



Case Number: AP _____

APPLICATION FOR ADMINISTRATIVE PERMIT
INSTRUCTIONS FOR FILING

Chapter 12.01(A).110

This application, and all necessary submittal requirements must be properly completed and have original signatures of the applicant(s) and property owner(s). **All fees and application materials must be received at the time of filing.**

FILING FEE SCHEDULE:

Revised 7/2011

APPLICATION TYPE	FLAT FEE
Administrative Permit (no hearing)	
Planning (no LUC on File)	\$472.00
.....Planning (LUC on File)	\$420
Additional fees if a hearing is required/requested (paid by applicant)	
Planning	\$210.00
Legal notice	\$250.00
<i>Additional Submittal Fee \$460.00</i> <i>This fee is paid by the applicant</i>	
Request for Administrative Permit Hearing (Paid by person requesting hearing)	
Submit "Request for Hearing" form only	\$105.00

ENVIRONMENTAL REVIEW: All projects are subject to environmental review in accordance with the California Environmental Quality Act (CEQA). This environmental review is required in order to determine if the project will have an impact on the environment. Since Administrative Permits are intended to be ancillary uses that would have a minimal potential of negatively affecting surrounding properties; most projects will be exempt from CEQA. In the event that the project is not exempt from CEQA, the appropriate CEQA filing fee and hearing fee will need to be submitted and the project will require a hearing before the Zoning Administrator/Staff Development Committee. ***You will be notified of the environmental determination and any fees associated with completing the environmental review once the initial review of your project has been completed.***

1. **General Plan Conformity Determination:** If a General Plan Determination is not already on file, applicant must submit a General Plan Determination application with Administrative Permit Application. *Note: Determination may indicate that another type of application is required. Staff recommends obtaining determination prior to submitting application for an Administrative Permit.*
2. **Development Plan Requirements:** Two (2) full size copies and one reduced copy (8.5" x 11") of the site development plan. Plan sheets larger than 8.5" x 11" or 11" x 17" must be folded to no larger than 8.5" x 14". The full size plans must be drawn to scale and clearly indicate all dimensions and other pertinent information including the following:
 - a) Property dimensions and acreage for entire property.
 - b) All existing and proposed buildings and structures including location from property lines, size, height and proposed use(s).
 - c) Walls and fences including location, height and construction materials.
 - d) Names of all adjoining streets.
 - e) A scale and north arrow.
3. One copy of the Assessor's Parcel Map with the subject site clearly identified.
4. Photographs of the site.
5. Consult with the various Community Development & Services Agency Departments to determine if other submittal requirements are applicable. Some areas within the County have unique submittal requirements such as areas covered by a specific plan or community plan.

Project Information

Location of Project Site:

Assessor's Parcel Number:

Current Zoning of Property:

Current Use of Project Site:

Request:

In addition to the above required information, the following additional submittal items are required for the following types of Administrative Permits. *(Please only fill out the section that applies to your request)*

Home Based Businesses

1. Identify on your site plan the location(s) of your house and/or property that will be used for the home based business (including any outdoor areas).
2. Total square footage of house _____ Square footage occupied by your business _____
3. Number of employees (excluding family members that live in the residence): _____
4. Hours of operation _____
5. Is business open to the general public _____ By appointment only
6. Number of anticipated vehicle trips per hour coming to your business (include deliveries & employees) _____. Number of trips per day _____
7. If you have a sales or display area how large is the area _____
8. Will your business involve food _____ if yes please provide a description of the types of foods _____
9. Will you be making any improvements to your property to accommodate your business _____
Describe improvements _____

Agricultural Businesses: Produce Stand Certified Farmers Market

Produce Stands

1. Indicate the size & location of stand on site plan. If an existing structure please provide pictures.
2. Will you be making any improvements to your property to accommodate your business _____
Describe improvements _____
3. List types of agricultural products that will be sold: _____

Certified Farmers Market (developed property)

- 1. Provide contact information for person in charge of organizing and regulating the farmers market
- 2. Provide schedule for current season. Indicate if it will be an annual event.
- 3. Site plan needs to clearly indicate parking areas, vendor areas, & adequate circulation. If located on a site with businesses that will be open during the same time as the market you will need to demonstrate that these businesses will have adequate parking and will not be negatively impacted.
- 4. Will market include prepared food or other types of noncertified agricultural vendors _____ If yes please describe the types of vendors and where they will be located in relationship to the certified vendors _____

Expansion of a nonconforming or conditionally permitted use

- 1. Describe the change in use on page 3 of the application (Request). Provide as much detail as possible and use additional sheets as necessary. Indicate whether the expansion of the use will result in an increase in size of existing building(s).

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TO BE COMPLETED BY THE PLANNING DEPARTMENT

Date Filed: _____	By: _____
VAR Fee Paid: _____	EA Fee Paid: _____
Receipt Number: _____	
Notes:	
For Department Use Only	
GP Designation: _____	Zoning Designation: _____ Chapter: _____
Property Owner Verified: Yes <input type="checkbox"/>	No <input type="checkbox"/>
Minimum lot size allowed: _____	More Info Complete: Yes <input type="checkbox"/> No <input type="checkbox"/>
Setbacks: F _____ R _____ S _____ C _____	Special _____
Trakit information complete: Yes <input type="checkbox"/> No <input type="checkbox"/>	OPUD Clearance Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Application reviewed by: _____	Date: __/__/__