



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

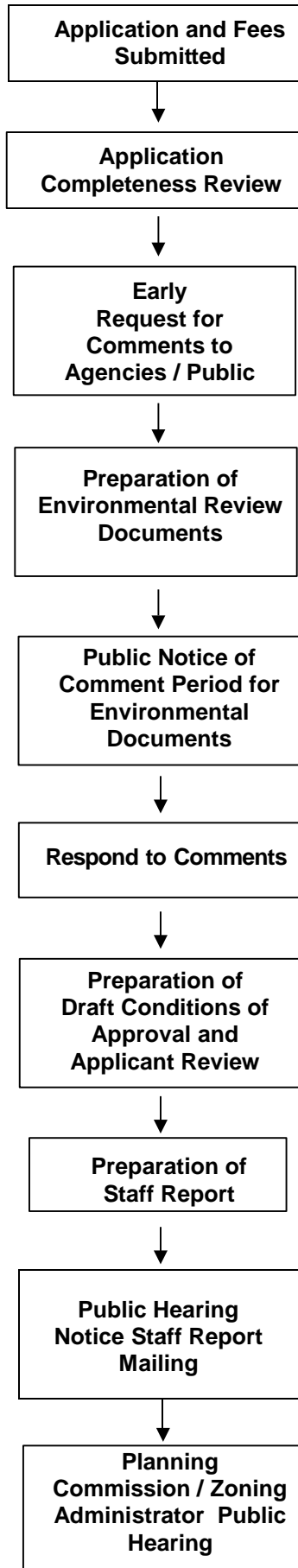
Integrated Waste Management
44090 CR 28 H
Woodland, CA 95776
(530) 666-8852

USE PERMIT APPLICATION REQUIRED MATERIALS

Verification of a complete application shall include the following items:

ITEMS	RECEIVED
Application Fee(s): Verify applicable fees with a Planner; an initial deposit must be included to review application for completeness	Planning deposit:
Project Cost Reimbursement Agreement: agreement to pay project costs	
Application Form (both sides, signed)	
Environmental / Project Site Questionnaire	
Detailed description of the proposed project including but not limited to number of employees, hours of operation, etc.	
Location Map (may be combined with the Site Plan, below)	
Site Plan (see attached site plan sample and Site Plan Requirements)	
Floor Plan/Building Elevations (if required) (see attached Building Elevation Requirements)	
One 8½ x 11 reduction of all maps, plans, etc.	
Photos (if applicable/required)	
Assessor's Parcel Map (project site outlined)	
Surrounding Property Owner's List (one original & three self-adhesive mailing labels) (see attached instructions)	
Drainage/Storm Drainage Plan (if applicable/required)	
Landscape Plan/Irrigation Plan (if applicable/required)	
Traffic Circulation Plan (if applicable/required)	
Parking Plan/Calculations (if applicable/required)	
CHRIS Cultural Resources Study (if applicable/required)	
Yolo HCP/NCCP preliminary application (if applicable/required)	
Preliminary Title Report or Copy of Deed	
Digital files of all the application plans and materials, as available	
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 Billing and Property Owner Information			
Applicant		Company (if applicable)	
Mailing Address			Email
City	State	Zip	Daytime Phone
Property Owner			
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 minimum initial deposit to cover 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, outside consultant services, County Counsel charges, and materials costs in accordance with the adopted Yolo County Fee Resolution and the Project Cost Reimbursement Agreement attached to this application. This initial deposit will be held by the County in a deposit account to pay for staff time and other charges spent processing the application. I understand that such costs will be drawn from the deposit account on a "time and materials" basis and that I will receive statements of amounts billed with the account balance. I understand that I will be asked to replenish the deposit as it is drawn down so the account maintains a positive balance and an adequate deposit is maintained to cover all anticipated costs in order to maintain a positive account balance at all times during the review process. I further understand that no work will be performed on the project with a negative fund balance. By signing below, I agree to pay all permitting costs, including requests to supplement the deposit account, plus any late fees, accrued interest, and collection costs, 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 WILDLIFE 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 \$2,480.25 for Negative Declarations or \$3,445.25 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.

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 2020:

Yolo HCP/NCCP land cover fee*: \$14,950 per acre of impact to all applicable land cover types

Yolo HCP/NCCP fresh emergent wetland fee*: \$76,042 per acre of impact to fresh emergent wetland areas

Yolo HCP/NCCP valley foothill riparian fee*: \$84,217 per acre of impact to valley foothill riparian areas

Yolo HCP/NCCP lacustrine and riverine fee*: \$60,986 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 _____

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 _____

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:

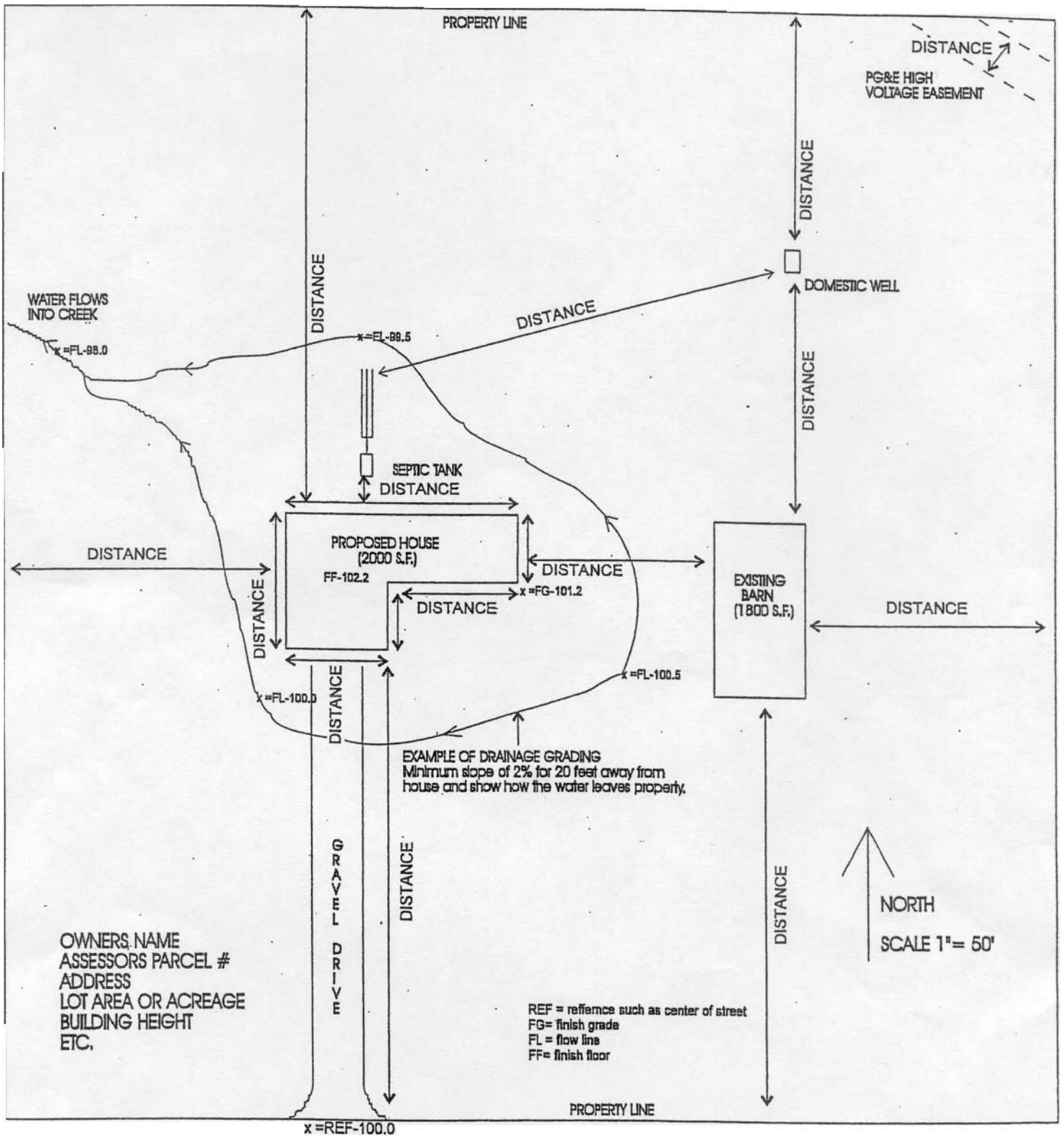
1. North arrow and scale.
2. Existing street pattern with names (from the property to the first public road). If the property is $\frac{1}{4}$ mile or more from the nearest public road, an approximate distance shall be shown.
3. Subject property identified with cross-hatching.

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.

SAMPLE SITE PLAN



OWNERS NAME
ASSESSORS PARCEL #
ADDRESS
LOT AREA OR ACREAGE
BUILDING HEIGHT
ETC.

REF = refrence such as center of street
FG = finish grade
FL = flow line
FF = finish floor

$x=REF-100.0$
(without a true survey a point is
picked as the reference elevation
as the center of the street)

C) DIM ROAD such

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

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: <u>If on City Sewer System, check here:</u> <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?

<p>1 Does your project/activity require a discretionary approval/permit? (e.g., a general plan amendment, rezoning, use permit, variance, or land division)</p>	<p><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></p>	<p><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.</p>
<p>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.</p>	<p><input type="checkbox"/> Yes. The project is a covered activity. <i>Go to Box B.</i></p> <p>_____</p> <p>Member Agency Signature if approved</p>	<p><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></p>

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 Davis <input type="checkbox"/> City of West Sacramento	<input type="checkbox"/> City of Winters <input type="checkbox"/> City of Woodland <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. <i>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 Box D, Item 2.</i></p> <p><input type="checkbox"/> No. <i>The project does qualify for or require permit coverage. Go to 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	

APPLICATION



PURPOSE OF THIS FORM

Complete this form to apply for incidental take permit coverage under the Yolo Habitat Conservation Plan/Natural Community Conservation Plan (Yolo HCP/NCCP). The completion of this form satisfies the minimum requirements for permit coverage. The Yolo Habitat Conservancy (“Conservancy”) encourages submittal of a preliminary application to your local planning office to ensure timely and accurate completion. Your local agency planning office also may request additional information to clarify or complete your application. Chapter 6 of the Permitting Guide provides instructions for form completion. The Permitting Guide and additional resources are available on the Conservancy’s web site under the “Permitting” tab. Please note that if an application fee is required (see Screening Form, Box Y), you should submit this fee to the Conservancy early in the application process.

BOX A: Preliminary/Final Application

Check one box.

- Preliminary Application (signature not required)
 Final Application (complete form and signature required)

BOX B: APPLICATION DETAILS

1 Project name	
2 Submittal date	
3 Application/project file number(s) (assigned by local agency)	
4 Local Agency with approval authority	<input type="checkbox"/> Yolo County <input type="checkbox"/> City of Davis <input type="checkbox"/> City of Woodland <input type="checkbox"/> City of West Sacramento <input type="checkbox"/> City of Winters <input type="checkbox"/> Other _____ <input type="checkbox"/> Special Participating Entity (SPE) <p>Note: Applicants not subject to approval from the County or cities, or for projects not specifically identified and not specifically excluded as a covered activity under the Plan, should check this box to request permit coverage as an SPE if desired. SPE permit coverage is not guaranteed, are processed by the Conservancy, and must be approved by the Conservancy Board.</p>

BOX C: PROJECT CONTACT

1 Property Owner			
1.a Property owner name			
1.b Mailing address			
1.c Phone (home/office)		1.d Phone (Cellular)	
1.e Email			

BOX C: PROJECT CONTACT			
2 Project Agent/Applicant			
2.a Company/organization			
2.b Name of primary contact			
2.c Mailing address			
2.d Phone (office)		2.e Phone (Cellular)	
2.f Email			
Permissions			
3 Local agency and/or the Conservancy may contact the property owner directly	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
4 Local agency and/or the Conservancy may contact the project agent/applicant directly	<input type="checkbox"/>	Yes	<input type="checkbox"/> No

BOX D: PROJECT INFORMATION			
1 Project address and location			
2 Assessor parcel number(s) APNs and acreage by parcel (not applicable for linear projects).			
3 Total acreage of parcel(s) (not applicable for linear projects spanning multiple parcels)			
4 Using the GeoMapper's Spatially Defined Planning Unit Map, find your proposed project site. Check the Planning Unit in which your project lies.	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <p>Yolo County Planning Units</p> <p><input type="checkbox"/> 1 – Little Blue Ridge</p> <p><input type="checkbox"/> 2 – North Blue Ridge</p> <p><input type="checkbox"/> 3 – South Blue Ridge</p> <p><input type="checkbox"/> 4 – Capay Hills</p> <p><input type="checkbox"/> 5 – Dunnigan Hills</p> <p><input type="checkbox"/> 6 – Upper Cache Creek</p> <p><input type="checkbox"/> 7 – Lower Cache Creek</p> <p><input type="checkbox"/> 8 – Upper Putah Creek</p> <p><input type="checkbox"/> 9 – Lower Putah Creek</p> <p><input type="checkbox"/> 10 – Hungry Hollow Basin</p> <p><input type="checkbox"/> 11 – Willow Slough Basin</p> </td> <td style="vertical-align: top; padding-left: 20px;"> <p><input type="checkbox"/> 12 – Colusa Basin</p> <p><input type="checkbox"/> 13 – Colusa Basin Plains</p> <p><input type="checkbox"/> 14 – North Yolo Basin</p> <p><input type="checkbox"/> 15 – South Yolo Basin</p> <p><input type="checkbox"/> 16 – Yolo Basin Plains</p> <p><input type="checkbox"/> 17 – North Yolo Bypass</p> <p><input type="checkbox"/> 18 – South Yolo Bypass</p> <p>Cities</p> <p><input type="checkbox"/> 19 – City of Woodland</p> <p><input type="checkbox"/> 20 – City of Davis</p> <p><input type="checkbox"/> 21 – City of West Sacramento</p> <p><input type="checkbox"/> 22 – City of Winters</p> </td> </tr> </table>	<p>Yolo County Planning Units</p> <p><input type="checkbox"/> 1 – Little Blue Ridge</p> <p><input type="checkbox"/> 2 – North Blue Ridge</p> <p><input type="checkbox"/> 3 – South Blue Ridge</p> <p><input type="checkbox"/> 4 – Capay Hills</p> <p><input type="checkbox"/> 5 – Dunnigan Hills</p> <p><input type="checkbox"/> 6 – Upper Cache Creek</p> <p><input type="checkbox"/> 7 – Lower Cache Creek</p> <p><input type="checkbox"/> 8 – Upper Putah Creek</p> <p><input type="checkbox"/> 9 – Lower Putah Creek</p> <p><input type="checkbox"/> 10 – Hungry Hollow Basin</p> <p><input type="checkbox"/> 11 – Willow Slough Basin</p>	<p><input type="checkbox"/> 12 – Colusa Basin</p> <p><input type="checkbox"/> 13 – Colusa Basin Plains</p> <p><input type="checkbox"/> 14 – North Yolo Basin</p> <p><input type="checkbox"/> 15 – South Yolo Basin</p> <p><input type="checkbox"/> 16 – Yolo Basin Plains</p> <p><input type="checkbox"/> 17 – North Yolo Bypass</p> <p><input type="checkbox"/> 18 – South Yolo Bypass</p> <p>Cities</p> <p><input type="checkbox"/> 19 – City of Woodland</p> <p><input type="checkbox"/> 20 – City of Davis</p> <p><input type="checkbox"/> 21 – City of West Sacramento</p> <p><input type="checkbox"/> 22 – City of Winters</p>
<p>Yolo County Planning Units</p> <p><input type="checkbox"/> 1 – Little Blue Ridge</p> <p><input type="checkbox"/> 2 – North Blue Ridge</p> <p><input type="checkbox"/> 3 – South Blue Ridge</p> <p><input type="checkbox"/> 4 – Capay Hills</p> <p><input type="checkbox"/> 5 – Dunnigan Hills</p> <p><input type="checkbox"/> 6 – Upper Cache Creek</p> <p><input type="checkbox"/> 7 – Lower Cache Creek</p> <p><input type="checkbox"/> 8 – Upper Putah Creek</p> <p><input type="checkbox"/> 9 – Lower Putah Creek</p> <p><input type="checkbox"/> 10 – Hungry Hollow Basin</p> <p><input type="checkbox"/> 11 – Willow Slough Basin</p>	<p><input type="checkbox"/> 12 – Colusa Basin</p> <p><input type="checkbox"/> 13 – Colusa Basin Plains</p> <p><input type="checkbox"/> 14 – North Yolo Basin</p> <p><input type="checkbox"/> 15 – South Yolo Basin</p> <p><input type="checkbox"/> 16 – Yolo Basin Plains</p> <p><input type="checkbox"/> 17 – North Yolo Bypass</p> <p><input type="checkbox"/> 18 – South Yolo Bypass</p> <p>Cities</p> <p><input type="checkbox"/> 19 – City of Woodland</p> <p><input type="checkbox"/> 20 – City of Davis</p> <p><input type="checkbox"/> 21 – City of West Sacramento</p> <p><input type="checkbox"/> 22 – City of Winters</p>		
5 <input type="checkbox"/> Provide a project description. Please refer to the Permitting Guide for details to include in the project description. Label as Attachment 1 or indicate in this box the page numbers of the planning level survey where this information can be found.			

BOX D: PROJECT INFORMATION

- 6 Provide a legible vicinity map of the project site and surrounding area (PDF). Refer to the Permitting Guide for more information about details to include on the vicinity map. Label as **Attachment 2**. Rather than a separate PDF, applicant may include the site plan in the planning level survey report.

If so, provide page number here: _____

- 7 Provide a site plan that shows the proposed project site and surrounding area. (PDF and CAD or GIS-compatible). Refer to the Permitting Guide for more information about details to include in the site plan and details regarding the required CAD or GIS-compatible digital information to be attached. Label as **Attachment 3**. Rather than a separate PDF, applicant may include the site plan in the planning level survey report or other report. If so, attach report or excerpt and provide report name and page number here: _____

BOX E: NATURAL COMMUNITY AND LAND COVER IMPACTS AND MITIGATION FEES

Complete Items 1-26 below, referring to the Permitting Guide for calculation methods.

- Total fee amount for each land cover type will be auto-generated based on acreage amount (and for recurring temporary impacts, number of years out of the 50-year permit term the impact will occur).
- Temporary impact fee formula = land cover fee x area of temporary effect in acres x (F/50) where F = the number of years in which the activity will occur during the rest of the permit term (until 2069).
- Must include required land cover fee buffer area associated with the project. This is generally 10 feet for linear projects (e.g. roads, utility corridors, pipelines) and 50 feet for all other projects. See Chapter 3 of the Permitting Guide.
- Fees will be updated annually, typically in March.
- Wetland fees are in addition to land cover fees.

Submit a planning level survey, including a field-verified land cover map and the name and qualifications of the qualified biologist(s) responsible for preparation of the report. Label as **Attachment 4**. Mapped areas shown on the site plan (**Attachment 3** in Box D, Item 7) should be consistent with the acreages entered below. Include photographs of temporary impact areas. Label photos as **Attachment 5**.

Land Cover Types	Land Cover Permanently Impacted by Project (in acres)			Land Cover Temporarily Impacted by Project (in acres)	Years of Recurring Temporary Impact	Fees (Auto Generated)				
	Permanent Impact (acs)	Fee Buffer (acs)	TOTAL			Land Cover Fee (per acre)	Wetland Fee (per acre)	Permanent Impact, Land Cover Fee	Temporary Impact, Land Cover Fee	Wetland Fee
1 <input type="checkbox"/> Developed (including ruderal with no covered species habitat)						\$0	\$0	\$	\$	\$
2 <input type="checkbox"/> Ruderal with covered species habitat						\$14,950	\$0	\$	\$	\$
3 <input type="checkbox"/> Barren, No Covered Species Habitat						\$0	\$0	\$	\$	\$
4 <input type="checkbox"/> Barren, With Covered Species Habitat						\$14,950	\$0	\$	\$	\$
5 <input type="checkbox"/> Vegetated Corridor with Giant Garter Snake Habitat						\$14,950	\$0	\$	\$	\$
6 <input type="checkbox"/> Grassland (all types)						\$14,950	\$0	\$	\$	\$
7 <input type="checkbox"/> Serpentine (all types)						\$14,950	\$0	\$	\$	\$
8 <input type="checkbox"/> Chamise (all types)						\$14,950	\$0	\$	\$	\$

BOX E: NATURAL COMMUNITY AND LAND COVER IMPACTS AND MITIGATION FEES											
9	<input type="checkbox"/> Mixed Chaparral						\$14,950	\$0	\$	\$	\$
10	<input type="checkbox"/> Oak-Foothill Pine (all types)						\$14,950	\$0	\$	\$	\$
11	<input type="checkbox"/> Blue Oak Woodland						\$14,950	\$0	\$	\$	\$
12	<input type="checkbox"/> Closed-Cone Pine-Cypress (all types)						\$14,950	\$0	\$	\$	\$
13	<input type="checkbox"/> Montane Hardwood (all types)						\$14,950	\$0	\$	\$	\$
14	<input type="checkbox"/> Valley Oak Woodland						\$14,950	\$0	\$	\$	\$
15	<input type="checkbox"/> Alkali Prairie						\$14,950	\$0	\$	\$	\$
16	<input type="checkbox"/> Vernal Pool Complex						\$14,950	\$0	\$	\$	\$
17	<input type="checkbox"/> Fresh Emergent Wetland (all types)						\$14,950	\$76,042	\$	\$	\$
18	<input type="checkbox"/> Valley Foothill Riparian						\$14,950	\$84,217	\$	\$	\$
19	<input type="checkbox"/> Lacustrine and Riverine						\$14,950	\$60,986	\$	\$	\$
20	<input type="checkbox"/> Cultivated Land (all types)						\$14,950	\$0	\$	\$	\$
21	<input type="checkbox"/> Citrus/Subtropical						\$14,950	\$0	\$	\$	\$
22	<input type="checkbox"/> Deciduous Fruits/Nuts						\$14,950	\$0	\$	\$	\$
23	<input type="checkbox"/> Vineyards						\$14,950	\$0	\$	\$	\$
24	<input type="checkbox"/> Turf Farm						\$14,950	\$0	\$	\$	\$
25	<input type="checkbox"/> Flowers/Nursery/Tree Farms						\$14,950	\$0	\$	\$	\$
26	<input type="checkbox"/> Semiag/Incidental to Agriculture						\$14,950	\$0	\$	\$	\$
27	<input type="checkbox"/> Eucalyptus						\$14,950	\$0	\$	\$	\$
								TOTAL			

BOX E: NATURAL COMMUNITY AND LAND COVER IMPACTS AND MITIGATION FEES		
28	TOTAL LAND COVER IMPACTS AND MITIGATION FEES	\$
29	APPLICATION FEE CREDIT (Application fee paid prior to submittal of complete application. The 2019 and 2020 Application Fee Amount: \$1,981)	\$
30	OTHER CREDITS (Advanced Fee Payment or In Lieu Fee Credit – must be verified by Conservancy). Add Attachment 6	\$
31	TOTAL LAND COVER IMPACTS AND MITIGATION FEES DUE	\$

BOX F: CONDITIONS OF APPROVAL: PLANNING LEVEL AND SPECIES SURVEYS

Based on a planning level survey conducted by a qualified biologist using the land cover definitions described in the Permitting Guide in Table 2-1, indicate which sensitive natural communities and covered species are relevant to your project. Indicate below whether suitable covered species habitats are present (Column A) and, where applicable, if there is a need to conduct a more focused survey(s) for covered species (Column B) to confirm presence. Complete species-specific planning level surveys as needed consistent with protocols referenced in Appendix A of the Permitting Guide. Alternatively, covered species presence can be assumed, which would require adherence to applicable AMMs and implementation of avoidance measures or preconstruction surveys. Attach all species-specific planning level surveys as **Attachment 7**. Describe, map, and tabulate impacts the project will have on each natural community and each species for which habitat is present. Impact calculations must correspond to the permanent and temporary impact calculations in Box E. Label as **Attachment 8**. Alternatively, the impact assessment can be incorporated into the planning level survey. **Important:** Be aware of the timing requirements for conducting a species-specific planning level survey (Table 6-1 in the Permitting Guide) to avoid project delays.

	A. Project Site Conditions Requiring Planning Level Survey	B. Species-Specific Planning Level Survey Results	C. Documentation
Sensitive Natural Communities			
1 Alkali prairie and vernal pool complex	Are vernal pools or alkali seasonal wetlands present within 250 feet of project footprint? <input type="checkbox"/> Yes. <i>Design project to avoid vernal pools or alkali seasonal wetlands by 250 feet or lesser buffer if approved by wildlife agencies (see Permitting Guide Table 2-1). Check Box G, AMMs 9 and 10. Go to Column C.</i> <input type="checkbox"/> No	N/A	Map attached? (Attachment 4) <input type="checkbox"/> Yes <input type="checkbox"/> No If vernal pools or alkali seasonal wetlands are present on or near the site, provide map showing how project avoids these wetlands.
2 Valley foothill riparian	Is valley foothill riparian present within 100 feet of the project site boundary? <input type="checkbox"/> Yes. <i>Design project to avoid valley foothill riparian by 100 feet or count all portions within 100 feet in the impact acreage (see Permitting Guide Table 2-1). Check Box G, AMMs 9 and 10. Go to Column C and provide map.</i> <input type="checkbox"/> No	N/A	Map attached? (Attachment 4) <input type="checkbox"/> Yes <input type="checkbox"/> No Provide map showing the valley foothill riparian in relation to the project footprint.
3 Lacustrine and riverine	Are any streams, rivers, lakes, or ponds within 25 feet of project footprint inside urban planning units, or within 100 feet of project footprint outside urban planning units? <input type="checkbox"/> Yes. <i>Design project to avoid these resources by 25 feet inside urban planning units or 100 feet outside urban planning units, or count all portions within these distances in the impact acreage, unless a variance is allowed. Check Box G, AMMs 9 and 10. Go to Column C and provide map.</i> <input type="checkbox"/> No	N/A	Map attached? (Attachment 4) <input type="checkbox"/> Yes <input type="checkbox"/> No Provide map showing any streams, rivers, lakes, or ponds in relation to the project footprint.

BOX F: CONDITIONS OF APPROVAL: CONDUCT PLANNING LEVEL AND SPECIES SURVEYS			
	A. Project Site Conditions Requiring Planning Level Survey	B. Species-Specific Planning Level Survey Results	C. Documentation
Sensitive Natural Communities			
4	<p>Fresh emergent wetlands</p> <p>Are there any fresh emergent wetlands within 50 feet of project footprint outside urban planning units?</p> <p><input type="checkbox"/> Yes. <i>Design project to avoid these resources by 50 feet, or count all portions within 50 feet in the impact acreage. Check Box G, AMMs 9 and 10. Go to Column C and provide map). Survey period: May 31–September 30</i></p> <p><input type="checkbox"/> No</p>	N/A	<p>Map attached? (Attachment 4)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Provide map of fresh emergent wetlands in relation to the project footprint.</p>
Plants			
5	<p>Palmate-bracted bird's beak</p> <p>Is suitable habitat present within 250 feet of the project site boundary? (see Permitting Guide Table 2-2)</p> <p><input type="checkbox"/> Yes. <i>Survey for palmate-bracted bird's beak consistent with Permitting Guide Appendix A. Check Box G, AMM 11. Go to Column B. Survey period: May 31–September 30</i></p> <p><input type="checkbox"/> No</p>	<p>Is palmate-bracted bird's beak present?</p> <p><input type="checkbox"/> Yes. <i>Design project to avoid occupied habitat as described in AMM 11. Go to Column C.</i></p> <p><input type="checkbox"/> No. <i>Go to Column C.</i></p>	<p>Species-specific planning level survey report attached? (Attachment 7)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><i>Include report of species-specific planning level survey and map of habitat and any plants found in relation to project footprint.</i></p>
Invertebrates			
6	<p>Valley elderberry longhorn beetle</p> <p>Is there presence of elderberry shrubs in the project site or within 100 feet outside of the project site boundary that could be impacted by the project?</p> <p><input type="checkbox"/> Yes. <i>Identify and map all elderberry shrubs in and within 100 feet of project footprint with stems greater than one inch in diameter at ground level. For mapped shrubs that cannot be avoided, quantify the number of stems greater than one inch in diameter at ground level, and identify any such stems with valley elderberry longhorn beetle exit holes. Check Box G, AMM 12. Go to Column C and provide survey report. Survey period: Year-round</i></p> <p><input type="checkbox"/> No</p>	N/A	<p>Species-specific planning level survey report attached? (Attachment 7)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

BOX F: CONDITIONS OF APPROVAL: CONDUCT PLANNING LEVEL AND SPECIES SURVEYS			
	A. Project Site Conditions Requiring Planning Level Survey	B. Species-Specific Planning Level Survey Results	C. Documentation
Amphibians			
7	<p>California tiger salamander</p> <p>Is there presence of California tiger salamander aquatic or upland habitat in the project footprint, or aquatic habitat within 500 feet of the project footprint?</p> <p><input type="checkbox"/> Yes. Check box G, AMM 13. Is the habitat within designated critical habitat for California tiger salamander, as determined using the GeoMapper?</p> <p><input type="checkbox"/> Yes. Design project to avoid designated critical habitat.</p> <p><input type="checkbox"/> No. If aquatic habitat cannot be avoided by 500 feet, either conduct surveys as described in the Permitting Guide Appendix A, or assume species presence. Survey period: After rainfall, November 1 to May 15. Go to Column B.</p> <p><input type="checkbox"/> No</p>	<p>Are California tiger salamanders present or assumed to be present in aquatic habitat?</p> <p><input type="checkbox"/> Yes. If the species is present or assumed to be present, the Yolo HCP/NCCP will not allow any loss of occupied aquatic habitat until at least four new occupied breeding pools are discovered or established and protected in the Plan Area. Contact Yolo Habitat Conservancy. Go to Column C.</p> <p><input type="checkbox"/> No</p>	<p>Species-specific planning level survey attached? (Attachment 7)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Reptiles			
8	<p>Western Pond Turtle</p> <p>Is western pond turtle habitat present in the project footprint?</p> <p><input type="checkbox"/> Yes. Check Box G, AMM 14. A qualified biologist is required to evaluate whether there is moderate to high likelihood of western pond turtle presence. Go to Columns B and C.</p> <p><input type="checkbox"/> No</p>	<p>Moderate to high likelihood of western pond turtle presence?</p> <p><input type="checkbox"/> Yes: Check Box F for western pond turtle preconstruction surveys.</p> <p><input type="checkbox"/> No</p>	<p>Habitat evaluation attached? (Attachment 7)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
9	<p>Giant Garter Snake</p> <p>Is there any giant garter snake habitat (as defined in the Permitting Guide, Table 2-2) within the project footprint?</p> <p><input type="checkbox"/> Yes. Design project to avoid or minimize impact on giant garter snake habitat to the extent practicable. If habitat cannot be avoided, see AMM 15. Check Box F for giant garter snake Preconstruction surveys, and check Box G, AMM 15.</p> <p><input type="checkbox"/> No</p>	N/A	N/A

BOX F: CONDITIONS OF APPROVAL: CONDUCT PLANNING LEVEL AND SPECIES SURVEYS			
	A. Project Site Conditions Requiring Planning Level Survey	B. Species-Specific Planning Level Survey Results	C. Documentation
Birds			
10	Swainson's Hawk and White-tailed Kite Are there suitable Swainson's hawk or white-tailed kite nest trees within 1,320 feet of the project footprint? <input type="checkbox"/> Yes. <i>If nest trees cannot be avoided by 1,320 feet, check Box F for hawk and kite Preconstruction surveys, and Box G, AMM 16.</i> <input type="checkbox"/> No	N/A	N/A
11	Western yellow-billed cuckoo Is suitable habitat present within 500 feet of the project site boundary? <input type="checkbox"/> Yes. <i>If there are breeding records for the western yellow-billed cuckoo within ¼ mile of the project site from the previous three years (as determined by GeoMapper), then assume species is present. If there are no breeding records with ¼ mile, then either assume species is present or survey consistent with Chapter 6 of the Permitting Guide. See columns B and C. Check Box F for western yellow-billed cuckoo Preconstruction surveys and Check Box G, AMM 17.</i> Survey period: June 1–August 30. <input type="checkbox"/> No	Is western yellow-billed cuckoo present or assumed to be present? <input type="checkbox"/> Yes. <i>If project cannot avoid occupied habitat by 500 feet, avoid take of nesting birds as described in AMM 17.</i> <input type="checkbox"/> No.	Species Survey attached? (Attachment 7) <input type="checkbox"/> Yes <input type="checkbox"/> No
12	Western Burrowing Owl Is western burrowing owl habitat present on the project site, or within 500 feet of the project site? <input type="checkbox"/> Yes. <i>Conduct planning level surveys for occupied habitat as described in Permitting Guide Appendix A. Go to Columns B and C. Survey period: February 1–August 31 during the breeding season; September 1–January 31 during nonbreeding season.</i> <input type="checkbox"/> No	Are burrowing owls present? <input type="checkbox"/> Yes. <i>Check Box G, AMM18. If burrows cannot be avoided, consistent with Table 2-3 in the Permitting Guide, Check Box F for western burrowing owl preconstruction surveys.</i> <input type="checkbox"/> No	Species-specific planning level survey attached? (Attachment 7) <input type="checkbox"/> Yes <input type="checkbox"/> No

BOX F: CONDITIONS OF APPROVAL: CONDUCT PLANNING LEVEL AND SPECIES SURVEYS			
	A. Project Site Conditions Requiring Planning Level Survey	B. Species-Specific Planning Level Survey Results	C. Documentation
13 Least Bell's Vireo	<p>Is least Bell's vireo habitat present in and within 500 feet of project footprint?</p> <p><input type="checkbox"/> Yes. Check Box G, AMM 19. Are there nesting records for the species within ¼ mile of the site from the previous three years (determined using the GeoMapper)?</p> <p><input type="checkbox"/> Yes. Assume species is present. See Column B.</p> <p><input type="checkbox"/> No. Conduct planning level surveys, as described in Permitting Guide Appendix A. See Columns B and C. Survey period: April 1–July 15</p> <p><input type="checkbox"/> No</p>	<p>Are least Bell's vireo nests present or assumed to be present?</p> <p><input type="checkbox"/> Yes. Check Box F for least Bell's vireo preconstruction surveys. Avoid take of birds as described in AMM 19.</p> <p><input type="checkbox"/> No.</p>	<p>Species Survey attached? (Attachment 7)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
14 Bank Swallow	<p>Is bank swallow nesting habitat present on the project site, or within 500 feet of the project site?</p> <p><input type="checkbox"/> Yes. Check Box G, AMM 20. Conduct planning level surveys as described in Permitting Guide Appendix A. Go to Columns B and C. Survey period: March 1–August 15</p> <p><input type="checkbox"/> No</p>	<p>Are nesting bank swallows present?</p> <p><input type="checkbox"/> Yes. Check Box F for bank swallow preconstruction surveys. Avoid take of birds as described in AMM 19.</p> <p><input type="checkbox"/> No.</p>	<p>Species-specific planning level survey attached? (Attachment 7)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
15 Tricolored Blackbird	<p>Is tricolored blackbird nesting habitat present on the project site, or within 1,300 feet of the project site?</p> <p><input type="checkbox"/> Yes. Conduct planning level surveys as described in Permitting Guide Appendix A. Check Box G, AMM 21. Go to Column C. Survey period: March 1–July 30</p> <p><input type="checkbox"/> No</p>	N/A	<p>Species-specific planning level survey attached? (Attachment 7)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

BOX F: CONDITIONS OF APPROVAL: CONDUCT PRE-CONSTRUCTION SURVEYS

Indicate which species in **Items 1-7** are relevant to your project. **Important:** Refer to Chapter 4 of the Permitting Guide for information about survey purpose, the land cover types and site conditions requiring preconstruction surveys, survey area size, and survey timing.

Birds

- | | | | |
|---|---|---|--|
| 1 | <input type="checkbox"/> Swainson's hawk | 4 | <input type="checkbox"/> Western burrowing owl |
| 2 | <input type="checkbox"/> White-tailed kite | 5 | <input type="checkbox"/> Least-Bell's vireo |
| 3 | <input type="checkbox"/> Western yellow-billed cuckoo | | |

Reptiles

- | | | | |
|---|---|---|--|
| 6 | <input type="checkbox"/> Giant garter snake | 7 | <input type="checkbox"/> Western pond turtle |
|---|---|---|--|

BOX G: CONDITIONS OF APPROVAL: AVOIDANCE AND MINIMIZATION MEASURES (AMMs)

Check the avoidance and minimization measures below that apply to your project. Refer to the Permitting Guide for assistance. Describe how you will fulfill the requirements of each required condition. Plan your construction carefully around the translocation or other dates required by the AMMs. Label as **Attachment 9**.

- | | |
|----|---|
| 1 | <input type="checkbox"/> AMM1: <i>Establish Resource Protection Buffers</i> |
| 2 | <input type="checkbox"/> AMM 2: <i>Design Developments to Minimize Indirect Effects at Urban-Habitat Interfaces (this AMM does not apply to new development where it is immediately adjacent to existing developed lands)</i> |
| 3 | <input type="checkbox"/> AMM 3: <i>Confine and Delineate Work Area</i> |
| 4 | <input type="checkbox"/> AMM 4: <i>Cover Trenches and Holes during Construction and Maintenance</i> |
| 5 | <input type="checkbox"/> AMM 5: <i>Control Fugitive Dust</i> |
| 6 | <input type="checkbox"/> AMM 6: <i>Conduct Worker Training</i> |
| 7 | <input type="checkbox"/> AMM 7: <i>Control Nighttime Lighting of Project Construction Sites</i> |
| 8 | <input type="checkbox"/> AMM 8: <i>Avoid and Minimize Effects of Construction Staging Areas and Temporary Work Areas</i> |
| 9 | <input type="checkbox"/> AMM 9: <i>Establish Resource Protection Buffers around Sensitive Natural Communities</i> |
| 10 | <input type="checkbox"/> AMM 10: <i>Avoid and Minimize Effects on Wetlands and Waters</i> |
| 11 | <input type="checkbox"/> AMM 11: <i>Minimize Take and Adverse Effects on Palmate-Bracted Bird's Beak</i> |
| 12 | <input type="checkbox"/> AMM 12: <i>Minimize Take and Adverse Effects on Habitat of Valley Elderberry Longhorn Beetle</i> |
| 13 | <input type="checkbox"/> AMM 13: <i>Minimize Take and Adverse Effects on Habitat of California Tiger Salamander</i> |
| 14 | <input type="checkbox"/> AMM 14: <i>Minimize Take and Adverse Effects on Habitat of Western Pond Turtle</i> |
| 15 | <input type="checkbox"/> AMM 15: <i>Minimize Take and Adverse Effects on Habitat of Giant Garter Snake</i> |
| 16 | <input type="checkbox"/> AMM 16: <i>Minimize Take and Adverse Effects on Habitat of Swainson's Hawk and White-Tailed Kite</i> |
| 17 | <input type="checkbox"/> AMM 17: <i>Minimize Take and Adverse Effects on Habitat of Western Yellow-Billed Cuckoo</i> |
| 18 | <input type="checkbox"/> AMM 18: <i>Minimize Take and Adverse Effects on Western Burrowing Owl</i> |
| 19 | <input type="checkbox"/> AMM 19: <i>Minimize Take and Adverse Effects on Least Bell's Vireo</i> |
| 20 | <input type="checkbox"/> AMM 20: <i>Minimize Take and Adverse Effects on Habitat of Bank Swallow</i> |
| 21 | <input type="checkbox"/> AMM 21: <i>Minimize Take and Adverse Effects on Habitat of Tricolored Blackbird</i> |

BOX H: ATTACHMENT CHECKLIST

Indicate which attachments are provided below. **Note:** Attachments must meet the requirements described in Permitting Guide. If these requirements are not met, your application may be delayed.

All Projects

Attachment 1. Project Description (Box C). Attach separately or indicate report page #s here:

Attachment 2. Vicinity map PDF (Box C). Attach separately or indicate report page # here:

Attachment 3. Site Plan (Box C). Attach separately or indicate report page # here:
Also include CAD or GIS compatible data.

Projects with Impacts

Attachment 4. Planning level survey (Box D)

Attachment 5. Photos of temporary impact areas. Attach separately or indicate report page #s here:

Attachment 6. Documentation if land is offered in lieu of fees (Box D, Item 30)

Attachment 7. Species-specific planning level survey(s) (Box E). Attach separately or indicate report page #s here:

Attachment 8. Unavoidable impacts on covered species. Attach separately or indicate report page #s here:

Attachment 9. Description of compliance with avoidance and minimization measures (Box G). Attach separately or indicate report page #s here:

BOX I: SIGNATURES

By checking the box and signing below I certify all information in the application is true and correct to the best of my knowledge. I also certify I understand the requirements of the AMMs, including dates for elderberry translocation or other dates that may affect construction timing.

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

FORM SUBMITTAL INSTRUCTIONS

Submit this form 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. . The signed Final Application and payment of all other Plan fees is required following project approval and prior to formal Yolo HCP/NCCP approval.

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				
Address: PO Box 2202, Woodland, CA 95776 Phone: 530-723-5504 Email: info@yolohabitatconservancy.org				

FOR STAFF USE ONLY			
Project planner name		Phone number	
Email		Date	
Covered activity type			
HCP/NCCP Application	<input type="checkbox"/> Complete <input type="checkbox"/> Not complete		<input type="checkbox"/> Special Participating Entity