



Case Number: CUP \_\_\_\_\_

**CONDITIONAL USE PERMIT APPLICATION  
INSTRUCTIONS FOR FILING**

Chapter 12.10 (Ordinance #906)

This application (**plus two copies of the completed 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 1/2012

APPLICATION TYPE	FLAT FEE	DEPOSIT
<b>Major Use Permit</b> (Planning Commission) Planning Hearing Publication/preparation (per hearing) GIS/GPU/ZO Maintenance Fee Fire Safe Planning Fee (non-residential or structure involved)* Environmental Health Fee Public Works Fee Parks & Landscape Coordinator (non-residential)*  <i>Total Initial Submittal \$6,222*</i>	\$4,850.00 \$250.00 \$120.00 \$160.00 ----- \$475.00 -----	----- ----- ----- ----- \$262 plus \$131/hr over 2 hours ----- \$105/hour
<b>Amendment of Existing Use Permit</b> Planning Hearing Publication/preparation (per hearing) GIS/GPU/ZO Maintenance Fee Fire Safe Planning Fee (non-residential or structure involved)* Environmental Health Fee Public Works Fee Parks & Landscape Coordinator (non-residential)*  <i>Total Initial Submittal \$3,482*</i>	\$2,165.00 \$250.00 \$120.00 \$105.00 ----- \$475.00 -----	----- ----- ----- ----- \$262 plus \$131/hr over 2 hours ----- \$105/hour
<b>Minor Use Permit</b> (Zoning Administrator) Planning Hearing Publication/preparation (per hearing) GIS/GPU/ZO Maintenance Fee Fire Safe Planning Fee (non-residential or structure involved)* Environmental Health Fee Public Works Fee Parks & Landscape Coordinator (non-residential)*  <i>Total Initial Submittal \$3,977*</i>	\$2,660.00 \$250.00 \$120.00 \$105.00 ----- \$475.00 -----	----- ----- ----- ----- \$262 plus \$131/hr over 2 hours ----- \$105/hour
<b>For All Conditional Use Permits Listed Above:</b> Conditional Use Permit: Extension	\$105.00	-----

Continued...

<p><b>ENVIRONMENTAL REVIEW:</b> 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. <i>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.</i> The types of environmental documents and their associated fees are listed below:</p>		
Notice of Exemption	\$150	<p>\$315.00 + \$105/hr. over 3 hours                      Deposit is based on contract (full cost)                      10% deposit of contract (\$105/hr)</p>
Initial Study & Exemption	\$260	
Initial Study & Negative Declaration	\$1,095	
Initial Study & Mitigated Negative Declaration	\$2,625	
Mitigation Monitoring Plans: Mgmt + hourly over 3 hours	----	
EIR or EIS	----	
EIR Management Fee	----	
NCIC (SB18 cultural resources)	\$75	
NOD*	\$50*	
Department of Fish & Game Fees*	\$2,101.50/\$2,919.00*	
<p><i>*You must pay the fee that is in place at time of recordation</i></p>		

**SUBMITTAL REQUIREMENTS**

1. **Development Plan Requirements:** Seventeen (17) copies of the site development plan (six copies for residential, sign and minor use permits) folded to a size of no greater than 7" x 10" prior to acceptance. The Plan must be drawn to scale and clearly indicate all dimensions and pertinent information including but not limited to the following:
  - a) Property dimensions and acreage.
  - b) All existing and proposed buildings and structures including location from property lines, size and height, and proposed use(s).
  - c) Open space areas including yards and recreation sites.
  - d) Walls and fences including location, height, and construction materials.
  - e) Off-street parking and loading areas designed in conformance with the provisions of Section 12.85 of the Yuba County Ordinance Code.
  - f) Access points for pedestrian, vehicular, and service traffic including points of ingress and egress; the type of surfacing and the internal circulation.
  - g) Names of all adjoining streets.
  - h) Location and nature of all utilities including septic tanks, leach fields, and community sewage systems and potable water sources in accordance with the requirements of the Yuba County Environmental Health Department.
  - i) A landscape plan prepared in accordance with the provisions of Chapter 12.87 and 12.88 of the Yuba County Zoning Ordinance Code.
  - j) A scale and north arrow.
  - k) A location/vicinity map identifying the project site within an identifiable geographic area.

2. One copy of the Assessor's Parcel Map with the subject site clearly identified.
3. Photographs of the site.
4. Project Description, a detailed business operation plan that includes but not limited to: hours of operation, estimated number of employees, types of equipment and/or chemicals used.
5. Other information as may be required to facilitate a comprehensive evaluation of the application by the Community Development, Public Works or Environmental Health Departments.
6. Signed “**Agreement to Pay**” form.
7. This application (**plus two copies of the completed application.**)



Case Number: CUP \_\_\_\_\_

**CONDITIONAL USE PERMIT APPLICATION**

File in Person to: *Yuba County Community Development & Services Agency  
Planning Department  
915 8<sup>th</sup> Street, Suite 123, Marysville, CA 95901  
(530) 749-5470 main \* (530) 749-5434 fax*

**NOTE:**

**APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT AND WHICH DO NOT HAVE ALL THE REQUIRED SUBMITTALS WILL NOT BE ACCEPTED FOR FILING. STAFF'S ACCEPTANCE OF THE APPLICATION OR DEEMING THE APPLICATION COMPLETE DOES NOT IMPLY THAT STAFF WILL RECOMMEND APPROVAL\_\_\_\_\_ (INITIAL) OR THAT YOU WILL RECEIVE APPROVAL FROM THE HEARING BODY.**

**Contact Information:**

*Please check the appropriate box below.*

**BILL TO** PROPERTY OWNER APPLICANT ENGINEER OTHER: (must submit contact information)

Applicant(s):

Name: \_\_\_\_\_

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

Street City/State/Zip

Phone: (Business) \_\_\_\_\_ (Home) \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner(s):

Applicant(s):

Name: \_\_\_\_\_

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

Street City/State/Zip

Phone: (Business) \_\_\_\_\_ (Home) \_\_\_\_\_ Email: \_\_\_\_\_

2<sup>nd</sup> Property Owner(s):

Applicant(s):

Name: \_\_\_\_\_

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

Street City/State/Zip

Phone: (Business) \_\_\_\_\_ (Home) \_\_\_\_\_ Email: \_\_\_\_\_

Engineer/Surveyor:

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

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

Street City/State/Zip

Phone: \_\_\_\_\_ (Fax) \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANT'S/OWNER'S\* DECLARATION UNDER PENALTY OF PERJURY**

(Must be signed by the Applicant and the Property Owner)

*I am (we are) the owner(s) of the property that is the subject of this application and I (we) have completed this application and all other documents and maps required herein, or have permitted the person(s) identified as the Applicant on Page 1 of this application to do so on my (our) behalf. Owner and/or Applicant hereby certify that the information and statements made herein are, in all respects, true and correct to the best of my (our) knowledge and belief.*

*I (we) also declare under penalty of perjury that the foregoing is true and correct as evidenced by my (our) signature(s) below.*

**Property Owner(s):**

Print: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant(s):**

Print: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: If the owner or applicant is other than an individual(s), a copy of a Resolution from the corporation or partnership agreement authorizing this application must be attached hereto.

**Project Description:**


1. Section of Ordinance Allowing Use: \_\_\_\_\_
2. Address and Location of Project Site: \_\_\_\_\_
3. Assessor's Parcel Number(s): \_\_\_\_\_
4. Current Zoning of Property: \_\_\_\_\_
5. Current Use of Project Site: \_\_\_\_\_
6. Additional information that may be necessary or useful in evaluating this request:

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**TO BE COMPLETED BY THE PLANNING DEPARTMENT**

Date Filed: _____		By: _____	
CUP 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: ___/___/___			



# Community Development & Services Agency

915 8th Street, Suite 125, Marysville, CA 95901

Phone: (530) 749-5430 Fax: (530) 749-5424

Web: http://: www.co.yuba.ca.us

Agreement to Pay Form for Project #: \_\_\_\_\_

## RECITALS

The costs to provide specific project related services are billed to the applicant at an hourly rate pursuant to the Yuba County Ordinance Code Chapter 13. As listed in the fee schedule of Chapter 13, the fees for services that have an applicable hourly rate have the word "deposit" beside the fee amount. This initial deposit amount and an original completed Agreement to Pay Form must be submitted to the Community Development and Services Agency (CDSA) in order for services to begin and be assessed at the specified hourly rate. The herein fees are intended to compensate CDSA for staff time and/or consultant time spent on the applicant's project.

Any person acting on behalf of the property owner for the work referenced below shall be requested to present documentation evidencing that they are the owner's representatives. This may include Power of Attorney, a notarized statement from the property owner or a copy of a contractual arrangement.

## TERMS OF AGREEMENT

I/We understand that Yuba County Ordinance Code Chapter 13 requires a deposit for services and CDSA will bill as services are rendered against that deposit. I/We agree to pay any required additional deposit(s) to maintain a positive deposit balance. I/We understand that all services by CDSA will cease for this project if the deposit is depleted to zero balance and a request for an additional deposit payment has not been fulfilled by the applicant within 30 days of the request. I/We further understand that until CDSA receives written notification of a change in the information provided below, I/We am/are responsible for payment for all services performed by CDSA. I/We understand that upon completion of the project any unused portion of the deposit will be returned to the applicant at the billing address on file or to any written change of address on file with CDSA.

In the event there is an outstanding balance due for the project and the request for payment is 90 days or more past due, I/We agree to allow and hereby consent to the delinquent payment amount being made by the Yuba County Board of Supervisors for placement of a lien on the property equal to the past due amount plus additional penalties as described in Yuba County Ordinance Code Chapter 13.

SITE INFORMATION	BILLING INFORMATION
APN:	Project Name:
Property Owner/Business Name:	Applicant:
Address:	Address:
Telephone:	Telephone:

*I declare under penalty of perjury under the laws of the State of California that I am the property owner or that I am authorized to enter into this fee agreement on his/her behalf. I have read the conditions concerning CDSA Fees and I understand that in the event that the billing party I have indicated does not pay required fees, I will be responsible for payment and failure to pay could result in a judgment or other lien being placed on the above referenced property. I further agree to advise CDSA in writing should I no longer be associated with the above referenced project/property and identify the new responsible party.*

Signature \_\_\_\_\_ Dated: \_\_\_\_\_ CDL# \_\_\_\_\_

Printed Name \_\_\_\_\_ Telephone # \_\_\_\_\_