



County of Yolo

DEPARTMENT OF COMMUNITY SERVICES

Taro Echiburú
DIRECTOR

Planning, Building & 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

Planning Pre-Application Review

(Additional fees may be required. Fees will be applied toward formal application if submitted)

File # _____

General Information

Applicant:	
Mailing Address:	
Phone Number:	
Owner:	
Mailing Address:	
Phone Number:	
Site Location:	Assessor's Parcel #:
Zoning:	Flood Zone:
Acreage:	Williamson Act: Y / N (select one)

The following items *must* be submitted with application:

- ___ Detailed Project Description
- ___ Assessor's Parcel Page
- ___ Site Plan and Illustration of Proposal (show access, building sizes, etc.)

Signature of Applicant _____ **Date** _____

For Staff Use Only

Proposed Project/Requested Action: _____

Staff comments regarding Pre-Applications will be provided to the applicant in writing, are advisory in nature, and are intended to identify potential project issues. Pre-Application opinions by staff may not be valid beyond 6 months from the date of pre-application depending on changes in circumstances, regulations, policy, etc.

INDEMNIFICATION AGREEMENT

As part of this application, applicant and real party in interest if different, agree to defend, indemnify, hold harmless, and release Yolo County, its agents, officers, attorneys, and employees from any claim, action, or proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document, which accompanies it. This indemnification obligation shall include but not be limited to: damages, costs, expenses, attorney fees, or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent passive negligence on the part of Yolo County, its agents, officers, attorneys, or employees.

APPLICANT: _____

Signature: _____

Mailing Address: _____

REAL PARTY INTEREST: _____
(If different from Applicant)

Signature: _____

Mailing Address: _____



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Project Cost Reimbursement Agreement

I, _____, the undersigned, hereby authorize the County of Yolo to process permit request ZF _____ in accordance with the Yolo County Code. I am depositing \$ _____ as an **initial deposit** to pay for County staff review, coordination, and processing costs related to my application request based on actual staff time expended and other costs, including, but not limited to, costs for outside consultants' services, legal review, and materials and equipment.

In making this initial deposit, I acknowledge and understand that the initial deposit may only cover a portion of the total processing costs and additional deposits may be required to cover the total processing costs. Actual costs for staff time are based on hourly rates adopted by the Board of Supervisors in the most current Yolo County master fee schedule and include allowable direct and indirect costs. Actual Costs may also include other costs, such as consultant costs. I also understand and agree that I am responsible for paying these costs even if the application is withdrawn, not approved, or appealed.

I understand and agree to the following terms and conditions of this Reimbursement Agreement:

1. Time spent by Yolo County staff in processing my application and any outside costs will be billed against the available deposit. **"Staff time" includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or correspondence to inquiries from the applicant, the applicant's representatives, neighbors and/or interested parties, attendance and participation at meetings and public hearings, preparation of staff reports and other correspondence, processing of any appeals, responding to public records act requests or responding to any legal challenges related to the application. "Staff" includes any employee of the Department of Community Services and/or the Office of the**

County Counsel. Other costs may include outside services used, such as consultant charges. This agreement does not include other agency review fees or the County Clerk Environmental Document filing fees, Agricultural/Habitat Mitigation fees, or fees collected by other divisions that may charge separately for their review (such as Building permit fees and Environmental Health fees) or other required flat rate fees and charges.

2. I agree to pay all costs related to permit condition compliance as specified in any conditions of approval for my permit/entitlement.
3. I understand that approval of my application may result in additional fees including, but not limited to, Yolo Habitat Conservancy mitigation fees, Yolo Agricultural Conservation and Mitigation Program fees, filing fees, and other County permit application fees.
4. Staff will review the application for completeness and provide me with a good faith estimate of the full cost of processing the permit. The good faith estimate is not a guarantee of maximum costs.
5. I will receive monthly statements showing the costs applied, and the available balance. I will be asked to replenish the deposit as needed to maintain a positive balance.
6. I understand that the County desires to avoid incurring permit processing costs without having sufficient funds on deposit. If staff determines that inadequate funds are on deposit for continued processing (usually less than 20% of the initial deposit), staff will notify me in writing and request an additional deposit amount estimated necessary to complete processing of my application, no less than 50% of the original deposit. I agree to submit sufficient funds as requested by staff to process the project through the hearing process within 30 days of the request.
7. If the final cost is less than any additional deposits requested by the County and funds remain on deposit, the unused portion of the additional deposit will be refunded to me within approximately 90 days of final project action.
8. If the final cost is more than the available deposit, I agree to pay the difference within 30 days of final project action or prior to ground disturbance and/or building permit issuance.

9. I understand, if I fail to pay any invoices or requests for additional deposits within 30 days, the County may either stop processing my permit application, consider my application withdrawn, or after conducting a hearing, deny my permit application. If I fail to pay any invoices after my application is approved, I understand that my permit may not vest and may expire, or may be subject to revocation.
10. I agree to pay for any County consultant costs related to my application. If the County determines that any study submitted by the applicant requires a County-contracted consultant peer review, I will pay the actual cost of the consultant review. These costs may vary depending on the complexity of the analysis. Selection of any consultant shall be at the sole discretion of the Yolo County Department of Community Services. The estimated cost shall be paid prior to the County initiating any work by the consultant.
11. I agree to pay the actual cost of any public notices or filing fees for the project as required by State law and local ordinance.
12. I understand that if I fail to pay costs that I will be charged late fees, interest and collection costs. I furthermore agree to pay any late charges, interest and collection costs accrued as a result.

Name of Property Owner or Corporate Principal Responsible or Appointed Designee for Payment of all County Processing Fees *(Please Print)*:

Name of Company or Corporation *(if applicable)*:

Billing Address of the Property Owner or Corporation/Company responsible for paying processing fees:

If a Corporation, please attach a list of the names and titles of Corporate officers authorized to act on behalf of the Corporation

Signature _____ Date _____

Email Address _____ Phone Number _____

***ATTENTION - The property owner will be held responsible for all charges.**

To be completed by Planner

Zone File: _____; **Project Request** _____

Receipt Number: _____ **Date:** _____



County of Yolo

DEPARTMENT OF PLANNING, PUBLIC WORKS AND ENVIRONMENTAL SERVICES

Environmental Health Division

292 W. Beamer Street, Woodland, CA 95695
 PHONE - (530) 666-8646 FAX - (530) 669-1448

April Meneghetti, REHS
 Director of Environmental Health

ENVIRONMENTAL HEALTH LAND USE REVIEW SURVEY

A Building Permit 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 to the best of your knowledge, and submit it as part of your complete application. This survey should be completed by the property owner or the business operator.

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:
Building Permit #:	Project Description: (Please describe this building permit project as specifically as possible; such as "New house" or "Remodeling a house for use as an Office":		

EH Program	Environmental Health Questions:	YES	NO	N/A	Why is this asked?
ALL	Is this project for a commercial use?				Some EH programs regulate only commercial facilities.
SEPTIC SYSTEM: If on City Sewer System, check here: <input type="checkbox"/> * * Go to next EH Program. ONLY answer questions if a septic system exists on parcel - OR - the parcel will be serviced by a future septic system:	Is a building/structure getting bigger; is the footprint of a building/structure is expanding out of the original footprint?				Septic setbacks are required with adequate replacement area
	Will this project include adding a structure/building/foundation to the land that will be an additional footprint?				Septic setbacks are required with adequate replacement area
	Will this project have a wastewater flow or will it alter the existing wastewater flow?				Needs to meet septic installation requirements
	Will this project change the wastewater flow in any way (decrease or increase)? <i>For example, <u>adding bedrooms</u> or potential sleeping rooms, or <u>changing the use</u> of the structure, such as residential to commercial</i>				This will affect the existing septic system, and the system will need to be evaluated.
	Grading permits only: will the project have an impact on the existing soils on the parcel?				This could affect future septic system developments.
	Is there an unused septic system on this parcel?				Abandonment under permit is required.

EH Program	Environmental Health Questions:	YES	NO	N/A	Why is this asked?
WELL / WATER USE: If on City Water System or another approved Public Water System, check here: <input type="checkbox"/> * * Go to next EH Program. ONLY Answer questions if a water well exists on this parcel:	Will this project replace one structure for another that already has a well service connection? <i>For example, replacing a modular home with a new modular home.</i>				<i>If it is on city water, not an EH issue.</i>
	Will this project use an existing well service connection to the structure? <i>For example, remodeling a house or other structure that is already connected to the well.</i>				<i>No need for EH review if there is an existing service connection</i>
	Will this project require new piping to connect from a well or well water line to the project (i.e., a new connection)?				<i>The well should have an approved permit; if not, the well requires evaluation.</i> <i>There could be public water system or state small water system requirements.</i>
	<ul style="list-style-type: none"> Will there be 15 or more buildings or physical structures supplied by this well? 				
	<ul style="list-style-type: none"> Will there be 5-14 buildings or physical structures supplied by this well? 				
	<ul style="list-style-type: none"> Does this well serve 25 or more people daily, at least 60 days per year (can be non-consecutive days)? 				
	<ul style="list-style-type: none"> Does the water system serve 25 or more year-long residents (year-long residents is at least 183 days/year)? 				
Is there an unused water well on this parcel?				<i>Abandonment under permit is required after 1 year of non-use.</i>	
SOLID WASTE:	Will this project, or does activity on this parcel, result in handling yard trimmings, untreated wood wastes, natural fiber waste, or construction and demolition wood waste?				<i>Permit required</i>
	<ul style="list-style-type: none"> If yes, will these materials be managed in a way which would allow them to reach 122 degrees Fahrenheit (i.e., composting, excessive storage times, etc.)? 				
FOOD:	Will this project, or does activity on this parcel, result in retail food facility activities? <i>"Retail" means handling food for dispensing or sale directly to the consumer or indirectly through a delivery service. For example: storing, preparing, packaging, serving, vending or otherwise providing food (any edible substance incl. beverage and ice) for human consumption at the retail level.</i>				<i>Permit required, including a plan check prior to building permit issuance.</i>
POOL/SPA:	Will this project result in a public pool/spa? <i>A public pool/spa includes but is not limited to pools/spas located at hotels, motel, parks, apartments, schools, health clubs, etc.</i>				<i>Permit required, including a plan check prior to building permit issuance.</i>
BODY ART:	Will this project, or does activity on this parcel, result in tattooing, body piercing, or permanent cosmetics activities?				<i>Permit required, including a plan check prior to building permit issuance.</i>
WASTE TIRE:	Will this project, or does activity on this parcel, result in generating waste tires onsite?				<i>Permit required</i>
	Will this project, or does activity on this parcel, result in hauling 10 or more waste tires at a time?				

EH Program	Environmental Health Questions:	YES	NO	N/A	Why is this asked?
HAZARDOUS MATERIALS:	1. Will this project, or does any activity on this parcel, result in the handling or storing of any hazardous materials in a commercial capacity? * <i>Please note: a hazardous material is a chemical that is flammable, corrosive, reactive or toxic. This could include organic pesticides.</i>				<i>May be required by State law to submit a Hazardous Materials Business Plan to YCEH.</i>
	2. Will this project or does activity on this parcel generate hazardous materials waste in a commercial capacity? * <i>For example, used oil.</i>				<i>Failure to comply with this requirement could result in fines of up to \$2000.00/day.</i>
	*Supplemental Hazardous Materials questions: <u>If you answered "yes" to #1 or #2 of the above HM questions, answer a) through i) questions below.</u> If you answered "no" to #1 or #2 of the above HM questions, mark N/A. a) Will you be handling hazardous materials in quantities greater than 500 pounds, 55 gallons or 200 cubic feet of compressed gas?				<i>Business plans must be filed by going to the California Environmental Reporting System (CERS) website cers.calepa.ca.gov, creating an account, entering required hazardous materials information, and submitting the information for approval by YCEH.</i>
	b) Will you be repairing or maintaining motor vehicles or motorized equipment?				<i>For assistance with CERS, or any other hazmat questions, call our office at 530.666.8646 and ask for a hazmat specialist.</i>
	• If yes, will your facility handle any of the following: motor oil, gasoline, grease, antifreeze, hydraulic oil, and/or diesel?				
	c) Will you have an above ground storage tank?				
	d) Will you be selling motor vehicle fuel?				
	• If yes, will you have an underground storage tank? +				
	e) Will you be engaging in welding operations?				
	• If yes, will you be handling more than one cylinder of acetylene, oxygen, shielding or other welding gasses?				
	f) Will you be operating forklifts?				
	• If yes, will you be storing more than one extra cylinder of propane?				
	g) Will you be storing batteries with 55 gallons or more of acid?				+ Tank installations require a plan review.
h) Will you be engaging in photography?					
• If yes, will you be generating photographic waste fluid?					
i) Will you be engaging in x-ray processing?					
• If yes, will you be generating x-ray processing waste fluid?					
	3. Are there unused/abandoned hazardous materials storage containers on this site? <i>For example, above-ground tanks or underground tanks or barrels.</i>				<i>Permit required for abandonments.</i>

I hereby certify that the information given in this Yolo County Environmental Health Land Use Survey document is true and correct to the best of my knowledge:

Signature: _____ Date: _____

Print Name: _____ Title: _____



SCREENING FORM FOR PRIVATE PROJECTS



PURPOSE OF THIS FORM

Complete this form to help determine if a private project is eligible for Yolo Habitat Conservation Plan/Natural Community Conservation Plan (Yolo HCP/NCCP) coverage, required to comply with the Yolo HCP/NCCP, and/or is exempt from fees or avoidance and minimization measures (AMMs). See Permitting Guide, Chapter 5 for more information and instructions to complete the form. If this form confirms a project qualifies for or requires permit coverage, complete the Application to determine land cover fees and AMMs that may apply to the project and to formally apply for permit coverage. This Screening Form is for informational purposes and is not an application for permit coverage.

BOX A: Is the project a covered activity?	
1 Does your project/activity require a discretionary approval/permit? (e.g., a general plan amendment, rezoning, use permit, variance, or land division)	<input type="checkbox"/> Yes, my project/activity requires a discretionary approval/permit (if you are not sure, ask the local agency with approval authority, e.g., City or County planning office). <i>Go to Box A, Item 2.</i>
2 Does the project fall within the scope of project/activities covered by the Plan? Note: this determination will require approval sign-off by the local agency with approval authority (or Conservancy for Special Participating Entities). Wind and solar projects do not fall within the scope of projects/activities covered by the plan.	<input type="checkbox"/> No, the approval/permit required for my project/activity is ministerial (e.g., a building permit, certain site/design reviews, certain license approvals) If this box is checked, there is no need to complete or submit this form.
	<input type="checkbox"/> Yes. The project is a covered activity. <i>Go to Box B.</i> _____ Member Agency Signature if approved
	<input type="checkbox"/> No. The project is not a covered activity. Seek an Incidental Take Permit directly from the state and/or federal agencies. <i>Go to Box D, Item 2.</i>

BOX B: What is the project?	
1 Project Name	
2 Project address, location, and total acreage	
3. Assessor parcel number(s) (APNs) and acreage by parcel	
3 Check applicable local agency	<input type="checkbox"/> Yolo County <input type="checkbox"/> City of Winters <input type="checkbox"/> City of Davis <input type="checkbox"/> City of Woodland <input type="checkbox"/> City of West Sacramento <input type="checkbox"/> Other _____

BOX C: Is the project exempt from fees or AMMs?

Use information from a Planning-Level Survey to complete the following items. If a planning level survey is not available, please submit the project information from Box B of this form along with the Assessor Parcel Number (APN), or a shapefile or kml file of the project site, to the Yolo Habitat Conservancy, and request an Initial Assessment based on the GeoMapper). The Initial Assessment will provide information needed to complete the rest of this form.

<p>1 Does the project consist of an addition to an existing structure or new structure(s) within 50 feet of an existing structure (e.g., a new garage) that results in less than 5,000 square feet of impervious surface?</p>	<p><input type="checkbox"/> Yes. Go to <i>Item 2</i> <input type="checkbox"/> No. Skip to <i>Item 3</i>. (Attach Initial Assessment, documentation of ground truthing, or planning level survey, when submitting form)</p>
<p>2 Will the project overlap with fresh emergent wetland, valley foothill riparian, and lacustrine or riverine land cover types, as defined in Table 2-1 of the Permitting Guide?</p>	<p><input type="checkbox"/> Yes. Go to <i>Item 3</i> <input type="checkbox"/> No. The project is exempt from fees, but AMMs may apply. Skip to <i>Item 6</i>. (Attach Initial Assessment, documentation of ground truthing, or planning level survey, when submitting form)</p>
<p>3 Is your project on a parcel less than 2.0 acres in size?</p>	<p><input type="checkbox"/> Yes. The project is exempt from all fees, but AMMs may apply. Go to <i>Item 4</i>. <input type="checkbox"/> No. Skip to <i>Item 5</i>. (Attach Initial Assessment, documentation of ground truthing, or planning level survey, when submitting form)</p>
<p>4 Does the project overlap with covered species habitat? (If a planning level survey has yet to be conducted, contact the Conservancy to request an Initial Assessment)</p>	<p><input type="checkbox"/> Yes. The project requires permit coverage. Skip to <i>Box D, Item 1</i>. <input type="checkbox"/> No. The project is exempt from fees, but AMMs may apply. Skip to <i>Item 6</i>. (Attach Initial Assessment, documentation of ground truthing, or planning level survey, when submitting form)</p>
<p>5 Does the project affect any fee-paying land cover types identified in Table 2-1 of the permitting guide? (If a planning level survey has yet to be conducted, contact the Conservancy to request an Initial Assessment)</p>	<p><input type="checkbox"/> Yes. The project requires permit coverage. Go to <i>Box D, Item 1</i>. (Attach Initial Assessment, documentation of ground truthing, or planning level survey when submitting form) <input type="checkbox"/> No. The project is exempt from fees, but AMMs may apply. Skip to <i>Item 6</i>. (Attach Initial Assessment, documentation of ground truthing, or planning level survey, when submitting form)</p>
<p>6 Does the project overlap with any resource protection buffers for sensitive natural communities or covered species habitat, as described in Table 2-3 of the Permitting Guide? (If a planning level survey has yet to be conducted, contact the Conservancy to request an Initial Assessment)</p>	<p><input type="checkbox"/> Yes. AMMs may apply to your project. Go to <i>Item 7</i>. <input type="checkbox"/> No. AMMs do not apply and the project does not qualify for/require permit coverage. Skip to <i>Box D, Item 2</i>. (Attach Initial Assessment, documentation of ground truthing, or planning level survey, when submitting form)</p>

<p>7 Can your project be designed so that activities do not occur near sensitive natural communities or covered species habitat as listed in Table 2-3 of the Permitting Guide, or can a qualified biologist demonstrate that the the project avoids effects on these resources?</p>	<p><input type="checkbox"/> Yes. Redesign the project to avoid sensitive natural communities and covered species habitats or provide an evaluation by a qualified biologist to the local agency planning office that demonstrates the project will avoid adverse effects on sensitive natural communities or covered species and their habitat. The project does not qualify for or require permit coverage if redesigned accordingly. Go to <i>Box D, Item 2.</i></p> <p><input type="checkbox"/> No. The project does qualify for or require permit coverage. Go to <i>Box D, Item 1.</i></p>
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BOX D: Does project qualify for/require permit coverage?

1 Your project/activity does qualify for/require permit coverage under the Yolo HCP/NCCP.

- Complete *Items in Box E.*
- Submit this form with Application Fee, if applicable, as soon as possible to the planning office of the local agency with approval authority (see contact information below).

2 Your project/activity does not qualify for/require permit coverage under the Yolo HCP/NCCP and no Application Fee is required.

Note: [The local agency with approval authority must confirm this conclusion following submittal of project information.](#) Non-covered projects must comply with Federal and State Endangered Species Act requirements if applicable. If a project has the potential to take a federally or state-listed species, the applicant must contact the U.S. Fish and Wildlife Service, National Marine Fisheries Service, and/or the California Department of Fish and Wildlife to determine whether a permit is necessary.

- Complete *Items in Box E.*
- Submit this form to the contact below with the required Application Fee (see Permitting Guide, Chapter 5 instructions for Box D). A planning level survey prepared by a qualified biologist may be required to verify the absence of sensitive natural communities and covered species habitats or other information in this form, including photos and aerials of the site
- If you are seeking permit coverage for your project as a Special Participating Entity (SPE), submit this form to the Conservancy office prior to completing the Application. SPE permit coverage is not guaranteed and will be authorized on a case-by-case basis by the Conservancy. SPEs must pay the required Application Fee, cover all costs associated with processing the request, and pay an additional SPE-only fee (see Permitting Guide, Chapter 5 instructions for Box D).

Are you requesting participation as an SPE?: **Yes** **No**

BOX E: SIGNATURES				
<input type="checkbox"/> By checking the box and signing below I certify all information in the application is true and correct to the best of my knowledge.				
1 Property owner name and contact information	Name			
	Phone		Email	
2 Property owner signature			Date	
3 Project Agent/ Applicant name and contact information	Name			
	Phone		Email	
4 Project Agent/ Applicant signature			Date	
Permissions				
5 Local agency and/or the Conservancy may contact the property owner directly			<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Local agency and/or the Conservancy may contact the project agent/applicant directly			<input type="checkbox"/> Yes	<input type="checkbox"/> No

FORM SUBMITTAL INSTRUCTIONS				
Submit this form as early in the development planning process as possible (ideally, prior to submittal of land development application) to the applicable contact below. If the project applicant is seeking HCP/NCCP permit coverage as an SPE, submit the form to the Yolo Habitat Conservancy. Submit to the member agency (or to the Conservancy for Special Participating Entities) as early in the process as practicable. Ideally this will occur prior to submittal of land development application, during preliminary project discussions the member agency planning office.				
LOCAL AGENCY PLANNING OFFICE CONTACT INFORMATION				
Yolo County Stephanie Cormier Charlie Tschudin Planning Division 292 West Beamer Street, Woodland (530) 666-8041 (530) 666-8850	City of West Sacramento David Tilley Community Development Department 1110 West Capitol Ave., 2 nd Floor, West Sacramento (916) 617-4645	City of Davis Sherri Metzker Community Development & Sustainability 23 Russell Blvd., Suite 2, Davis (530) 757-5610 ext. 7239	City of Woodland Cindy Norris Planning Division 300 First Street, Woodland (530) 661-5911	City of Winters Dagoberto Fierros Community Development Department 318 First Street, Winters (530) 794-6760
YOLO HABITAT CONSERVANCY CONTACT INFORMATION				
Yolo County (for Initial Assessment requests and SPE applications) Address: 611 North Street Woodland, CA 95695 Phone: 530-723-5504 Email: info@yolohabitatconservancy.org				

FOR STAFF USE ONLY				
<input type="checkbox"/> Covered	Project Planner			
<input type="checkbox"/> Not covered	Phone Number			
<input type="checkbox"/> Covered but exempt from fees and AMMs	Email		Date	