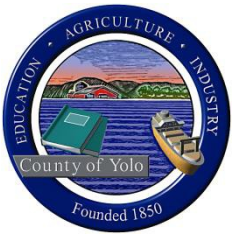




# ROAD OR EASEMENT ABANDONMENT

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

(530) 666-8775



# County of Yolo

Leslie Lindbo  
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](http://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

## ROAD/EASEMENT ABANDONMENT APPLICATION REQUIRED MATERIALS

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

ITEM	Received
<b>Application Fee(s):</b> Verify applicable fees with a Planner; an initial deposit must be included to review application for completeness	Planning deposit:
<b>Application Form</b>	
<b>Environmental / Project Site Questionnaire</b>	
<b>Location Map</b>	
<b>Plot Plan</b>	
<b>Assessor's Parcel Map (project site outlined)</b>	
<b>Accurate map of the limits of the abandonment</b>	
<b>Legal descriptions of the abandonment stamped and sealed.</b>	
<b>One 8½ x 11 reduction of all maps, plans, etc.</b>	
<b>Copy of Deed and Existing Legal Descriptions</b>	
<b>Chain of Titles (if necessary to establish the legal status of the lots)</b>	
<b>Petition Form</b>	
<b>Digital files of all the application plans and materials, as available</b>	
A Lot Line Adjustment may be required subsequent to the approval of the abandonment. Additional materials and fees will be required.	



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## APPLICATION

### Applicant Billing and Property Owner Information

Applicant		Company (if applicable)	
Mailing Address			
City	State	Zip	Daytime Phone

Property Owner			
Street Address			
City	State	Zip	Daytime Phone

### Project Information

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

### Required Signatures

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.**

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.

I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. If more than one, please attach a consent letter for each property owner. If owner refuses or is unable to sign, provide copy of lease, title report or other documentation. I understand that verification of property ownership or interests in the property or application may be required.

Applicant's/Owner's Signature	Date
-------------------------------	------

### For Office Use Only

Received by:	Gen Plan:	Fee Received:
Date Received:	Gen Plan Designation:	Receipt #
Assigned Planner:	Zoning:	File # ZF

## 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 \$2,764.00 for Negative Declarations or \$3,839.25 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 2023:

**Yolo HCP/NCCP land cover fee\*:** \$16,202 per acre of impact to all applicable land cover types

**Yolo HCP/NCCP fresh emergent wetland fee\*:** \$87,337 per acre of impact to fresh emergent wetland areas

**Yolo HCP/NCCP valley foothill riparian fee\*:** \$91,814 per acre of impact to valley foothill riparian areas

**Yolo HCP/NCCP lacustrine and riverine fee\*:** \$70,046 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. Location (nearest public road, cross street, community, etc): \_\_\_\_\_
2. Size of Assessor Parcel Area(s): \_\_\_\_\_ sq. ft./acres.
3. Existing Land Use(s): \_\_\_\_\_  
\_\_\_\_\_
4. Existing Building(s) and Structure(s): \_\_\_\_\_
5. Distinctive Physical Features (i.e. landslides, streams, faults): \_\_\_\_\_
6. Existing Vegetation: \_\_\_\_\_
7. Existing Access Routes (if any): \_\_\_\_\_
8. Existing Drainage Facilities/Direction: \_\_\_\_\_
9. Existing Water Supply (if any): \_\_\_\_\_
10. Existing Sanitation Facilities (if any): \_\_\_\_\_
11. List and Describe all Existing Easements: \_\_\_\_\_
12. 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: \_\_\_\_\_

**C. PROJECT DESCRIPTION**

1. Reason for proposed road or easement abandonment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# ROAD/EASEMENT ABANDONMENT INFORMATION SHEET

## **General Information**

This information sheet explains how your application requesting the abandonment of a County street or easement will be processed, what information you must submit, and what fees you must pay. The application is for the abandonment of street right-of-way and easements (e.g. public utility, drainage) that have been dedicated to Yolo County or for which the County has an interest.

## **Review and Approval Authority**

Street right-of-ways and public easements can be abandoned only by action of the Yolo County Board of Supervisors. Before the Board acts, the Yolo County Planning Commission must consider the proposed abandonment and make a finding regarding the consistency of the proposed abandonment with the Yolo County General Plan and any other pertinent plans. Generally, the Board of Supervisors must make special findings at a publicly noticed public hearing regarding the past, present, and future prospective use of the right-of-way or easement, and adopt an environmental clearance for the action. For public utility easements, approval by Special Districts and utility companies is also required prior to abandonment.

## **How Your Application Will Be Processed**

The steps involved in reviewing your abandonment application are summarized below:

1. Application should be submitted to the Planning Division. Within thirty days after submittal of the application, information, and fee, staff will review the submittal for completeness. If the submittal is complete, the application is formally accepted for processing and continues through the review process. If the application is incomplete and additional information or clarification is required, you will be notified. Until your application is deemed complete, it will not proceed through the process.
2. For public utility abandonments, or road right-of-way abandonments that contain utility facilities, County staff recommend that the applicant contact all special districts and public utilities that have an interest in the easement/right-of-way and obtain a letter from them stating that they do not object to the abandonment. Submitting these letters with your application will expedite the processing of your application.
3. After the application is complete, Planning Division staff will route the submittal to County departments and other agencies for review and comments. Following receipt of comments, staff will analyze comments and the proposed abandonment and prepare a staff report that includes a staff recommendation on the approval or denial of the abandonment and any recommended Conditions of Approval for consideration by the Planning Commission. Conditions of approval may involve requiring the applicant to provide legal descriptions prepared by a licensed land surveyor, removal of traffic control devices, installing fences, etc. The Planning Commission also recommends adopts the appropriate environmental determination as required by CEQA.
4. Following action by the Planning Commission, the Public Works Division prepares a Board Letter for the Board of Supervisors meeting, including a staff recommendation on the approval or denial of the abandonment, recommended Conditions of Approval, recommended level of environmental determination, and a resolution as approved by County Counsel. The Public Works Division coordinates the public postings and publishes notices advising the public of the public hearing, as required by California Streets and Highways Code §8320. The abandonment will then be considered by the Board of Supervisors.
5. At the Board meeting, the Board considers input from any interested party at the public hearing, all written comments, and takes action to approve, conditionally approve, or deny the application.
6. If the Board approves the abandonment, a Resolution of Abandonment is recorded with the County Recorder, at which point the abandonment is complete.

# SCREENING FORM



## PURPOSE OF THIS FORM

Complete this form to help determine if a 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. Once complete, please submit the Screening Form to the appropriate contact at your local planning office.

Regional-scale data related land cover, sensitive natural communities, and covered species habitats in Yolo that can be used to complete this Screening Form is made available through the Yolo HCP/NCCP GeoMapper online mapping tool. The GeoMapper tool is accessible via the Resources tab of the Yolo Habitat Conservancy website: <https://www.yolohabitatconservancy.org/resources>

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) <b>If this box is checked, there is no need to complete or submit this form.</b></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 <b>not</b> 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 (not applicable for linear projects)							
4 Check applicable local agency	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Yolo County</td> <td style="width: 50%; border: none;"><input type="checkbox"/> City of Winters</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> City of Davis</td> <td style="border: none;"><input type="checkbox"/> City of Woodland</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> City of West Sacramento</td> <td style="border: none;"><input type="checkbox"/> Other _____</td> </tr> </table>	<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 _____
<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, applicants may utilize the Yolo Habitat Conservancy GeoMapper tool to generate an Initial Assessment that will provide preliminary information in order to complete the rest of this form. The data presented in the GeoMapper is regional-scale data and is intended for general informational purposes. All HCP/NCCP applicants must have site-specific planning level surveys conducted by a qualified biologist to determine actual land cover and sensitive natural communities and species habitats in and around a project site and include that information in the final application unless the member agency land use planner and Conservancy staff determine and verify that one is not needed.

<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"/> <b>Yes. Go to <i>Item 2</i></b>  <input type="checkbox"/> <b>No. Skip to <i>Item 3</i>.</b>          (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"/> <b>Yes. Go to <i>Item 3</i></b>  <input type="checkbox"/> <b>No. The project is exempt from fees, but AMMs may apply. Skip to <i>Item 6</i>.</b>          (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"/> <b>Yes. The project is exempt from all fees, but AMMs may apply. Go to <i>Item 4</i>.</b>  <input type="checkbox"/> <b>No. Skip to <i>Item 5</i>.</b>          (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"/> <b>Yes. The project requires permit coverage. Skip to <i>Box D, Item 1</i>.</b>  <input type="checkbox"/> <b>No. The project is exempt from fees, but AMMs may apply. Skip to <i>Item 6</i>.</b>          (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, the Geomapper may be used)</p>	<p><input type="checkbox"/> <b>Yes. The project requires permit coverage. Go to <i>Box D, Item 1</i>.</b>          (Attach Initial Assessment, documentation of ground truthing, or planning level survey when submitting form)  <input type="checkbox"/> <b>No. The project is exempt from fees, but AMMs may apply. Skip to <i>Item 6</i>.</b>          (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 2-2 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"/> <b>Yes. AMMs may apply to your project. Go to <i>Item 7</i>.</b>  <input type="checkbox"/> <b>No. AMMs do not apply and the project does not qualify for/require permit coverage. Skip to <i>Box D, Item 2</i>.</b>          (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 2-2 of the Permitting Guide, or can a qualified biologist demonstrate that the the project avoids effects on these resources?</p>	<p><input type="checkbox"/> <b>Yes.</b> <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 <b>Box D, Item 2.</b></i></p> <p><input type="checkbox"/> <b>No.</b> <i>The project does qualify for or require permit coverage. Go to <b>Box D, Item 1.</b></i></p>
--	---

<b>BOX D: Does project qualify for/require permit coverage?</b>	
1	<input type="checkbox"/> Your project/activity <u>does qualify for/require</u> permit coverage under the Yolo HCP/NCCP. <ul style="list-style-type: none"> <li>▪ Complete <i>Items in Box E.</i></li> <li>▪ 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).</li> </ul>
2	<input type="checkbox"/> Your project/activity <u>does not qualify for/require</u> permit coverage under the Yolo HCP/NCCP and no application fee is required. <p style="color: blue; font-size: small; margin-top: 10px;"><b>Note:</b> <u>The local agency with approval authority must confirm this conclusion following submittal of project information.</u> 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.</p> <ul style="list-style-type: none"> <li>▪ Complete <i>Items in Box E.</i></li> <li>▪ 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</li> <li>▪ 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).</li> </ul> <p style="margin-top: 10px;">Are you requesting participation as an SPE?: <input type="checkbox"/> <b>Yes</b>      <input type="checkbox"/> <b>No</b></p>

<b>BOX E: SIGNATURES</b>			
<input type="checkbox"/> <b>By checking the box and signing below I certify all information in the application is true and correct to the best of my knowledge.</b>			
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 electronically as early in the development planning process as possible (ideally, prior to submittal of land development application) to the applicable local agency below. If the project applicant is seeking HCP/NCCP permit coverage as an SPE, submit the form to the Yolo Habitat Conservancy. Ideally this submittal will occur prior to submittal of land development application, during preliminary project discussions the member agency planning office.

**LOCAL AGENCY PLANNING OFFICE CONTACT INFORMATION**

<p><b>Yolo County</b> Stephanie Cormier Planning Division Department of Community Services 292 West Beamer Street, Woodland (530) 666-8041</p>	<p><b>City of West Sacramento</b> David Tilley Community Development Department 1110 West Capitol Ave., 2<sup>nd</sup> Floor, West Sacramento (916) 617-4645</p>	<p><b>City of Davis</b> Sherri Metzker Community Development &amp; Sustainability 23 Russell Blvd., Suite 2, Davis (530) 757-5610 ext. 7239</p>	<p><b>City of Woodland</b> Cindy Norris Planning Division 300 First Street, Woodland (530) 661-5911</p>	<p><b>City of Winters</b> Dave Dowsnell Community Development Department 318 First Street, Winters (530) 794-6714</p>
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**YOLO HABITAT CONSERVANCY CONTACT INFORMATION**

Address: PO Box 2202, Woodland, CA 95776      Phone: 530-666-8150      Email: [info@yolohabitatconservancy.org](mailto: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