

# SITE DEVELOPMENT PERMIT

## APPLICANT'S GUIDE TO PROCEDURES

### WHAT IS A SITE DEVELOPMENT PERMIT?

Various zones permit uses subject to a Site Development Review in order to permit and control uses which may have a significant effect on the environment with ensurance of orderly and harmonious development and with provision for the public health, safety, and general welfare within the surrounding area. The first step is to determine if a specific use may have a significant effect on the environment. This determination is made by the Director of Planning & Building Services in compliance with the Plumas County Environmental Review Guidelines. If it is determined that the use may have a significant effect, a Site Development Permit is required for establishment of the use.

In order for these determinations to be made, any suitable conditions, if any, to be devised, and to assure that the proposal is consistent with the intended purposes of the Zoning Code, an application for a Site Development Permit is investigated by the Director of Planning & Building Services, an environmental review is conducted, and a public hearing is held before the Zoning Administrator.

### WHERE TO FILE?

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

### WHAT TO FILE?

1. The completed application and three (3) copies and one (1) electronic copy in PDF format of the plot plan drawn at an appropriate scale.
2. The filing fee set forth on Planning & Building Services' fee schedule.

### PROCEDURE

The application is investigated and an appropriate environmental review is conducted. 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 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 fee schedule. After preparation, the EIR is circulated for public review for a period of 45 days.

A staff recommendation is prepared and mailed to the applicant. A public hearing is scheduled before the Zoning Administrator with notices of the hearing mailed to owners of property within 300 feet of the property for which the permit is sought and with notice of the hearing published in a newspaper of general circulation in the County not less than ten (10) days prior to the hearing date. It is recommended that the applicant or a representative be present at the hearing. The date of the hearing is determined upon completion of the appropriate environmental review.

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.

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****SITE DEVELOPMENT 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.
4. Make the check payable to Planning & Building Services.
5. Attach Hazardous Waste Certificate.

**A. Applicant (s)**

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

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

\_\_\_\_\_

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

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

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

**B. Owner (s)**

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

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

\_\_\_\_\_

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

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

**C. Engineer or Surveyor**

Name \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**D. Location**

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

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

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

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

**E. Use Applied For**

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**F. Description of Proposed Use**

Describe below, or on an attached sheet, the proposed use, its operation, the nature and type of buildings, structures, and other facilities to be used and the types of services to be provided.

**G. Applicant's Statement of Justification**

The Zoning Ordinance requires that the following condition **MUST** be established before any permit can be granted: (Explain in detail how your case qualifies.)

Granting the permit will not result in material damages to adjacent properties and will not result in establishment of a use which is socially, economically, or environmentally incompatible with the surrounding area because:

**H. Plot Plan**

Attach to this application three (3) physical copies and one (1) electronic copy in PDF format of a plot plan drawn to scale which shows the boundaries and dimensions of the property and related improvements for which the permit is requested. To avoid delay in processing your application make sure your plot plan is COMPLETE, delineated correctly, and properly dimensioned.

If this application for a General Plan Amendment within the Sierra Valley Groundwater Management District, attach a groundwater supply evaluation which meets the standards of that district.

**CERTIFICATE and WAIVER**

I, having prepared this application, 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I (we), as owner(s) of this property, concur in this proposal and in the above certification/waiver.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date