



## **COUNTY OF YOLO**

# **SITE PLAN REVIEW OIL AND GAS WELL DRILLING OPERATIONS**

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

(530) 666-8775



# County of Yolo

Taro Echiburú  
DIRECTOR

## DEPARTMENT OF COMMUNITY SERVICES

**Planning, Building and Public Works**

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

## OIL AND GAS WELL SITE PLAN REVIEW APPLICATION REQUIRED MATERIALS

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

ITEM	Required Number of copies
<b>Application Fee(s):</b> Please check with a planner regarding applicable fees	
<b>Application Form</b> (both sides, signed)	One (original)
<b>Environmental / Project Site Questionnaire</b>	One
<b>Oil &amp; Gas Drilling Operation Site Plan Review Request Form</b> (attached)	One
<b>A \$5,000 Bond</b> (see attached Oil & Gas Drilling Operation Site Plan Review Request Form)	One
<b>Location map</b> showing proposed drilling site	One
<b>Production pad layout</b>	One
<b>Drilling pad layout</b>	One
<b>Minor grading plan</b>	One
<b>Copy of leasehold agreement</b>	One
<b>Assessor's Parcel Map</b> (project site outlined)	One
<b>Acknowledgement letter</b> from surface property owner	One
<b>Preliminary Title Report</b> or Copy of Deed	One
<b>Digital files</b> of all the application plans and materials, as available	One
<b>Additional Information:</b> Depending upon the exact nature of the application, additional information may be required after submittal of the project application.	



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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. <b>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.</b></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 \$2,354.75 for Negative Declarations or \$3,271.00 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.

**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 2018:

- Yolo HCP/NCCP land cover fee\*:** \$12,592 per acre of impact to all applicable land cover types
- Yolo HCP/NCCP fresh emergent wetland fee\*:** \$71,651 per acre of impact to fresh emergent wetland areas
- Yolo HCP/NCCP valley foothill riparian fee\*:** \$79,353 per acre of impact to valley foothill riparian areas
- Yolo HCP/NCCP lacustrine and riverine fee\*:** \$57,464 per acre of impact to lacustrine or riverine areas
- Agricultural mitigation in lieu fee:** \$10,100 per acre of farmland converted (for projects less than 20 acres)
- Inclusionary Housing in lieu fee:** sliding scale for projects under 8/10 units (\$1,292 for single family house)

*\*Fee amounts subject to change in March of each year per the conditions outlined in the Yolo HCP/NCCP*

**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 65962.5 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.

**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 \_\_\_\_\_

# OIL & GAS DRILLING OPERATION SITE PLAN REVIEW REQUEST FORM

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## Pursuant to Section 8-2.306(s) of the County Code

- (1) No oil or gas drilling operation shall be established in the unincorporated area of the County until the Director of the Department of Community Services or his designee has approved the Site Plan or such operation, and the applicant agrees to operate/conduct the drilling operation in compliance with the below listed conditions.
- (2) The applicant shall post a performance bond or other good and sufficient surety approved by the County in the amount of not less than \$5,000.00 to secure compliance with the criteria and conditions imposed upon the approval of the oil and gas drilling operation Site Plan Certificate. The release of the performance bond shall not occur until the reclamation of land disturbed during the drilling operation and the removal of all equipment not necessary for the normal maintenance of the oil and gas well is complete.
- (3) The oil or gas well drilling operation shall not be located within ½ mile of any designated residential area shown on the adopted County General Plan and/or a City General Plan or a county and/or city residential zone district.
- (4) A Use Permit shall be required if the oil or gas well drilling operation cannot meet the following criteria:
  - (i) Except for drill stem testing and emergency procedures, no drilling operation shall result in an ambient noise level in excess of 60 decibels (measured as an LDN average), measured at the outside of the nearest residence at the bedroom window closest to the drilling site; unless, however, it can be demonstrated that the ambient noise level at such location prior to the commencement of the drilling operation was 57 decibels or higher, then the noise standard shall be that the drilling operation does not result in the addition of more than three (3) decibels to the preexisting ambient noise level. The noise level requirements may be waived if the applicant has received a written waiver from the resident of any residence at which the noise level would exceed the standards set forth in this subsection. If the dwelling is leased, the tenant shall execute the waiver, and the property owner shall be notified.
  - (ii) All lights on the drill site shall be erected/installed according to CAL-OSHA employee safety requirements and shall be shielded and/or directed so as to focus the direct rays from the lights onto the drilling site and away from the residences, except where required for aircraft warning purposes.
  - (iii) All vehicle parking and maneuvering areas shall be treated in such a manner as to control dust. Such treatment may be accomplished by placing gravel on such areas and/or periodically watering the areas, or by other means approved by the Director.
  - (iv) The drilling operation shall comply with the requirements of all other agencies having jurisdiction over the site and operation. Yolo County Department of Community Services may require additional permits, including, but not limited to:
    - A. A grading permit if the drilling operation results in any ground disturbance;
    - B. A building permit for the erection of structures;
    - C. A flood elevation certificate if construction occurs in a FEMA designated 100-year flood zone; and
    - D. An encroachment permit if the construction of access roads connects to a County right-of-way.
  - (v) The drilling operation shall be located no closer than the following distances from the specified uses if such uses are located:
    - A. Within 500 feet of any school;
    - B. Within 500 feet of any church or place of public worship;

- C. Within 500 of any place of public assembly;
  - D. Within 500 feet of any dwelling (the applicant must show or state the distance to the nearest residence), unless residents of such dwelling have filed a written waiver;
  - E. Within 100 feet of the property line to any county road or state highway; and
  - F. Within 250 feet of any levee owned by any public agency.
- (5) Abandoned gas wells shall be sealed in accordance with Division of Oil and Gas regulations, and all drilling or production facilities shall be removed.
- (6) The disturbed surface area of an abandoned gas well shall be reincorporated into adjoining agricultural operations or re-vegetated with native vegetation within one year after abandonment.
- (7) In accordance with Yolo County Code, the applicant shall agree to indemnify, defend, and hold harmless the County or its agents, officers and employees from any claim, action, or proceeding (including damage, attorney fees, and court cost awards) against the County or its agents, officers, or employees to attack, set aside, void, or annul an approval of the County, advisory agency, appeal board, or legislative body concerning the permit or entitlement when such action is brought within the applicable statute of limitations. The County shall promptly notify the applicant of any claim, action or proceeding and that the County shall cooperate fully in the defense. If the County fails to promptly notify the applicant of any claim, action, or proceeding, or if the County fails to cooperate fully in the defense, the applicant shall not thereafter be responsible to defend, indemnify, or hold the County harmless as to that action. The County may require that the applicant post a bond in an amount determined to be sufficient to satisfy the above indemnification and defense obligation.
- (8) The applicant shall notify the Director of the Yolo County Department of Community Services at the such time when reclamation of the land disturbed during the drilling operation and the removal of all equipment not necessary for the normal maintenance of the oil and gas well has been completed, to request a final inspection of the drilling site by the County.

I do hereby attest that I agree to comply with each of the above mentioned criteria and conditions and that all attached information, documents and maps are true and accurate, allowing me to submit this Oil & Gas Drilling Operation Site Plan Review Request for consideration by the Director of the Yolo County Planning, Public Works and Environmental Services Department.

\_\_\_\_\_  
**Print Name and Official Title of Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Authorized Representative**

# SITE PLAN REVIEW REQUIREMENTS

According to Section 8-2.215 of the County Code, the following are the process and requirements for issuance of a Site Plan Review permit.

## **Sec. 8-2.215 Site Plan Review**

- (a) The purpose of the Site Plan Review approval process is to determine compliance between a more complicated development project seeking a building or related permit, not subject to discretionary review, with the provisions of this Code and the Yolo County General Plan. A Site Plan Review is triggered by a development application or use that is allowed “by right” yet is subject to specific zoning standards. These applications require a more thorough and lengthy review than a simple Zoning Clearance.
- (b) Development standards or simple conditions may be attached to a Site Plan Review approval, consistent with the requirements for the Use Type of the application and the zone within which it is located.
- (c) Approval of a Site Plan Review shall be required, at the discretion of the Director, in the following instances:
  - (1) For the establishment or change of use of any land, building, or structure, including complex or extensive uses of agriculturally-zoned land, that is allowed “by right,” requires a building permit, and is subject to specific zoning or development standards; and
  - (2) For the construction, erection, enlargement, alteration, or moving of large and/or multiple buildings or structures, including farm residences; provided, however, no such approval shall be required for growing field, garden, or tree crops or for general farming operations.
- (d) Site Plan Review applications shall be submitted to the Planning Division, which shall approve, conditionally approve, or disapprove, such application or set the application on the agenda of the Planning Commission for interpretation and determination. Standard conditions that have been drafted to be specific to the proposed use may be placed on the approval of a Site Plan Review application by the Planning and other Divisions or Departments. The application shall be denied unless it is found to satisfy the requirements of this Code and the policies and standards of the General Plan.
- (e) Whenever the proposed Site Plan Review has been approved, and no such use has been initiated within one year after the date of such approval, the approval shall thereupon become null and void, unless a permit extension has been requested and granted.
- (f) A Site Plan Review permit may be extended for a period not to exceed one year by the Department.
- (g) The decision of the Planning Director, Planning Division, Building Division or any other County department or official shall take effect, and appeals thereof made and considered, in the manner provided in Section 8.2-225 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:

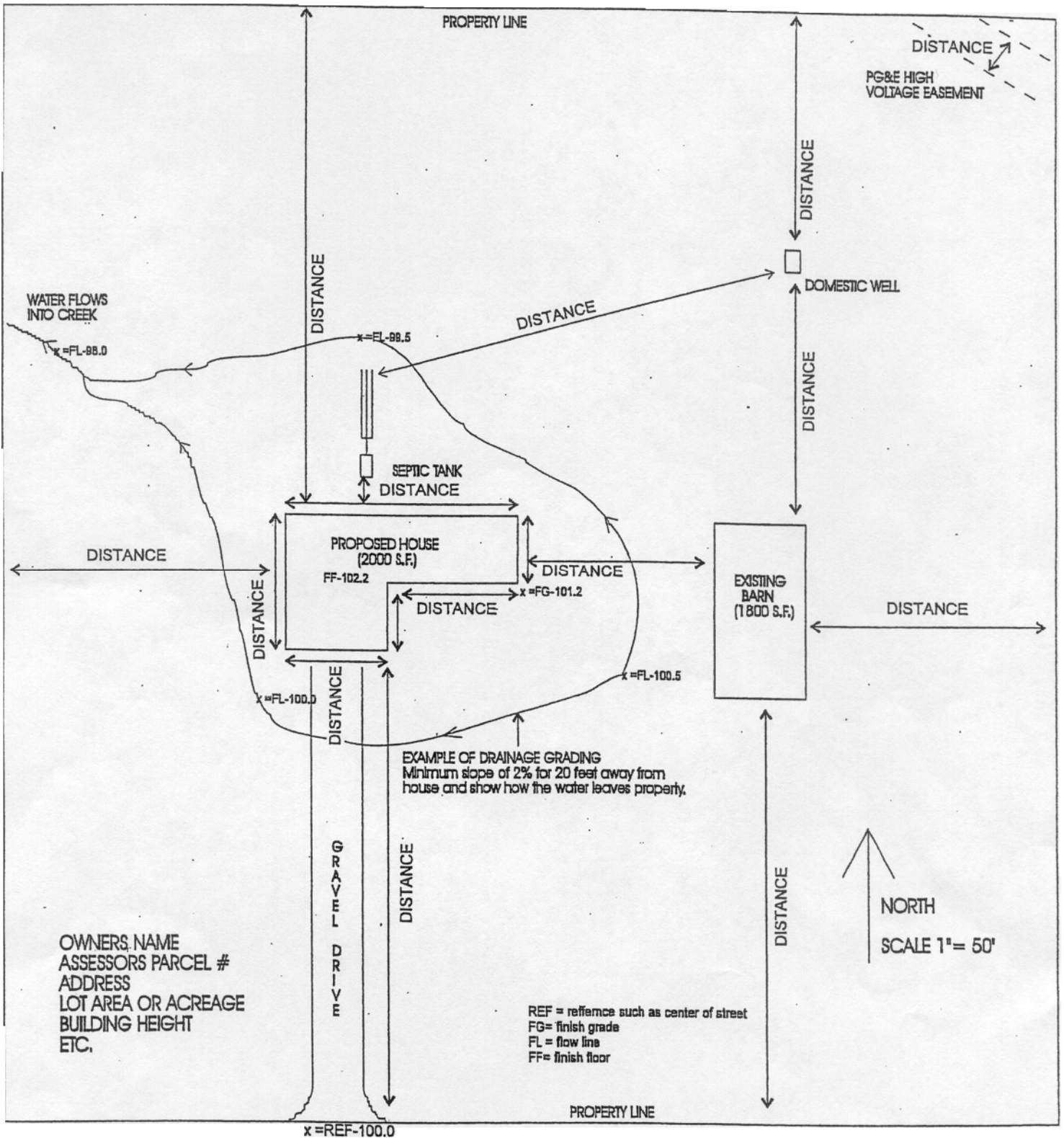
1. North arrow and scale.
2. Existing street pattern with names (from the property to the first public road). If the property is  $\frac{1}{4}$  mile or more from the nearest public road, an approximate distance shall be shown.
3. Subject property identified with cross-hatching.

## **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



# COUNTY OF YOLO COUNTY

Department of Community Services

Environmental Health Division

292 W. Beamer Street, Woodland CA 95695

Phone: (530) 666-8646 Fax: (530) 669-1448

## ENVIRONMENTAL HEALTH LAND USE REVIEW SURVEY

A building or business license application may require a review from Yolo County Environmental Health (YCEH) to ensure the compliance with County, State and Federal laws and regulations. Please complete this survey and answer questions pertaining to each YCEH unit and submit it as part of your complete application.

Site address:	City:	Zip code:
Existing business? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of business:	
Property and/or owner of business name:		
Phone number:	Email:	
Mailing address:	City:	Zip code:

Project Description: \_\_\_\_\_  
\_\_\_\_\_

Please answer the questions below pertaining to different units in Environmental Health to the best of your knowledge:

### For Land Use Unit

1. Will your building or facility use a well for your drinking water source?  Yes  No
2. Will your building or facility use an onsite wastewater treatment system (i.e. septic system)?  Yes  No
3. Will your building or facility generate waste tires onsite?  Yes  No
4. Will your building or facility haul 10 or more waste tires at one time?  Yes  No
5. Will your building or facility conduct solid waste related operations including chipping, grinding and composting?  
 Yes  No
6. Are there unused septic tanks and/or wells on this site?  Yes  No

### For Consumer Protection Unit

1. Will your building or facility store, prepare, package, serve, vend, or otherwise provide food for human consumption at the retail level?  Yes  No (*"Retail" means the storing, preparing, serving, manufacturing, packaging, transporting, salvaging, or otherwise handling food (any edible substance incl. beverage and ice) for dispensing or sale directly to the consumer or indirectly through a delivery service.*)
2. Will your building or facility have a public pool/spa? (A public pool/spa includes but is not limited to pools/spas located at hotels, motels, apartments, schools, health clubs etc.)  Yes  No
3. Will your building or facility be used for tattooing, body piercing or permanent cosmetics?  Yes  No

### For Hazardous Materials Unit

1. Will your building or facility handle or store any hazardous materials (a hazardous material is a chemical that is flammable, corrosive, reactive or toxic)?  Yes  No
2. Will your building or facility generate hazardous materials waste (i.e. used oil)?  Yes  No
3. Are there unused/abandoned hazardous materials storage containers on this site?  Yes  No

**\*\* Please turn over to complete and sign form \*\***

**If you answered "yes" to Hazardous Materials questions #1 through #3, please complete questions 1-10 below. Otherwise, you can skip the following questions:**

1. Will your commercial facility handle any hazardous materials in quantities greater than 500 pounds, 55 gallons or 200 cubic feet of compressed gas?  Yes  No
  
2. Will your commercial facility repair or maintain motor vehicles or motorized equipment?  Yes  No  
If yes, will your facility handle any of the following?  
Motor oil  Yes  No      Gasoline  Yes  No      Grease  Yes  No  
Antifreeze  Yes  No      Hydraulic Oil  Yes  No      Diesel  Yes  No
  
4. Will your commercial facility have an above ground storage tank (AST?)  Yes  No
  
5. Will your commercial facility sell motor vehicle fuel?  Yes  No  
If yes, will your commercial facility have an underground storage tank (UST?)  Yes  No
  
6. Will your commercial facility engage in welding operations?  Yes  No  
If yes, will your commercial facility handle more than one cylinder of acetylene, oxygen, shielding or other welding gases?  Yes  No
  
6. Will your commercial facility operate forklifts?  Yes  No  
If yes, will your facility store more than one extra cylinder of propane?  Yes  No
  
7. Will your commercial facility store batteries with 55 gallons or more of acid?  Yes  No
  
8. Will your commercial facility engage in photography?  Yes  No  
If yes, will your commercial facility generate photographic waste fluid?  Yes  No
  
9. Will your commercial facility engage in x-ray processing?  Yes  No  
If yes, will your commercial facility generate x-ray processing waste fluid?  Yes  No
  
10. Will your facility handle yard trimmings, untreated wood wastes, natural fiber waste, or construction and demolition wood waste?  Yes  No  
If yes, are these materials managed in a way which would allow them to reach 122 degrees Fahrenheit?  Yes  No

If you answered "yes" to any of the above questions under hazardous materials unit, you may be required by State law to submit a Hazardous Materials Business Plan to YCEH. Failure to comply with this requirement could result in fines of up to \$2,000.00 per day. As of January 1, 2013, business plans must be filed by going to the California Environmental Reporting System (CERS) website (<http://cers.calepa.ca.gov>), creating an account, entering required hazardous materials information, and submitting the information for approval by YCEH. For assistance with CERS submittal, please call our office at (530) 666-8646 and ask to speak with a hazmat specialist.

***I hereby certify that the information in this document is true and correct to the best of my knowledge.***

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_