordinance:	\$10.50
Land Use Element:	\$21.80
Open Space/Conservation Element:	\$ 6.10
Circulation Element:	\$ 4.30
Housing Element:	\$ 10.20
Safety Element:	\$ 5.10
Noise Element:	\$ 6.70
Community Plans:	\$ 0.10/pg.
Community Plan Map:	\$ 5.00

#### Use Permit Fee Classification:

Class 1: All Director Issued Permits

Class 2: Commission Issued Permits

Class 3: Commission Issued Permits for Commercial or Industrial uses exceeding 20,000 sq. ft.

Trinity County Planning Department

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Weaverville, CA 96093

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(Revised 2/22/2013)

# Trinity County

## Planning

## Department

# Fee Schedule

Fees Effective July 1, 2010  
(except General Plan Maintenance Fee  
which increased effective 2/16/2013)

Category	Planning Dept.	Building	Envir. Health
General Plan	\$2,150.00		\$58/\$165
Zone Change	*****\$1,995.00	(includes fee to publish ord)	\$76/\$219
PC Zoning Determination	*****\$1,100.00		
Agriculture Preserve Application or Cancel.	*****\$2,200.00		
TPZ Application or cancellation	*****\$2,200.00		
Open/Closed Range application or cancellation	*****\$2,000.00		
Variance	*****\$1,760.00		
Use Permit Class 1	*****\$550.00	\$75(RV)	\$76/\$219
Use Permit Class 1 - mod port. batch & screen	*****\$770.00		\$76/\$219
Use Permit Class 2	*****\$1,925.00		\$76/\$219
Use Permit Class 3 (Mines & complex projs.)	*****\$3,575.00		\$76/\$219
<b>Use Permit Time Extension</b>			
Class 1	\$150.00		
Class 1-mod	\$350.00		
Class 2 & 3	\$500.00		\$76/\$219
<b>Floodplain Review &amp; Permits</b>			
Floodplain Development Permit-Director issued	*****\$935.00		
Floodplain Development Permit-PC issued	*****\$2,200.00		
Floodplain Variance	*****\$3,575.00		
<b>Zoning clearance for Building permit review</b>			
Class 1: Single Family/Duplex & Access.	\$55.00		
Class 2: Apartments/Commercial/Industrial	\$160.00		
Class 3: ** Apartments/Commercial/Industrial	\$430.00		
Class 4: ***Apartments/Commercial/Industrial	\$550.00		
<b>Mining - Reclamation Plan Review - PC</b>			
Reclamation Annual Insp./Fin Assurance & Rpt.	\$800.00		
Reclamation Plan Amendment - minor(Dir)	\$770.00		
Reclamation Plan Amendment - minor(PC)	\$1,320.00 (major \$2,000.00)		
Reclamation Annual Insp. - idle mine	\$200.00 (interim mngmt plan \$120.00)		
<b>Environmental Review</b>			
Categorical Exemption	\$220.00		
Categorical Exemption-other agency prepared	\$120.00		
Initial Study-staff prepared w/other entitlement	\$1,760.00		
Initial Study/Neg Dec - no other entitlement	\$2,850.00		
Initial Study/Neg Dec -County contract w/Consultant	Actual Consultant's cost. Estimated deposit required +15% for Admin.		
EIR: Applicant Contract with Plan Dir Approved Consultant	Actual Consultant's cost. Estimated deposit required +15% for Admin.		
<b>Preliminary Map &amp; Routing</b>			
	<u>Planning</u>	<u>Co. Surveyor</u>	
4 or fewer parcels	\$420 + \$10/lot	\$300.00	
5 to 30 parcels	\$560 + \$10/lot	\$300.00	
more than 31 parcels	\$780 + \$10/lot	\$300.00	

Category	Planning Dept.	Surveyor	Envir. Health
<b>Tentative Map****##</b>			
4 or fewer parcels (incl 1/4 1/4 division)	*****\$1500+\$100/lot	\$380.00	\$329 1st parcel
4 or fewer parcels - requiring PC approval	*****\$1,900+\$100/lot		ditto add'l pars. \$54
5-30 parcels	*****\$2,300+\$50/lot	\$500.00	
Time Extension (Any Tent Map)	\$450.00		
Large Project (+than 31 parcels)	*****\$3500+\$50/lot	\$500.00	
Quarter-Quarter Waiver	same as parcel map	\$725.00	\$329 1st parcel
Subdivision Modification	*****\$200.00		add'l pars. \$54
Post Subdivision Modification	*****\$1,000.00		
Lot Line Adjustment ###	*****\$500.00	\$175.00	\$54/\$219
Voluntary Merger ###	*****\$250.00	\$60.00	\$41/\$165
Certificate of Compliance	*****\$600.00	125.00 +	\$76/\$219
Development Agreement	Actual cost (including Co. Counsel cost)	\$5,000 deposit	
<b>Other</b>			
Appeal to Planning Commission	\$500.00		
Appeal to Board of Supervisors	\$500.00		
Attorney consultation/legal representation	Actual attorney's cost. Estimated deposit required + 15% Admin		
Airport Land Use Commission Application	\$550.00		
Late Permit Fee (investigation/report)	\$600.00		
Architectural Review Committee	\$50.00		
Special Planning Commission Meeting	\$650.00		
Planner Hourly charge-out-rate	Actual Cost		
Review of Flood Plain Elev. Cert.	\$60.00		
Incomplete Application Re-Review	\$165.00		
On-Site Visit (not part of application)	Actual Cost		
Road Abandon Application	\$1,000.00		
Road Name Change (pvt)	\$500.00		
Research Fee	Actual costs		
General Plan Update - Construction Permit	0.0050% of total building permit valuation		
File retrieval & photocopy charge	Actual costs		
Address calculation (new dwelling)	\$50.00		
Address calculation (new subdivision)	\$130.00		
Maps - Existing Maps-printer	\$3.00		
Existing Maps-plotter	\$25.00		
Custom Map-Plotter (non-aerial)	Actual employee cost +\$20 materials		
24"x36" Aerial map	Actual employee cost +\$20 materials		
CD of existing map	\$25.00		
##Building Dept fee. -Land Division (per pcl)	w/field trip \$90	w/o filed trip \$43	
###Building Dept fee. - LLA & Merger	w/field trip \$65	w/o filed trip \$43	

\* This fee reduced by half if accompanied with a GPA (\$950)

\*\* Over 10 units or Exceeding 20,000 sq. ft. \*\*\* Over 50 units or Exceeding 100,000 sq. ft.

\*\*\*\*\*General Plan Maintenance Fee - Additional \$50.00 for Class 1 Use Permits & \$75.00 for other entitlements (effective 2/16/2013)

Recorder's Fees - \$14.00 first page + \$.50 for conforming (\$14.50), \$3.00 each additional page.

\*\*\*\*If within the Weaverville Fire Dist, applicant will need to take project description or map to Fire Dist for fees

Review of Flood Studies by D.O.T. Engineer - \$250 (based on 3 hours average time for review)

Archaeology Record Check from CSU Chico

\$75.00 (checks made payable to Research Foundation)