

# ADMINISTRATIVE USE PERMIT

## Title 9 (Planning and Zoning), Chapter 2, Article 6.3

### APPLICANT'S GUIDE TO PROCEDURES

#### **WHAT IS AN ADMINISTRATIVE USE PERMIT?**

The purpose of the Administrative Use Permit is to allow the proper integration of uses into the community, only if such uses are designed and arranged on the site in accordance with established development standards of Title 9 (Planning and Zoning) and the policies of the General Plan. Uses subject to the issuance of an Administrative Use Permit are those specifically listed in the Zoning Code under the applicable zoning category.

#### **PROCEDURE:**

Applications are reviewed by County departments and State and local agencies as to compliance with applicable laws, policies, codes and regulations. Staff will forward application materials to the appropriate agencies for review and will coordinate any responses received.

The Planning Director will review for compliance with Title 9 (Planning and Zoning) and with applicable General Plan goals, policies, and implementation measures. The Planning Director may impose such requirements and conditions with respect to location, construction, maintenance, operation, site planning and traffic control, as are deemed necessary, for the protection of property owners and the public interest.

Administrative Use Permits may be issued annually for any of the uses or purposes for which such permits are permitted by the requirements of the County Code with conditions designated by the Planning Director. The term of the Administrative Use Permit can be no longer than twelve months after the date of issuance of the permit. Renewal of the permit is required annually.

Annual renewal of the Administrative Use Permit will be based on a review of compliance with the conditions of the Administrative Use Permit as issued. The Planning Director may require an annual report or facility compliance form to be submitted, which must include a report on the status of and compliance with all conditions.

The Planning Director may approve one or more revisions to an approved Administrative Use Permit provided such revision does not result in a cumulative expansion of more than ten (10%) percent of the original site or use area and provided such revision is consistent with all applicable General Plan policies, County Code standards, and other applicable codes and regulations.

Approval of the initial Administrative Use Permit, annual renewal, and any revisions will be in the form of a notice of decision from the Planning Director. There is a ten (10) day appeal period after the decision is made before the permit can be formally issued, renewed, or modified.

***The initial Administrative Use Permit application must be submitted at least ninety (90) days before the first event to allow time for processing and review.***

***The Administrative Use Permit annual renewal must be submitted at least sixty (60) days before the term of the Administrative Use Permit expires.***

#### **WHERE TO FILE?**

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

#### **WHAT TO FILE?**

1. A completed application made in writing by the owners of the property or by the proposed operator with the consent of the owners.
2. Plans showing the details of the proposed use are required to be submitted with the application. For example, the Site Plan Exhibit/Map of Subject Property. Please submit three (3) physical copies and one (1) electronic copy in PDF format.
3. Additional information is required to be submitted for certain uses per County Code requirements. A checklist of information to be submitted is attached to this application.
4. The application is required to be accompanied by a fee, as set by the Board of Supervisors.

***Once the application is submitted, staff will review the application to determine if it is complete. Staff may request more detailed information so that the application can be processed according to the County Code requirements. For additional information, contact the Planning Department at (530) 283-7011.***

**DEPARTMENTAL USE ONLY**

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

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

**Instructions to applicant(s):**

1. Complete the form and mail or take to:  
Planning & Building Services  
Planning Department  
555 Main Street  
Quincy, CA 95971
2. Use additional sheets of paper if necessary to complete the information requested.

**A. Owner(s)**

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

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

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

Email \_\_\_\_\_ Email \_\_\_\_\_

**B. Operator(s) *if other than Owner(s)***

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

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

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

Email \_\_\_\_\_ Email \_\_\_\_\_

**C. Location of Subject Property**

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

Street Address(es) \_\_\_\_\_

Nearest town \_\_\_\_\_

Assessor's Parcel Numbers (APNs) \_\_\_\_\_

Legal description \_\_\_\_\_

Zoning and General Plan designation(s) \_\_\_\_\_

**D. Current Use of Subject Property**

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**E. Detailed Description of the Proposed Use**

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**F. Site Plan/Map of Subject Property (see attached checklist)**

**G. Additional Information (see attached checklist)**

**CERTIFICATE AND WAIVER:**

I, the applicant, certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided herein; and I petition for this determination of functional equivalency of the proposed use.

Name \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**If applicant will be Operator(s), written consent is required by the property owner. Please attach with application.**