



COUNTY OF YOLO

USE PERMIT

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

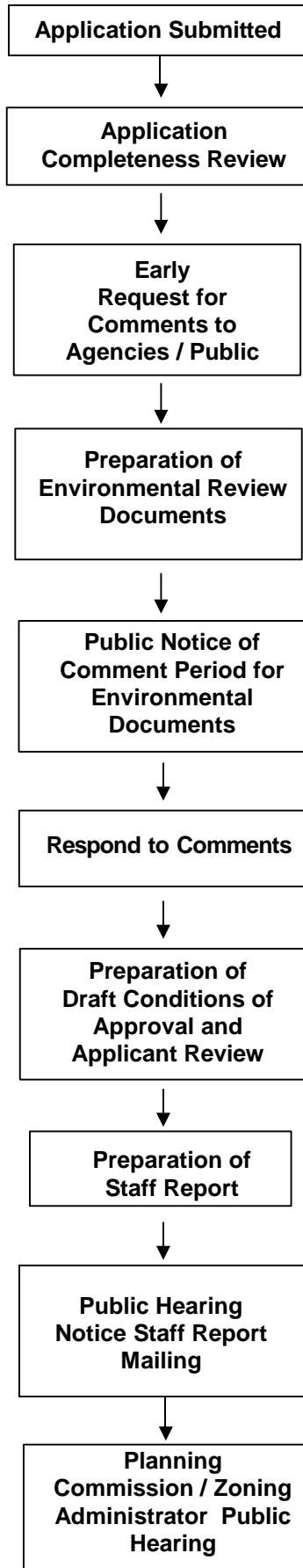
Integrated Waste Management
44090 CR 28 H
Woodland, CA 95776
(530) 666-8852

USE PERMIT APPLICATION REQUIRED MATERIALS

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

ITEM	Required Number of copies
Application Fee(s): Please check with a planner regarding applicable fees	
Application Form (both sides, signed)	One (original)
Environmental / Project Site Questionnaire	One
Detailed description of the proposed project including but not limited to number of employees, hours of operation, etc.	One
Location Map (may be combined with the Site Plan, below)	Three
Site Plan (see attached site plan sample and Site Plan Requirements)	Three
Building Elevations (if required) (see attached Building Elevation Requirements)	Three
Floor Plan (if required)	Three
One 8½ x 11 reduction of all maps, plans, etc.	One
Photos (if applicable/required)	One
Assessor's Parcel Map (project site outlined)	One
Surrounding Property Owners List (one original & three self-adhesive mailing labels) (see attached instructions)	One
Drainage/Storm Drainage Plan (if applicable/required)	Two
Landscape Plan/Irrigation Plan	Two
Traffic Circulation Plan (if applicable/required)	Two
Parking Plan/Calculations (if applicable/required)	Two
CHRIS Cultural Resources Study (if applicable/required)	Two
Biological Resources Inventory (if applicable/required)	Two
Preliminary Title Report or Copy of Deed	One
Digital files of all the application plans and materials, as available	One
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			Email
City	State	Zip	Daytime Phone
Property Owner			
Street Address			Email
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. (Please attach a consent letter for each property owner if there is more than one. 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 _____

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 (slope, streams, ponds, etc): _____
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: _____

4. Noise characteristics of the surrounding area (include significant noise sources:

C. PROJECT DESCRIPTION

1. Proposed use(s) in detail (please attach additional sheets if necessary):

2. Describe in detail the type of materials used, stored, sold and/or processed, and the processes to be involved the proposed operation (attach additional sheets if necessary):

3. Identify any potentially dangerous, explosive, flammable or hazardous chemical and/or processes to be used or any hazardous wastes to be generated (attach additional sheets if necessary). Contact the Environmental Health Division for assistance.

4. Describe any potential noise or vibration sources associated with the project (i.e. compressor, machine noise, heavy equipment). State the amount of noise to be generated dB(A). Also describe what methods would be used to reduce the noise or vibration (attach additional sheets if necessary):

5. Describe any uses or operations producing significant light, glare or heat. Describe what methods would be used to shield, enclose, or otherwise control light, glare or heat (attach additional sheets if necessary):

6. Describe source, type and amount of air pollutant emissions (smoke, odors, steam, gases, water vapor, dust, chemicals) from project. Describe what methods would be used to reduce emissions (attach additional sheets if necessary):

7. Total number of employees: _____

8. Hours of operation: _____

9. Estimated number of truck deliveries/loadings per day: _____

10. Estimated hours of truck deliveries/loadings per day: _____

11. How will security be provided? _____

12. Grading/area to be graded/total volume to be moved:

Slope ratio of steepest finished slope (horizontal feet/each vertical foot):

Height of highest finished slope: _____

Disposition of excavated material:

How will dust be controlled?

Number and size of trees to be removed (by species): _____

D. PROPOSED SERVICES

1. Drainage

Describe how increased runoff will be handled (onsite and offsite):

Will the project require the installation or replacement of storm drains or channels:

If yes, indicate length, size and capacity:

2. Water Supply

Estimate existing and proposed yearly water supply needs in acre feet or gallons:

Water wells or water purveyor: _____

If wells, attach a copy of a well water quantity and quality report from a testing lab. If water purveyor, attach a copy of a water availability letter from a purveyor.

Will the project require the installation or replacement of new water service mains? If yes, indicate length, size and capacity:

3. Sanitation

Sanitation will be provided by private onsite septic system or public sewers:

If private system, attach a copy of a soils report and percolation test data (when required), and describe the proposed system (leech-field or seepage pit):

If public sewers, attach copy of a sewer availability letter from sanitary district. Will the project utilize existing sewer mains? If not, indicate length, size, and capacity:

Describe toxic and chemical wastes to be discharged and amount:

4. **Electricity**

What is the projected amount of electrical usage (peak Kw/hrs/day):

Do existing lines require an increase in number or size: _____

Do any overhead electrical facilities require relocation? If so, describe:

Indicate length of new offsite electrical transmission and distribution facilities required to serve project (if applicable):

5. **Natural Gas**

Indicate expected amount of gas usage: _____

Do existing gas lines have to be increased in size? If yes, please describe:

Do existing gas lines require relocation? If yes, describe:

Indicate length and size of new offsite gas mains (if applicable):

6. **Fire Protection**

Indicate number and size of existing and/or proposed fire hydrants and distance from proposed buildings:

Indicate number and capacity of existing and/or proposed water storage facilities and distance from proposed buildings:

USE PERMITS REQUIRED FINDINGS

According to Section 8-2.217 of the County Code, the purpose of a Use Permit shall be to allow the proper integration into the community of uses which may be suitable only in specific locations in a zone or only if such uses are designed or laid out on the site in a particular manner.

In granting a use permit, the Planning Commission or Zoning Administrator, with due regard to the nature and condition of all adjacent structures and uses, the zone within which the structures and uses are located, and the General Plan, shall make the following findings:

- (a) The requested use is listed as a conditional use in the zone regulation or elsewhere in this Chapter;
- (b) The requested use is essential or desirable to the public comfort and convenience;
- (c) The requested use will not impair the integrity or character of the neighborhood nor be detrimental to the public health, safety, or general welfare;
- (d) The requested use will be in conformity with the General Plan;
- (e) Adequate utilities, access roads, drainage, sanitation, and/or other necessary facilities will be provided;
- (f) The requested use, if located in an agricultural zone, will serve and support production of agriculture, the agricultural industry, or is otherwise agriculturally related; or, if the use is not agriculturally related (e.g., solar or wind energy, rural recreation, and other non-agricultural uses), the use is listed as a conditional use consistent with subsection (a), above, and generally relies on a rural location; and
- (g) The requested use, if located in an agricultural zone, and if proposed on prime farmland, cannot be reasonably located on lands containing non-prime farmland.

The Planning Commission and Zoning Administrator may impose such conditions as are necessary to allow the findings set forth in this subsection to be made and may require the applicant to execute and record documents which insure that such conditions run with the land.

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 must be accurately portrayed on the site plan. Please 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 different use types, such as retail, office, or warehouse, please specify percentages of floor area.
 - d. On-site parking, circulation and lighting.
 1. Layout and dimensions of parking area and spaces, including accessible parking spaces. Please 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.

BUILDING ELEVATION REQUIREMENTS

BUILDING ELEVATIONS (north, south, east, west) shall be on maximum 24" x 36" sheets and drawn at a scale of 1/8" = 1" or 1/4" = 1', and shall include the following information:

1. Scale, building dimensions (height and width) for each elevation. If measuring height at the "averaged midpoint", show calculations.
2. Colors, materials and textures to be used.
3. Architectural treatments (entrances, windows, eaves, etc.) and architectural details (retaining walls, fences, planters, etc).
4. Proposed signs, including dimensions and copy.

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

Print on a self-adhesive label sheet the names and addresses so they appear like the following example:

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

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 self-adhesivemailinglabels, 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.



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: _____