



COUNTY OF YOLO

FLOOD VARIANCE

Department of Community Services
292 West Beamer Street
Woodland, California 95695-2598

(530) 666-8775



County of Yolo

Taro Echiburú, AICP
DIRECTOR

DEPARTMENT OF COMMUNITY SERVICES

292 West Beamer Street
Woodland, CA 95695-2598
(530)666-8775 FAX (530)666-8156
www.yolocounty.org

Environmental Health
292 West Beamer Street
Woodland, CA 95695
(530) 666-8646

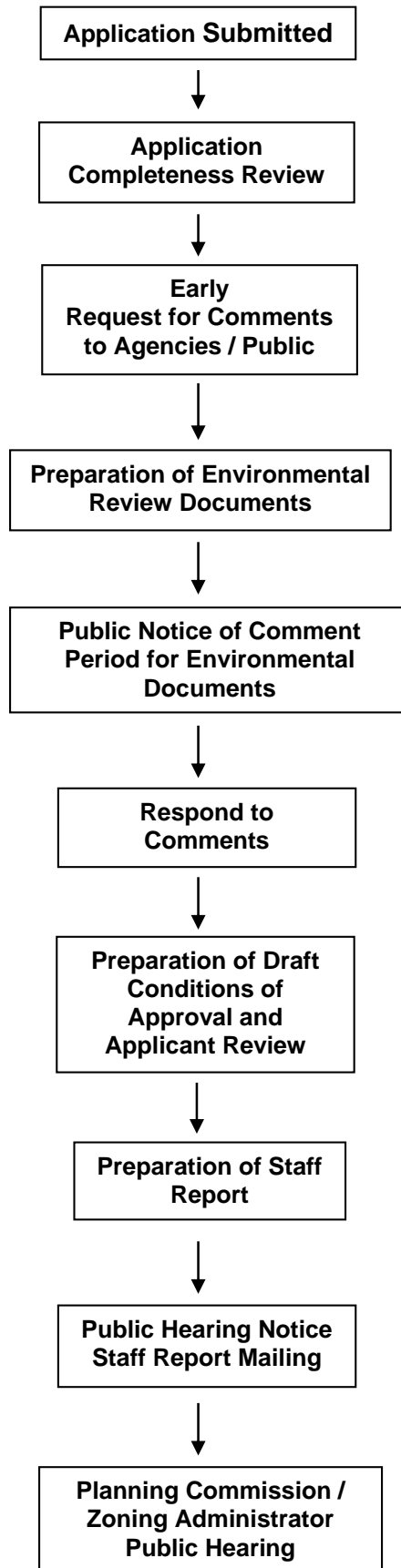
Integrated Waste Management
44090 CR 28 H
Woodland, CA 95776
(530) 666-8852

FLOOD VARIANCE REQUIRED MATERIALS

The following list specifies the information needed to submit the proposed application.

EXPLANATION	RECEIVED
Application Fee(s): Please check with a planner regarding applicable fees	✓
Application Form (signed)	
Environmental / Project Site Questionnaire	
Letter describing the extraordinary circumstances of the property and justification for the Flood Variance (See attached Findings required for a Flood Variance) – <i>not required for Minor Flood Variance</i>	
Location Map (may be combined with the Site Plan, below)	
Site Plan (See attached site plan sample and Site Plan Requirements)	
One 8½" x 11" reduction of all maps, plans, etc.	
Assessor's Parcel Map (project site outlined)	
<p><u>For engineered structures</u> One complete set of engineered construction plans (with wet stamp and signature) including foundation and elevations on a minimum of 18" x 24" and one reduced set of construction plans on 8 ½" x 11").</p> <p>-----</p> <p>Minor Flood Variance: <u>For qualifying accessory or agricultural structures</u> If project meets conventional framing requirements, submit plans which show compliance. Plans must clearly show flow through vents and material types to meet wet proofing requirements.</p> <ul style="list-style-type: none"> • Qualifying accessory structures include two-car detached garages or small storage sheds not more than 400 square feet. • Qualifying agricultural structures include farm storage structures exclusively used for the storage of farm machinery and equipment (i.e., pole and prefabricated metal frame structures with open or closed sides); grain bins; corn cribs; and general purpose barns for the temporary feeding of livestock. <p>A Flood Elevation Certificate is required for all Minor Flood Variances (Sections A, B, C, E, and F are applicable)</p>	
Preliminary Title Report or Copy of Deed	
Digital files in PDF or other format loaded on a CD, of all the application plans and materials, as available	One (CD)
Additional Information: Depending upon the exact nature of the application, additional information may be required after submittal of the project application	

Planning Permit Process





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APPLICATION

Applicant Information				
Applicant		Company (if applicable)		
Street Address				
City	State	Zip	Daytime Phone	
Property Owner				
Street Address				
City	State	Zip	Daytime Phone	

Project Information	
Assessor's Parcel No.	Parcel size
Property Address/Location	
Existing use of property	
Tax Rate Area(s) (taken from property tax bill):	
Application Request:	

Required Signatures	
<p>I hereby make application for the above-referenced land use entitlement and certify that this application, other documents, and exhibits submitted are true and correct to the best of my knowledge and belief. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Yolo County may rescind any approval or determination, or take other appropriate action.</p> <p>I hereby acknowledge that I have been informed of my right to make written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.</p> <p>I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. If more than one, please attach a consent letter for each property owner. If owner refuses or is unable to sign, provide copy of lease, title report or other documentation. I understand that verification of property ownership or interests in the property or application may be required.</p>	
Applicant's/Owner's Signature	Date

PERMIT PROCESSING FEE AGREEMENT

I the undersigned, hereby authorize the County of Yolo to process the permit request on the previous side of this application in accordance with the Yolo County Code. I (the land owner and/or the applicant) am depositing a fee to cover staff review, coordination and processing costs in accordance with the adopted Yolo County Fee Resolution. The fee may consist of a one-time "flat" fee for minor applications or a "deposit" fee which will be used as an initial deposit to open one or more Work Order accounts to pay for staff time spent processing the application billed on a "time and materials" basis. By signing below, I agree to pay all permitting costs, plus any accrued interest, if the applicant does not pay costs.

I agree not to alter the physical condition of the property during the processing of this application by removing trees, demolishing structures, altering streams, and grading or filling. I agree not to start construction of any new structures prior to permit approval. I understand that such alteration or new construction may result in the imposition of criminal, civil or administrative fines or penalties, or may result in the delay or denial of the project application.

FISH AND GAME REVIEW FEES: I understand that my application and/or any applicable environmental document for my project may be referred to the California Department of Fish and Wildlife (CDFW) for review and comment in accordance with the provisions of the California Environmental Quality Act. Should this review be required, I understand that I must pay all fees for the cost of CDFW review as required by Section 711.4 of the Fish and Game Code (currently \$2,210.00 for Negative Declarations or \$3,069.25 for Environmental Impact Reports, plus \$50.00 County Clerk fee). Should these fees be required, I agree to remit a cashier's check or money order in the required amount, payable to the Yolo County Clerk, to the Planning Division prior to the posting of any Notice of Determination following project approval.

PROJECT CONDITION COMPLIANCE DEPOSIT: I understand that my project, if approved, may be subject to condition compliance monitoring by staff following approval. An additional deposit of \$1,305.92 will be required at that time to cover staff costs.

MITIGATION FEES OR REQUIREMENTS: I further understand that my project, if approved, may be subject to one or more mitigation fees including the following fees current as of 2015:

Swainson's Hawk mitigation fee - \$8,660 per acre of affected habitat

Agricultural mitigation in lieu fee - \$10,100 per acre of farmland converted (for projects less than five acres)

Inclusionary Housing in lieu fee – sliding scale for projects under 8/10 units (\$1,292 for single family house)

AFFIDAVIT OF CERTIFIED PROPERTY OWNERS

I further certify that the attached list of property owners contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within the area described on the attached application and for a distance of three hundred feet (300) from the exterior boundaries of the property described on the attached application.

I certify under penalty of perjury that the foregoing is true and correct.

CERTIFICATION STATEMENT OF HAZARDOUS WASTE OR SUBSTANCE SITE

Pursuant to the requirements of Section 63962.5 of the California Government Code, I certify that the project site for the above entitlement is not located on the State list of identified hazardous waste/or hazardous substance sites. I have reviewed the list kept at the Planning Division Public Counter.

REQUIRED SIGNATURES

I hereby certify that I have read all the above information on this page. All this information is correct and I agree to abide by the requirements therein.

PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE:

NAME _____

SIGNATURE: _____ DATE _____

ENVIRONMENTAL / PROJECT SITE QUESTIONNAIRE

A. PROPOSED PROJECT SITE

1. Assessor Parcel Number(s):

2. Location (nearest public road, cross street, community, etc): _____
3. Size of Assessor Parcel Areas(s): _____ sq. ft./acres. _____
4. Existing Land Use(s): _____
5. Existing Building(s) and Structure(s): _____
6. Distinctive Physical Features (i.e. landslides, streams, faults): _____
7. Existing Vegetation: _____
8. Existing Access Routes (if any): _____
9. Existing Drainage Facilities/Direction: _____
10. Existing Water Supply (if any): _____
11. Existing Sanitation Facilities (if any): _____
12. List and Describe all Existing Easements: _____
13. Owner(s) of Mineral Rights: _____
14. Existing Land Conservation Contract and/or other deed restrictions (if any):

B. SURROUNDING PROPERTIES AND LAND USES

1. Land Uses (including type of crops if agricultural).

North: _____ South: _____

East: _____ West: _____

2. Buildings and Structures (indicate distance from project site).

North: _____ South: _____

East: _____ West: _____

3. Distinctive Physical Features and Vegetation.

North: _____ South: _____

East: _____ West: _____

FLOOD VARIANCES REQUIRED FINDINGS AND CONDITIONS

According to Section 8-4.601 of the Yolo County Flood Protection Ordinance (Title 8, Chapter 4 of the Yolo County Code), flood variances pertain to a specific piece of property and are not personal in nature. The subject parcel must have physical characteristics so unusual that complying with the requirements of this ordinance would create an exceptional hardship to the applicant or the surrounding property owners. Such characteristics must pertain to the land itself, not to the structure, residents and/or property owners.

Sec. 8-4.602 Variance procedures

- (a) In passing upon requests for variances, the Planning Commission shall consider all technical evaluations, all relevant factors, standards in other Sections of this chapter, and the:
 - (1) Danger that materials may be swept into other lands to the injury of others;
 - (2) Danger to life and property due to flooding or erosion damage;
 - (3) Susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the existing individual owner and future owners of the property;
 - (4) Importance of the services provided by the proposed facility to the community;
 - (5) Necessity to the facility of a waterfront location, where applicable;
 - (6) Availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;
 - (7) Compatibility of the proposed use with existing and anticipated development;
 - (8) Relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
 - (9) Safety of access to the property in time of flood for ordinary and emergency vehicles;
 - (10) Expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters expected at the site; and,
 - (11) Costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water system, and streets and bridges.

- (b) Any applicant to whom a variance is granted shall be given written notice over the signature of the Floodplain Administrator that:
 - (1) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for each \$100 of insurance coverage, and
 - (2) Such construction below the base flood level increases risk to life and property. A copy of the notice shall be recorded by the Floodplain Administrator in the Office of the Yolo County Recorder and shall be recorded in a manner so that it appears in the chain of title of the affected parcel of land.

- (c) The Floodplain Administrator shall maintain the records of variance actions, including justification for their issuance, and report such variances issued in its biennial report submitted to the Federal Insurance Administration, Federal Emergency Management Agency.

Sec. 8-4.603 Conditions for variances

- (a) In general, variances may be issued for new construction, substantial improvement, and other proposed new development to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing that the procedures of Article 4 and 5 of this chapter have been fully considered. As the lot size increases beyond one-half acre, the technical justification required for issuing the flood variance increases.

- (b) Variances may be issued for the repair or rehabilitation of “historic structures” upon a determination that the proposed repair or rehabilitation will preclude the structure’s continued designation as an historic structure and the flood variance is the minimum necessary to preserve the historic character and design of the structure.
- (c) Variances shall not be issued within any mapped regulatory floodway if any increase in flood levels during the base flood discharge would result.
- (d) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief. “Minimum necessary” means to afford relief with a minimum deviation from the requirements of this ordinance. For example, in the case of variances to an elevation requirement, this means that the Planning Commission need not grant permission for the applicant to build at grade, or even to whatever elevation the applicant proposes, but only to the elevation which the Planning Commission believes will both provide relief and preserve the integrity of the local ordinance.
- (e) Variances shall only be issued upon a:
 - (1) Showing of good and sufficient cause;
 - (2) Determination that failure to grant the variance would result in exceptional “hardship” to the applicant; and
 - (3) Determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create a nuisance, cause fraud or victimization of the public, or conflict with existing local laws or ordinances.
- (f) Variances may be issued for new construction and substantial improvements, and other proposed new development necessary for the conduct of a functionally dependent use provided that the provisions of subsections (a) through (e) of this section are satisfied and that the structure or other development is protected by methods that minimize flood damages during the base flood and does not result in additional threats to public safety and does not create a public nuisance.
- (g) The Planning Commission may attach such conditions to the granting of flood variances as it deems necessary to further the purposes of this Chapter.

Section 8-3.604 Minor flood variances

The Floodplain Administrator may approve a minor flood variance to allow wet flood-proofing for the following specific categories of structures:

- (a) *Structures functionally dependent on close proximity to water.* A “functional dependent use,” such as docking, seafood processing, and port facilities may be wet flood-proofed upon approval of a minor variance
- (b) *Historic buildings.* Minor variances may be approved for the repair and rehabilitation of “historic structures,” upon determination by the Floodplain Administrator that:
 - (1) the proposed repair or rehabilitation will not preclude the structure’s continued designation as an historic structure; and
 - (2) the proposed minor variance is the minimum necessary to preserve the historic character and design of the structure.
- (c) *Accessory structures.* Types of accessory structures that qualify for a minor variance shall be limited to those that are used solely for parking (two-car detached garages or smaller) and/or limited storage capacity of inexpensive contents (e.g., small, low-cost sheds). For the purposes of this section, “small, low-cost accessory structures” shall mean those structures that have a roof area not more than 400 square feet. Minor variances approved for accessory structures shall include the following requirements:
 - (1) the structure shall be anchored to resist flotation, collapse, and lateral movement;
 - (2) portions of the structure located below the base flood elevation shall be constructed of flood-resistant materials;
 - (3) the structure shall be designed to allow for the automatic entry of flood waters;

- (4) mechanical and utility equipment shall be elevated or flood-proofed to or above the base flood elevation;
 - (5) use of the structure shall be restricted to parking and/or limited storage; and
 - (6) the structure shall comply with all other applicable provisions of this chapter.
- (d) *Agricultural structures.* Types of agricultural structures that qualify for a minor flood variance include: farm storage structures used exclusively for the storage of farm machinery and equipment (e.g., pole and prefabricated metal frame structures with open or closed sides); grain bins; corn cribs; and general purpose barns for the temporary feeding of livestock, provided they remain open on at least one side. Minor flood variances approved for agricultural structures shall include the following requirements:
- (1) the structure shall be anchored to resist flotation, collapse, and lateral movement;
 - (2) portions of the structure located below the base flood elevation shall be constructed of flood-resistant materials;
 - (3) the structure shall be designed to allow for the automatic entry of flood waters;
 - (4) mechanical and utility equipment shall be elevated or food-proofed to or above the base flood elevation;
 - (5) the structure shall be used solely for agricultural purposes, including the production, harvesting, storage, drying, or raising of agricultural commodities and/or livestock;
 - (6) the structure shall be designed so that damage to the structure and its contents are minimized, and no additional threats to public safety are created; and
- (e) Any minor flood variance approved under this Section shall ensure compliance with all other applicable requirements of this Chapter.

STANDARDS OF CONSTRUCTION

According to Section 8-4.501, in all areas of special flood hazards the following standards are required:

- (a) *Anchoring.*
- (1) All new construction and substantial improvements shall be adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
 - (2) All manufactured homes shall meet the anchoring standards of Section 8-3.504.
- (b) *Construction materials and methods.* All new construction and substantial improvements shall be constructed:
- (1) with materials and utility equipment resistant to flood damage;
 - (2) using methods and practices that minimize flood damage;
 - (3) with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding; and if
 - (4) within Zone AO, there are adequate drainage paths around structures on slopes to guide flood waters around and away from proposed structures.
- (c) *Elevation and floodproofing.* (See “Basement,” “Lowest floor,” “New construction,” “Substantial damage,” and “substantial improvement.”)
- (1) Residential construction, new or substantial improvement, shall have the lowest floor, including basement:
 - (i) In an AO zone, elevated above the highest adjacent grade to a height exceeding the depth number specified in feet on the FIRM by at least one foot, or elevated at least three feet above the highest adjacent grade if no depth number is specified.
 - (ii) In an A zone, elevated at least one foot above the base flood elevation, as determined by the community.

- (iii) In all other SFHA Zones, elevated at least one foot above the base flood elevation. Prior to the framing of walls and/or floors of the structure, the elevation of the lowest floor, including basement, shall be certified by a registered professional engineer or surveyor to be properly elevated. Within the AO zone, the elevation of the lowest floor may also be certified to be properly elevated by the County Building Official. Such certification or verification shall be provided to the Floodplain Administrator.
- (2) Nonresidential construction, new or substantial improvement, shall either be elevated to conform with Section 8-4.501.(c).(1), or together with attendant utility and sanitary facilities;
 - (i) be floodproofed below the elevation recommended under Section 8-4.501.(c).(1) so that the structure is watertight with walls substantially impermeable to the passage of water;
 - (ii) have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and
 - (iii) be certified by a registered professional engineers that the standards of this subsection are satisfied. Such certifications shall be provided to the Floodplain Administrator.
- (3) All new construction and substantial improvements with fully enclosed areas below the lowest floor (excluding basements) that are usable solely for parking of vehicles, building access or storage, and which are subject to flooding, shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exist of floodwaters. Designs for meeting this requirement must meet or exceed the following minimum criteria;
 - (i) have a minimum of two (2) openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding. The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwaters; or
 - (ii) be certified by a registered professional engineer or architect.
- (4) Manufactured homes shall also meet the standards in Section 8-4.504.
- (5) In the A, AE, and AO zones all new construction and substantial improvements shall have base flood evaluation and construction specifications determined by a registered professional engineer and approved by the Floodplain Administrator.
- (6) All residential development projects located within a special flood hazard area shall include a prominent deed disclosure regarding the potential flood risk to future buyers.

Section 8-3.502 Utilities

- (a) All new and replacement water supply and sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the systems and discharge from the systems into flood waters.
- (b) On-site waste disposal systems shall be located to avoid impairment to them, or contamination from them during flooding.

Section 8-4.503 Subdivisions

- (a) All preliminary subdivision proposals shall identify the special flood hazard area and the elevation of the base flood.
- (b) All final subdivision plans will provide the elevation of proposed structure(s) and pad(s). If the site is filled above the base flood elevation, the lowest floor and pad elevation shall be certified by a registered professional engineer or surveyor and provided to the Floodplain Administrator.
- (c) All subdivision proposals shall be consistent with the need to minimize flood damage.
- (d) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage.
- (e) All subdivisions shall provide adequate drainage to reduce exposure to flood hazards.

Section 8-4.503 Manufactured Homes

- (a) All manufactured homes that are placed or substantially improved, within special flood hazard areas, on sites located:
 - (1) outside of a manufactured home park or subdivision,
 - (2) in a new manufactured home park or subdivision,
 - (3) in an expansion to an existing manufactured home park or subdivision, or
 - (4) in an existing manufactured home park or subdivision on a site upon which a manufactured home has incurred “substantial damage” as the result of a flood, shall be elevated on a permanent foundation such that the lowest flood of the manufactured home is elevated to at least one foot above the base flood elevation and shall be securely fastened to an adequately anchored foundation system to resist flotation collapse and lateral movement.
- (b) All manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within special flood hazard areas that are not subject to the provisions of Section 8-4.504(a) shall be securely fastened to an adequately anchored foundation system to resist flotation collapse, and lateral movement, and shall be elevated so that either the:
 - (1) lowest floor of the manufactured home is at least one foot above the base flood elevation, or
 - (2) manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade.

Section 8-4.505 Recreational Vehicles

All recreational vehicles placed on sites within special flood hazard areas will either:

- (a) be on the site for fewer than 180 consecutive days, and be fully licensed and ready for highway uses – a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions, or
- (b) meet the permit requirements of Article 4 of this chapter and the elevation and anchoring requirements for manufactured homes in Section 8-4.504.(a).

Sec. 8-4.506 Floodways

Located within areas of special flood hazard established in Section 8-4.302 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential, the following provisions apply:

- (a) prohibit encroachments, including fill, new construction, substantial improvements, and other new development unless certification by a registered professional engineer is provided demonstrating that encroachments shall not result in any increase in the base flood elevation during the occurrence of the base flood discharge.
- (b) in addition to the requirements of subsection (a) of this section, all new construction, substantial improvements, and other proposed new development shall comply with all other applicable flood hazard reduction provisions of this article.

SITE PLAN REQUIREMENTS

The site plan shall be on a sheet NO LARGER than 24" x 36", except as otherwise specified by the pre-submittal planner. A clearly readable and reproducible reduction is also required if your site plan is larger than 8½" x 11". The north side of the lot should be at the top of the plan.

Please see an attached sample site plan. The following outline contains those items to be included on your site plan, **if applicable**:

A. PHYSICAL CHARACTERISTICS

The physical characteristics of the project need be accurately portrayed on the site plan include (where applicable):

1. North arrow and scale (preferably not less than 1" = 20').
2. Exterior dimensions of the property.
3. Setback dimensions (from property lines to structures) and distances between structures.
4. Existing and proposed structures labeled "existing" and "proposed". Locations of existing and proposed wells, septic tanks, leach lines and replacement areas.
5. Physical features of the site, including mature trees, topographical contours, and landmarks.
6. Use(s) of structures, noting those existing structures to be removed, including abandoned wells.
7. Gross floor area of each structure (may be shown on the structure or in the legend).
8. Existing and proposed paved areas, including type of surfacing and widths of all driveways, access easements, walks and rights-of-way.
9. Adjacent streets with names.
10. Location of existing and proposed easements (including utility easements).
11. Existing and proposed drainage facilities, including surface drainage patterns.
12. Location of fire hydrants, freestanding lighting fixtures, walls and fences.
13. Location of existing and proposed signs.
14. Location and dimensions of paved off-street parking (garage or carport will meet the off-street parking requirement).
15. Identify adjacent land uses (residential, commercial, industrial, agricultural)

16. Multi-family Residential and Commercial/Industrial only:
 - a. Treatment of open areas, including recreational facilities, landscaping, storage and operations yards, etc.
 - b. Location of trash enclosures.
- c. Square footage of proposed and existing construction. If WAREHOUSE or OFFICE, specify what percentage of office to warehouse space.
 - d. On-site parking, circulation and lighting.
 1. Layout and dimensions of parking area and spaces, including those for the handicapped; number the parking spaces and circle the highest number.
 2. Direction of traffic flows (shown with arrows).
 3. Off-street loading spaces and facilities (commercial/industrial only).
 4. Bicycle and motorcycle parking.
 5. Concrete curbing and retaining wall details.

B. TITLE BLOCK

A TITLE BLOCK shall be provided in one corner of each page of the plot plan, and contain the following information:

1. Proposed use(s).
2. Name, address and phone number of property owner and engineer or architect.
3. Assessor's Parcel Number and Project address (if applicable).

C. LOCATION MAP

A LOCATION MAP shall be provided on a separate map or page and include the following:

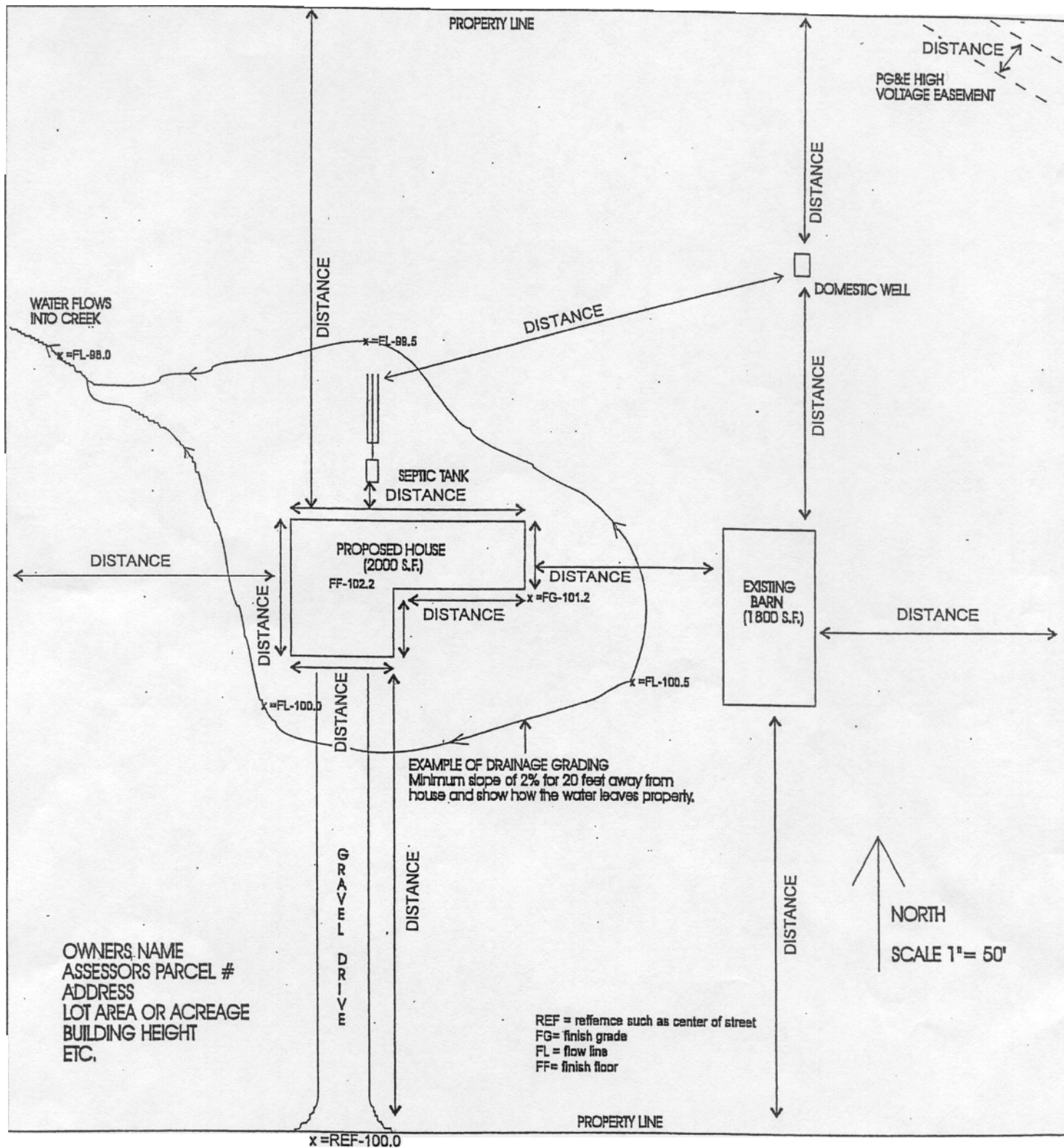
1. North arrow and scale.
2. Existing street pattern with names (from the property to the first public road). If the property is $\frac{1}{4}$ mile or more from the nearest public road, an approximate distance shall be shown.
3. Subject property identified with cross-hatching.

D. LEGEND

A LEGEND shall be provided, and shall include the following information:

1. Gross acreage of subject property and net area of property (excluding streets and access easements).
2. Number of required and proposed parking and loading spaces and parking area size in square feet.
3. Building coverage (square footage of structures divided by square footage of property).
4. Percentage of landscaping provided based on the gross area of site, parking and drive areas.

SAMPLE SITE PLAN



(without a true survey a point is picked as the reference elevation as the center of the street)

C) DIM ROAD such

INSTRUCTIONS FOR OBTAINING PROPERTY OWNERS' NAMES & ADDRESSES

For the purpose of legal noticing, the Planning Division requires each applicant to submit a typewritten list of the property owners and their addresses for all parcels within 300 feet of the exterior boundaries of the parcel(s) on which the project is to be located.

The property owners' names and addresses should be obtained in the following manner:

1. From the County Assessor's Office obtain the Assessor's Map(s) covering the subject property and all parcels within 300 feet of the exterior boundaries of the parcel(s) on which your project is to be located.
2. Indicate the area of your project by outlining the entire subject parcel in red on the Assessor's Map, even if your request includes only a portion of a parcel.
3. Draw a line that is at a distance of 300 feet around the outer red outline of the boundaries of the parcel you outlined in step 2. This 300 foot line may fall on adjoining maps. Only one copy of each map on which the 300 foot radius line falls is required.
4. Using address label sheets write down the book, page and parcel number of the subject parcel and of all parcels touched by or included within the 300-foot area.
5. Now, using the Assessor's Books, look up the Assessor's Parcel Numbers recorded on the Address Label Sheet and copy down the names and addresses of the owners of each parcel identified. The roll would read as follows:

05003 012-345-67 Drake, John-Linda 7813 El Dorado Street
Woodland, CA 95695

Type on a gummed label sheet the names and addresses copied down, so they appear like the following example:

JOHN AND LINDA DRAKE
7813 EL DORADO STREET
WOODLAND CA 95695
APN 012-345-67

(Remember that the name in the Roll books will appear last name first)

6. Additionally, add to the ADDRESS LABEL SHEET the names and addresses of ALL PROPERTY OWNERS whose land fronts on or is traversed by any private road used to gain access to the proposed site from a public road.
7. Also add to the ADDRESS LABEL SHEET the property owner's and the project applicant's name and address as well as all parties that you believe should receive notice of the proposed project. These might include mineral rights holders, the home office of the permittee, citizen groups, etc. Be sure to include the applicant's engineer or representative.
8. Include with your application the original typed copy of the property owner sheet, three additional sets on gummed mailing labels, and the signed Affidavit of Certified Property Owners' List.
9. The person completing the 300-foot list must sign the Certified Property Owner's List certifying that the attached property owners' list contains the names and addresses of all property owners as they appear on the latest assessment roll of the county within the area described on the attached application and for a distance of three hundred (300) feet from the exterior boundaries of the property described on the application. **NOTE:** Failure to submit a complete and correct property owners' list may result in the nullification of your permit or a delay in permit processing.