

# MODIFICATION PERMIT

## APPLICANT'S GUIDE TO PROCEDURES

### WHAT IS A MODIFICATION PERMIT?

A Modification Permit is one of the two procedures which provide for opportunity to modify the development standards in order to achieve unique design objectives, to enhance density transfers, to optimize environmental features of a site, or to preclude adverse economic, social, or environmental effects. The other procedure is under a Planned Development Permit, under which modification of development standards is done in the same manner as under a Modification Permit. For a modification of development standards to be granted, it must be shown that the modification is consistent with the General Plan, that the modification is justified to achieve an integrated plan which precludes adverse economic, social, or environmental effects and that the modification is not socially, economically, or environmentally incompatible with the surrounding area.

A Modification Permit may be granted with the requirement that certain conditions be met. These conditions are to prevent material damages to adjacent properties and to provide suitable safeguards to ensure that the modification shall be consistent with the General Plan. These conditions are to ensure that it achieves an integrated plan which precludes adverse economic, social, or environmental effects, and to ensure that it is socially, economically, and environmentally compatible with the surrounding area. In order to determine all this, an application for a Modification Permit is investigated by the Zoning Administrator and is subject to a public hearing.

### WHERE TO FILE?

Planning & Building Services (530) 283-7011  
555 Main Street  
Quincy, CA 95971

### WHAT TO FILE?

1. The completed application form with a tentative map application.
2. The filing fee set forth on Planning & Building Services' fee schedule.

### PROCEDURE

In order to determine compatibility, an application for a Modification Permit is investigated by the Zoning Administrator, which investigation may include preparation of an environmental document, and is subject to a public hearing. If your project is determined to have no significant environmental effect or to be exempt, no further review is required. If it is determined that a Negative Declaration is required, one of two fees will be charged depending on whether the Negative Declaration is prepared by staff in the Planning & Building Services Department or by a consultant. These fees, including required Fish & Game filing fees, are listed in the attached fee schedule. After the document is prepared it is circulated for public review for a period of 30 days.

If an Environmental Impact Report (EIR) is required, one of two fees will be charged depending on whether the EIR is prepared by staff in the Planning & Building Services Department or by a consultant. These fees, including required Fish & Game filing fees, are listed in the attached fee schedule. After preparation, the EIR is circulated for public review for a period of 45 days.

After that public review, Planning & Building Services prepares a recommendation, a copy of which is provided to the applicant. A public hearing before the Zoning Administrator is scheduled and hearing notices are mailed to the owners of property within 300 feet. In addition, a legal notice of the public hearing is published in the newspaper not less than 10 days prior to the date of the hearing. It is recommended that the applicant or a representative be present at the hearing. The date of the hearing is normally determined within 30 days of receipt of a complete application.

The decision of the Zoning Administrator is made at the public hearing. Appeals must be filed within 10 days from the date of the decision to be considered by the Board of Supervisors. The filing fee, paid to Planning & Building Services, is set forth in the fee schedule (attached).

For additional information, contact Planning & Building Services at (530) 283-7011.

**DEPARTMENTAL USE ONLY**

Initial Completeness Verified by \_\_\_\_\_

Date Recv'd \_\_\_\_\_

Receipt No \_\_\_\_\_ \$ \_\_\_\_\_

File No. \_\_\_\_\_

**DEVELOPMENT PERMIT APPLICATION**

**MODIFICATION PERMIT**

Instructions to applicant(s):

1. Complete the form and mail or take to: Planning & Building Services  
555 Main Street  
Quincy, CA 95971
2. Use additional sheets of paper if necessary to complete the information requested.
3. Pay the filing fee set forth in the fee schedule (attached).
4. Make the check payable to Planning & Building Services.

**A. Applicant (s)**

Name \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

Interest in Property (Owner, Agent\* or Purchaser\*) \_\_\_\_\_

**B. Owner (s)**

Name \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

**C. Engineer or Surveyor**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

**D. Location**

Project Name \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_

Street Address \_\_\_\_\_

Nearest Town \_\_\_\_\_

\*If agent or purchaser is making application, attach letter of authorization signed by the owner.

Assessors Parcel Number(s) \_\_\_\_\_

General Plan \_\_\_\_\_

Present Zoning \_\_\_\_\_

#### **E. Modification Applied For**

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#### **F. Evidence**

The Planning and Zoning Code requires an applicant for a Modification Permit to provide evidence as to the following:

- 1. How is the modification consistent with the General Plan?
  
  
  
  
  
  
  
  
  
  
- 2. How is the modification justified to achieve an integrated plan which precludes adverse economic, social, or environmental effects?
  
  
  
  
  
  
  
  
  
  
- 3. How is the modification not socially, economically, or environmentally incompatible with the surrounding area?
  
  
  
  
  
  
  
  
  
  
- 4. How would granting the modification not result in material damages to adjacent properties?

