

TRINITY COUNTY PLANNING DEPARTMENT

Requirements For A Complete Planning Director's Issued Use Permit Application

ARCHITECTURAL REVIEW

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.
- 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.
- PROPERTY OWNERSHIP LIST providing the names and addresses of all property owners identified on the Property Ownership Map. A label sheet is included on which to type or print the ownership list – please center and type well within the labels. (See example)
- STAMPED LEGAL SIZE ENVELOPES Addressed to the individuals identified on the Property Ownership List.
- THREE STAMPED LEGAL 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, see attached fee schedule.

ADDITIONAL INFORMATION FOR MOBILE HOMES

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

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.



Application Number: _____

**TRINITY COUNTY
PLANNING DEPARTMENT**

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

Application Form For:
**PLANNING DIRECTOR'S
ISSUED USE PERMIT**

- Mobile Home (Permanent)
- RV (90 day – year)
- Sign
- Accessory Bldg.
- Other: Architectural Review

APPLICANT

Name: _____ Day Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____

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

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

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



TRINITY COUNTY
PLANNING DEPARTMENT
61 Airport Road, P.O. Box 2819
P.O. Box 2819
Weaverville, CA 96093

Agent's Authorization Form

(Required only 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 Assessor's Parcel Number # _____. I do hereby authorize and empower _____ 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

Owner (Print)

Address

Phone

Date:

2. _____
Signature

Owner (Print)

Address

Phone

Date:

RETURN WITH YOUR APPLICATION FORM



TRINITY COUNTY

PLANNING DEPARTMENT

61 Airport Road, P.O. Box 2819

P.O. Box 2819

Weaverville, CA 96093

Trinity County Planning Department 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). State law requires that Department employees have permission from the landowner to enter private property. In order for the Department to perform the evaluation on your proposed project we will need your permission to enter your property to conduct an environmental review of your proposed project.

By signing this authorization to enter your property you are granting the Department 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.

Print Name

Signature

Date

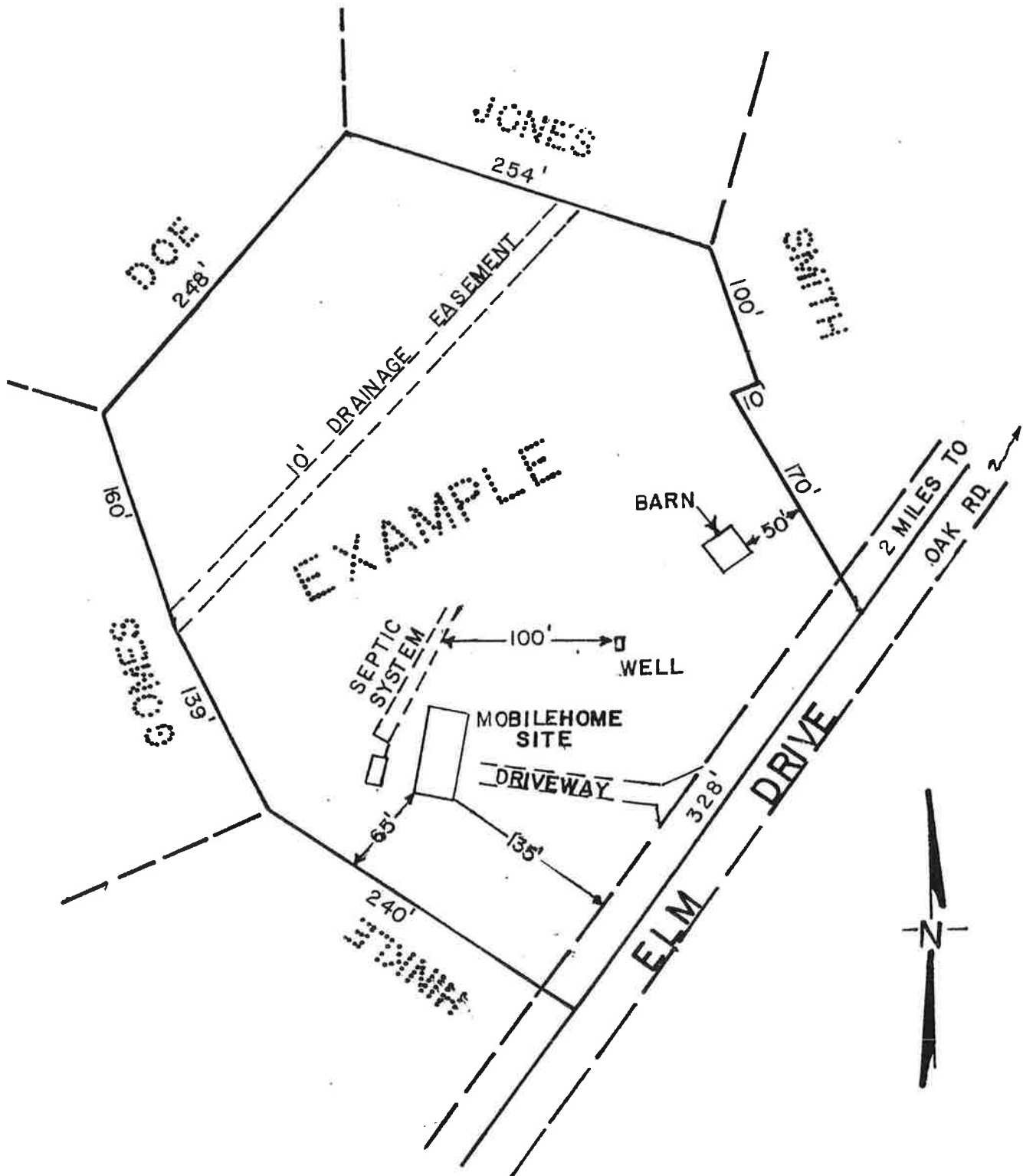
RETURN WITH YOUR APPLICATION FORM

SITE PLAN

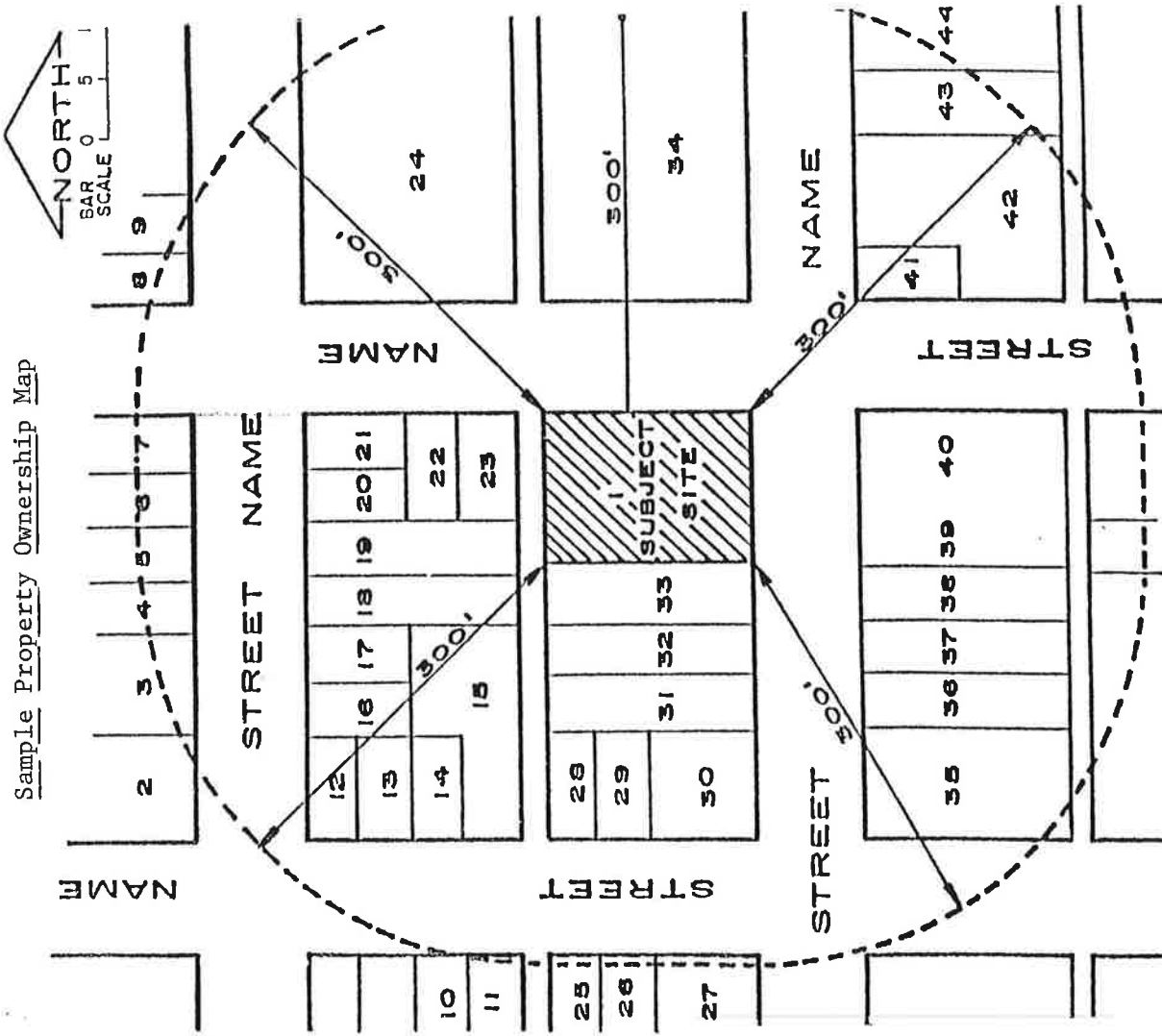
Applicant Prepared Site Plan to Accompany Director's Issued Use Permit Application
Application No. _____

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

Sample
SITE PLAN



Sample Property Ownership Map



SAMPLE

PROPERTY OWNERSHIP LIST

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

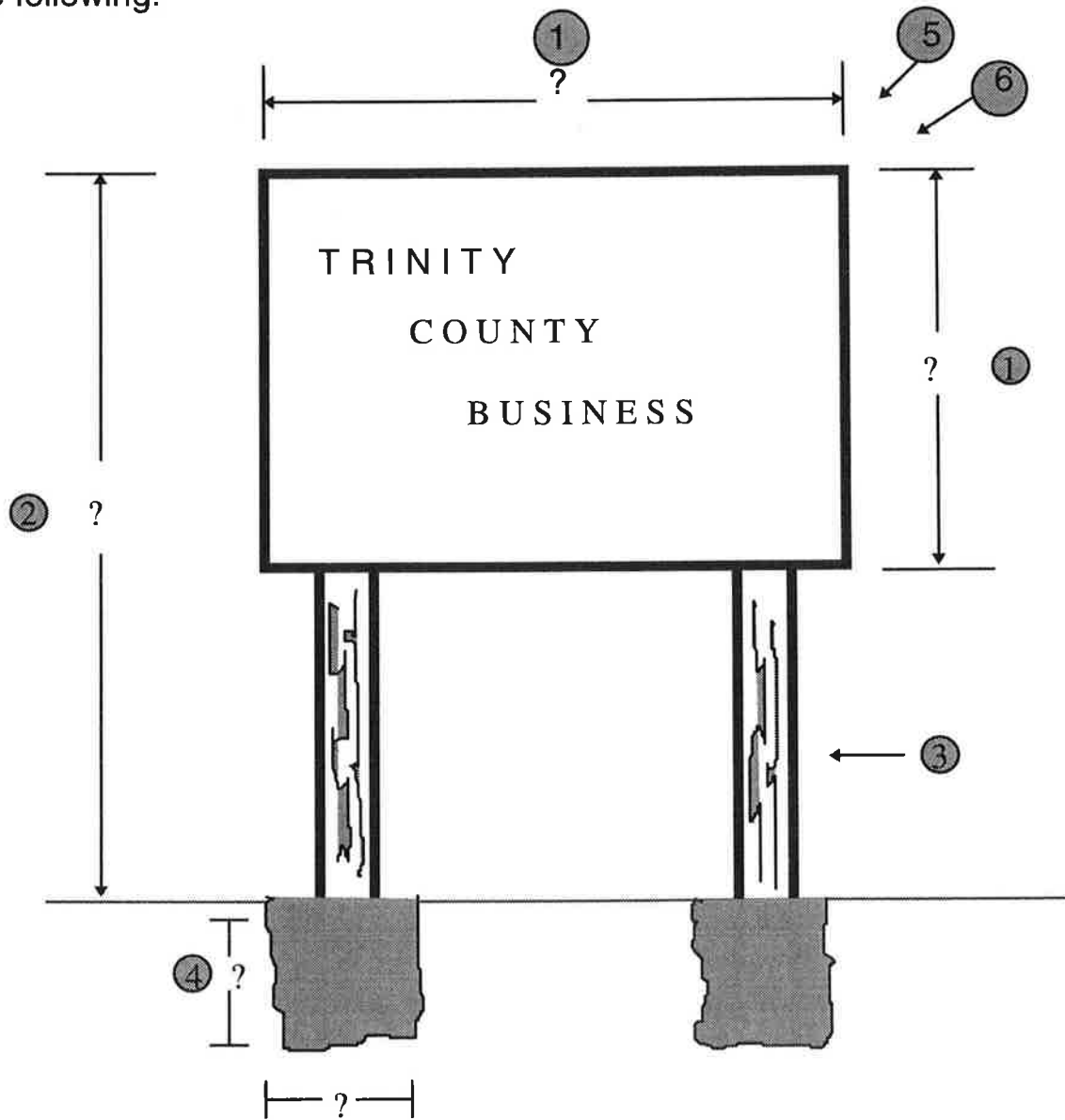
And so forth.

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.

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

| Category | Planning Dept. | Building | Envir. Health | Category | Planning Dept. | Surveyor | Envir. Health |
|---|--|-------------------------------|---------------|--|--|---------------------|------------------------|
| General Plan | \$2,150.00 | | \$58/\$165 | Tentative Map****## | | | |
| Zone Change | *****\$1,995.00 | (includes fee to publish ord) | \$76/\$219 | 4 or fewer parcels (incl 1/4 1/4 division) | *****\$1500+\$100/lot | \$380.00 | \$329 1st parcel |
| PC Zoning Determination | *****\$1,100.00 | | | 4 or fewer parcels - requiring PC approval | *****\$1,900+\$100/lot | | ditto add'l pars. \$54 |
| Agriculture Preserve Application or Cancel. | *****\$2,200.00 | | | 5-30 parcels | *****\$2,300+\$50/lot | \$500.00 | |
| TPZ Application or cancellation | *****\$2,200.00 | | | Time Extension (Any Tent Map) | \$450.00 | | |
| Open/Closed Range application or cancellation | *****\$2,000.00 | | | Large Project (+than 31 parcels) | *****\$3500+\$50/lot | \$500.00 | |
| Variance | *****\$1,760.00 | | | Quarter-Quarter Waiver | same as parcel map | \$725.00 | \$329 1st parcel |
| Use Permit Class 1 | *****\$550.00 | \$75(RV) | \$76/\$219 | Subdivision Modification | *****\$200.00 | | add'l pars. \$54 |
| Use Permit Class 1 - mod port. batch & screen | *****\$770.00 | | \$76/\$219 | Post Subdivision Modification | *****\$1,000.00 | | |
| Use Permit Class 2 | *****\$1,925.00 | | \$76/\$219 | Lot Line Adjustment ### | *****\$500.00 | \$175.00 | \$54/\$219 |
| Use Permit Class 3 (Mines & complex projs.) | *****\$3,575.00 | | \$76/\$219 | Voluntary Merger ### | *****\$250.00 | \$60.00 | \$41/\$165 |
| Use Permit Time Extension | | | | Certificate of Compliance | *****\$600.00 | 125.00 + | \$76/\$219 |
| Class 1 | \$150.00 | | | Development Agreement | Actual cost (including Co. Counsel cost) | \$5,000 deposit | |
| Class 1-mod | \$350.00 | | | Other | | | |
| Class 2 & 3 | \$500.00 | | \$76/\$219 | Appeal to Planning Commission | \$500.00 | | |
| Floodplain Review & Permits | | | | Appeal to Board of Supervisors | \$500.00 | | |
| Floodplain Development Permit-Director issued | *****\$935.00 | | | Attorney consultation/legal representation | Actual attorney's cost. Estimated deposit required + 15% Admin | | |
| Floodplain Development Permit-PC issued | *****\$2,200.00 | | | Airport Land Use Commission Application | \$550.00 | | |
| Floodplain Variance | *****\$3,575.00 | | | Late Permit Fee (investigation/report) | \$600.00 | | |
| Zoning clearance for Building permit review | | | | Architectural Review Committee | *****\$50.00 | | |
| Class 1: Single Family/Duplex & Access. | \$55.00 | | | Special Planning Commission Meeting | \$650.00 | | |
| Class 2: Apartments/Commercial/Industrial | \$160.00 | | | Planner Hourly charge-out-rate | Actual Cost | | |
| Class 3: ** Apartments/Commercial/Industrial | \$430.00 | | | Review of Flood Plain Elev. Cert. | \$60.00 | | |
| Class 4: **** Apartments/Commercial/Industrial | \$550.00 | | | Incomplete Application Re-Review | \$165.00 | | |
| Mining - Reclamation Plan Review - PC | | | | On-Site Visit (not part of application) | Actual Cost | | |
| Reclamation Annual Insp./Fin Assurance & Rpt. | \$2,100.00 (plus Class 3 use permit fee) | | | Road Abandon Application | \$1,000.00 | | |
| Reclamation Plan Amendment - minor(Dir) | \$800.00 | | | Road Name Change (pvt) | \$500.00 | | |
| Reclamation Plan Amendment - minor(PC) | \$770.00 | | | Research Fee | Actual costs | | |
| Reclamation Annual Insp. - idle mine | \$1,320.00 (major \$2,000.00) | | | General Plan Update - Construction Permit | 0.0050% of total building permit valuation | | |
| Environmental Review | | | | File retrieval & photocopy charge | Actual costs | | |
| Categorical Exemption | \$220.00 | | | Address calculation (new dwelling) | \$50.00 | | |
| Categorical Exemption-other agency prepared | \$120.00 | | | Address calculation (new subdivision) | \$130.00 | | |
| Initial Study-staff prepared w/other entitlement | \$1,760.00 | | | Maps - Existing Maps-printer | \$3.00 | | |
| Initial Study/Neg Dec - no other entitlement | \$2,850.00 | | | Existing Maps-plotter | \$25.00 | | |
| Initial Study/Neg Dec -County contract w/Consultant | Actual Consultant's cost. Estimated deposit required +15% for Admin. | | | Custom Map-Plotter (non-aerial) | Actual employee cost +\$20 materials | | |
| EIR: Applicant Contract with Plan Dir Approved Consultant | Actual Consultant's cost. Estimated deposit required +15% for Admin. | | | 24"x36" Aerial map | Actual employee cost +\$20 materials | | |
| Preliminary Map & Routing | | | | CD of existing map | \$25.00 | | |
| 4 or fewer parcels | Planning | Co. Surveyor | | ##Building Dept fee. -Land Division (per pcl) | w/field trip \$90 | w/o filed trip \$43 | |
| 5 to 30 parcels | \$420 + \$10/lot | \$300.00 | | ###Building Dept fee. - LLA & Merger | w/field trip \$65 | w/o filed trip \$43 | |
| more than 31 parcels | \$560 + \$10/lot | \$300.00 | | | | | |
| | \$780 + \$10/lot | \$300.00 | | | | | |

****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)
*****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.
Archaeology Record Check from CSU Chico \$75.00 (checks made payable to Research Foundation)