

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.

