



# **COUNTY OF YOLO**

## **SITE PLAN REVIEW**

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

(530) 666-8775



# County of Yolo

DEPARTMENT OF COMMUNITY SERVICES

Leslie Lindbo  
DIRECTOR

**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

## SITE PLAN REVIEW APPLICATION REQUIRED MATERIALS

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

ITEMS	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>Project Cost Reimbursement Agreement:</b> agreement to pay project costs	
<b>Application Form</b> (both sides, signed)	
<b>Environmental / Project Site Questionnaire</b>	
<b>Detailed description</b> of the proposed project including but not limited to number of employees, hours of operation, etc.	
<b>Location Map</b> (may be combined with the Site Plan, below)	
<b>Site Plan</b> (see attached site plan sample and Site Plan Requirements)	
<b>Floor Plan/Building Elevations</b> (if required) (see attached Building Elevation Requirements)	
<b>One 8½ x 11 reduction</b> of all maps, plans, etc.	
<b>Photos</b> (if applicable/required)	
<b>Assessor's Parcel Map</b> (project site outlined)	
<b>Surrounding Property Owner's List</b> (one original & three self-adhesive mailing labels) (see attached instructions)	
<b>Drainage/Storm Drainage Plan</b> (if applicable/required)	
<b>Landscape Plan/Irrigation Plan</b> (if applicable/required)	
<b>Traffic Circulation Plan</b> (if applicable/required)	
<b>Parking Plan/Calculations</b> (if applicable/required)	
<b>CHRIS Cultural Resources Study</b> (if applicable/required)	
<b>Yolo HCP/NCCP preliminary application</b> (if applicable/required)	
<b>Preliminary Title Report or Copy of Deed</b>	
<b>Digital files</b> of all the application plans and materials, as available	
<b>Additional Information:</b> Depending upon the exact nature of the application, additional information may be required after submittal of the project application.	



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## APPLICATION

Applicant 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. <b>Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Yolo County may rescind any approval or determination, or take other appropriate action.</b></p> <p>I hereby acknowledge that I have been informed of my right to make written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.</p> <p>I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. (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 direct 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 and that I will be billed on a "time and materials" basis 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 accrued interest, if the applicant does not pay costs.

I agree not to alter the physical condition of the property during the processing of this application by removing trees, demolishing structures, altering streams, and grading or filling. I agree not to start construction of any new structures prior to permit approval. I understand that such alteration or new construction may result in the imposition of criminal, civil or administrative fines or penalties, or may result in the delay or denial of the project application.

**FISH AND 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*):

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

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

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*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**

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**Zone File:** \_\_\_\_\_ ; **Project Request** \_\_\_\_\_

**Receipt Number:**

**Date:**

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# 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 (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:

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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, please describe:

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

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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: \_\_\_\_\_

# SITE PLAN REVIEW REQUIREMENTS

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

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

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

# SITE PLAN REQUIREMENTS

The site plan shall be on a sheet NO LARGER than 24" x 36", except as otherwise specified by the pre-submittal planner. A clearly readable and reproducible reduction is also required if your site plan is larger than 8½" x 11". The north side of the lot should be at the top of the plan.

**Please see an attached sample site plan.** The following outline contains those items to be included on your site plan, **if applicable**:

## A. PHYSICAL CHARACTERISTICS

The physical characteristics of the project 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.

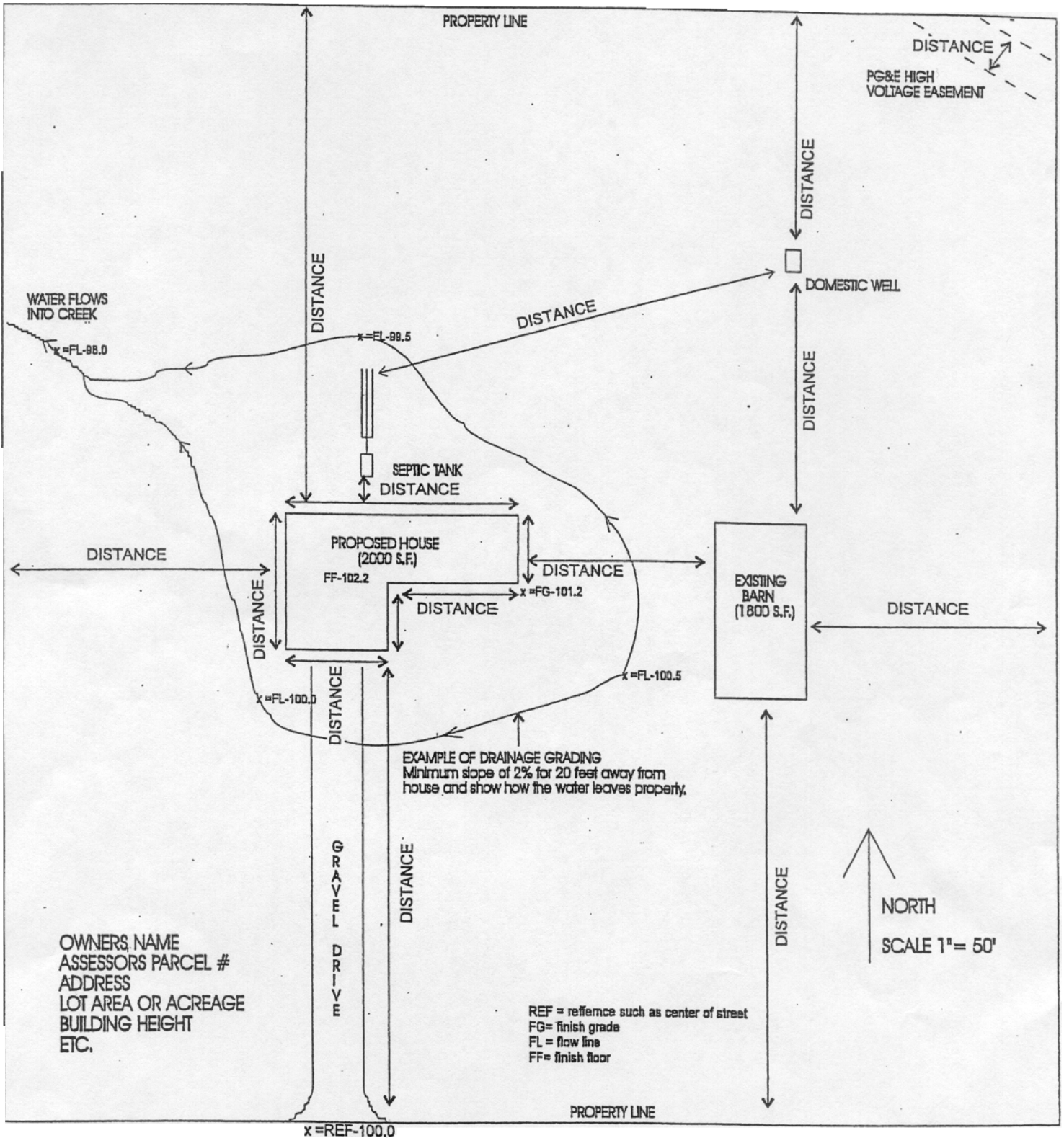


## **D. LEGEND**

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



(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.



# 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.
<b>SEPTIC SYSTEM:</b> <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?
<b>WELL / WATER USE:</b>  <b>If on City Water System or another approved Public Water System, check here: <input type="checkbox"/> *</b>  <b>* Go to next EH Program. ONLY Answer questions if a water well exists on this parcel:</b>	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"> <li>Will there be 15 or more buildings or physical structures supplied by this well?</li> </ul>				
	<ul style="list-style-type: none"> <li>Will there be 5-14 buildings or physical structures supplied by this well?</li> </ul>				
	<ul style="list-style-type: none"> <li>Does this well serve 25 or more people daily, at least 60 days per year (can be non-consecutive days)?</li> </ul>				
	<ul style="list-style-type: none"> <li>Does the water system serve 25 or more year-long residents (year-long residents is at least 183 days/year)?</li> </ul>				
Is there an unused water well on this parcel?				<i>Abandonment under permit is required after 1 year of non-use.</i>	
<b>SOLID WASTE:</b>	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"> <li>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.)?</li> </ul>				
<b>FOOD:</b>	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>
<b>POOL/SPA:</b>	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>
<b>BODY ART:</b>	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>
<b>WASTE TIRE:</b>	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?
<b>HAZARDOUS MATERIALS:</b>	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 <a href="http://cers.calepa.ca.gov">cers.calepa.ca.gov</a>, 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



## 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><input type="checkbox"/> Yolo County</td> <td><input type="checkbox"/> City of Winters</td> </tr> <tr> <td><input type="checkbox"/> City of Davis</td> <td><input type="checkbox"/> City of Woodland</td> </tr> <tr> <td><input type="checkbox"/> City of West Sacramento</td> <td><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>
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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**

**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	
<b>Permissions</b>				
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**

<b>Yolo County</b> Stephanie Cormier Planning Division Department of Community Services 292 West Beamer Street, Woodland (530) 666-8041	<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	<b>City of Davis</b> Sherri Metzker Community Development & Sustainability 23 Russell Blvd., Suite 2, Davis (530) 757-5610 ext. 7239	<b>City of Woodland</b> Cindy Norris Planning Division 300 First Street, Woodland (530) 661-5911	<b>City of Winters</b> Dave Dowswell Community Development Department 318 First Street, Winters (530) 794-6714
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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