



TRINITY COUNTY PLANNING DEPARTMENT

530 Main St. ♦ PO Box 2819
Weaverville, CA 96093
(530) 623.1351 ♦ Fax (530) 623.1353

REQUIREMENTS FOR DIRECTOR'S USE PERMIT APPLICATIONS

The following items are REQUIRED for a complete application:

- COMPLETED AND SIGNED APPLICATION FORM
- APPLICATION AND ENVIRONMENTAL REVIEW FEES are required at the time the application is submitted to the Planning Department.

NOTE: Additional fees may be required after initial application review

- SITE PLAN drawn to scale and/or noted setbacks, and north arrow showing proposed and existing development, particularly the location of buildings, driveways, wells, etc. and their distance from property lines. Indicate other information pertinent to the project (see example site plan). For commercial or multiple family residential development, provide a parking area layout (existing & proposed stalls), site landscape plan and site drainage plan.
- SIGNED AND DATED PLANNING DEPARTMENT AUTHORIZATION FORM
- SIGNED AND DATED ACKNOWLEDGEMENT OF MAINTAINING EXISTING SITE CONDITIONS FORM
- COMPLETED AGENT AUTHORIZATION FORM required only if applicant is other than the property owner
- LAND USE ENTITLEMENT FORM
NOTE: Not included in packet, will be discussed and provided at later date.
- ADDITIONAL INFORMATION FOR SIGN PERMITS
If the proposed sign is within 600 ft. of any State Highway either:
 - a. A State sign permit for the proposed sign(s) must be included in this application; or
 - b. A letter from the California state Dept. of Transportation indicating that a State sign permit is not necessary for the proposed sign.
- ADDITIONAL INFORMATION FOR MOBILE HOMES
Mobile homes manufactured prior to October 1973 do not have roof load ratings and require a Ramada constructed over them. A separate building permit is required for Ramada's.

Additional materials may be required upon review of the application.



Application Number: _____

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PLANNING DIRECTOR ISSUED USE PERMIT APPLICATION

Pre-1974 Mobile Home
17.27.404(B)

Detached Accessory Bldg.
17.300.040

Architectural Review
Ord. No. 315-800/Res No.2013-
20/Res.No.2013-21

RV (90-day-yr seasonal)
17.30.080(D)

Sign
15.08/Wvile Community Plan

CCV-Renewal
17.43.050(A)(8)

RV (temp const. support)
17.30.080(E)

Floodplain Dev. Permit
17.298.220/230

Other: _____

APPLICANT

Email: _____

Name: _____ Day Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

PROPERTY OWNER Check if same as Applicant

Email: _____

Name: _____ Day Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

If more than one parcel owner, attach an additional page.

PROPERTY/PROJECT DESCRIPTION

Property location/Address: _____

Assessor's parcel Number(s): _____ Acres: _____

Property's Approx. Elevation: _____

Existing Land Use: _____ Present Zoning: _____ General Plan Designation: _____

PLEASE DESCRIBE IN DETAIL WHAT IT IS YOU WANT TO DO (an additional sheet of paper is provided)

INFORMATION REQUIRED FOR MOBILE HOME/RV PERMITS

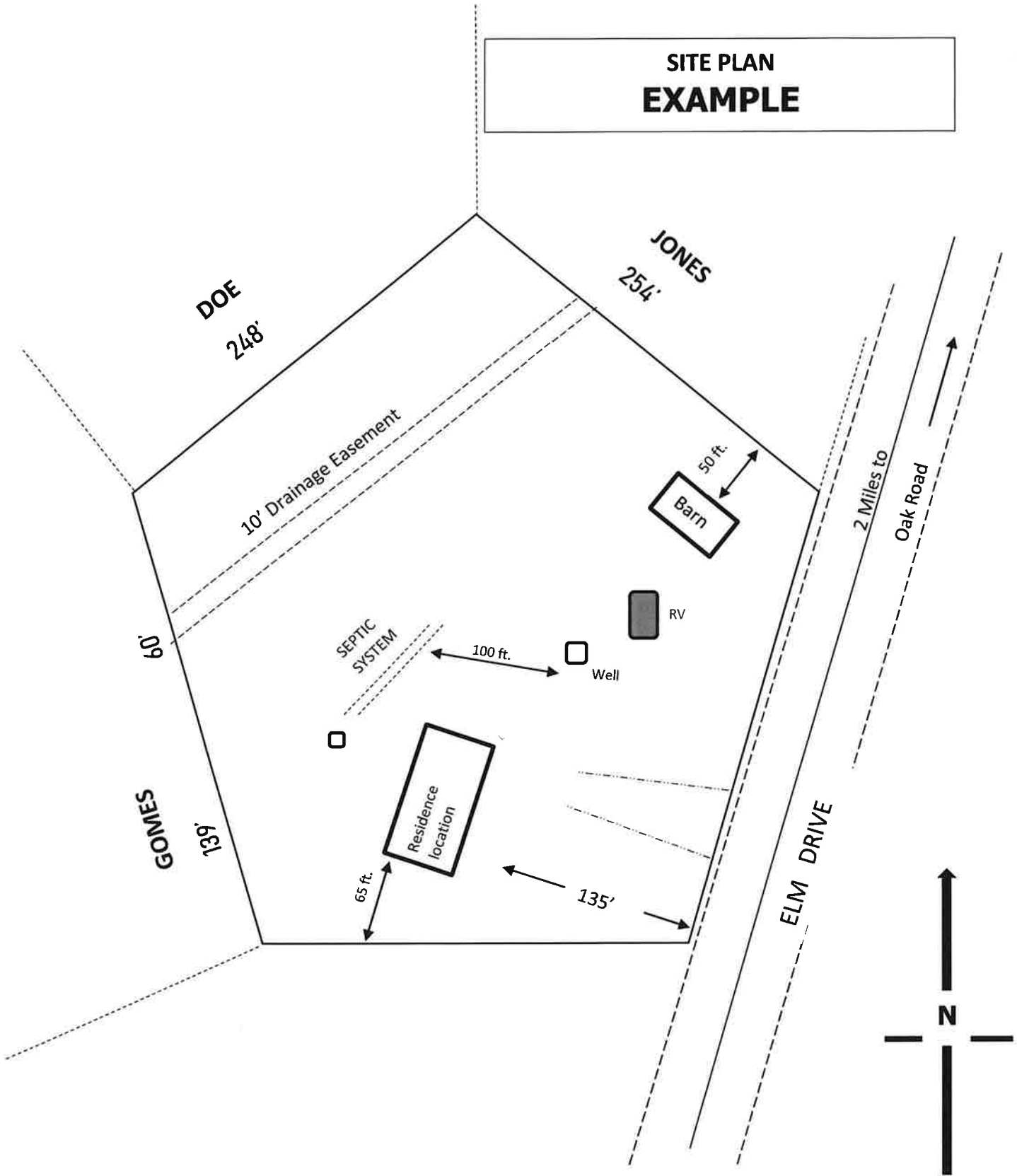
Year of Manufacture: _____ Roof Load: _____ Living Area (Sq. Ft.): _____ Dimensions: _____

<p>FOR OFFICE USE ONLY</p> <p>Application Received by: _____</p> <p>Date: _____</p> <p>Application Fee: _____</p> <p>Receipt No.: _____</p>	<p>I hereby certify that I am the owner of record of the property described above, or have authorization to act in behalf of the owner (form attached), and that this application and all other documents submitted are true and correct to the best of my knowledge.</p>
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Applicant's Signature

Date

**SITE PLAN
EXAMPLE**



Include an accurate scale or notate all key setbacks and distances between key items

SITE PLAN

TRINITY COUNTY PLANNING DEPT. & CANNABIS DIV.
APPLICANT PREPARED SITE PLAN

Drawn by:	APN:
Date:	Zoning:
Scale:	Lot Area:



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AUTHORIZATION TO ENTER PRIVATE PROPERTY

The Trinity County Planning Department as the lead agency performs the environmental evaluation for the California Environmental Quality Act (CEQA). Other State and local agencies also provide responsible and trustee roles under CEQA. The comments received from these agencies assist the Planning Department in preparing the environmental document for your project. In order for the Department to perform the evaluation on your proposed project we will need your permission to allow entry to your property for **Planning and any reviewing agency** that may need to actually view the property before providing comments.

By signing this authorization to enter your property you are granting the reviewing agencies access to your property for the purpose of evaluating your proposed project. The authorization is valid from the date the Department receives notice of your proposed project and any monitoring periods thereafter.

Applicant Name
(*print or type*)

Applicant Signature

Date



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ACKNOWLEDGEMENT OF MAINTAINING EXISTING SITE CONDITIONS

Application Type/No.: _____ **APN:** _____

As the property owner of the above stated parcel, I hereby acknowledge that until final approval of the above application by the County of Trinity, no work such as; grading, site development, infrastructure placement, tree removal, construction, trenching, operations or activities requested in the application will be allowed.

I understand that if the project site is altered prior to project approval, the review of the project by the County will be more difficult and potentially expensive and that additional mitigation measures and/or conditions of approval may be imposed. Further, unauthorized work may cause enforcement by other agencies and/r the denial of the application.

I have also instructed my agent and/or the project applicant of the importance of maintaining existing site conditions.

Exception to the above may be approved by the Planning Department upon a written request.

Applicant Name

Applicant Signature

Date



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AGENT AUTHORIZATION FORM

(Required only if applicant is other than the property owner)

I, the undersigned, state that I am the owner(s) of the property for the proposed project _____ (type of proposal) on A.P.N.# _____. I do hereby authorize and empower _____ to act on my behalf on all matters relating to said project in connection with its filing, processing, approval, conditional approval or disapproval by Trinity County, its boards and commissions, officers, employees, and agents. Should I revoke this authorization it is my responsibility to serve written notice of said revocation to the Trinity County Planning Department.

_____ Owner Signature	_____ Owner Signature
_____ Owner Name Printed	_____ Owner Name Printed
_____ Project Parcel Address	_____ Project Parcel Address
_____ Best Contact (Phone or Email)	_____ Best Contact (Phone or Email)
_____ Date	_____ Date

Agent Information:

Name (Print): _____

Mailing Address: _____

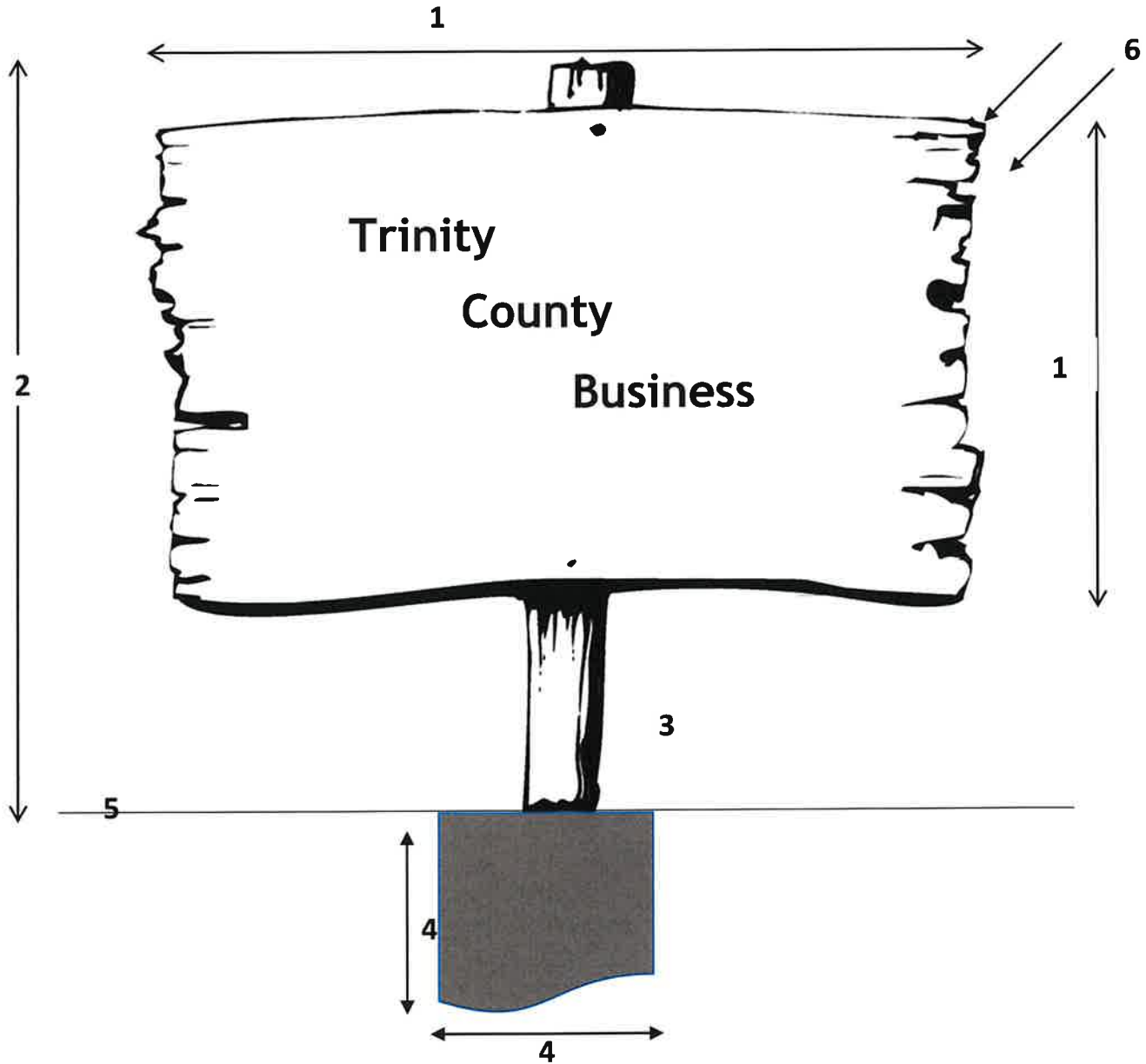
Phone: _____

Email: _____

Preferred Method of Contact: Email Phone U.S. Mail

REQUIREMENTS FOR SIGN PERMITS

An 8 ½ "X 11" page, a drawing of the sign design shall be submitted which shows the following:



1. Width & Height of Sign- width _____ height _____
2. Total Height of Sign incl. post- height _____
3. Type (material) and Size of Post(s)- material _____ W x H x D _____ or Diameter _____
4. Foundation- width _____ depth _____
5. Illuminated or not illuminated. If using direct lighting, describe where/how the fixture will be placed

6. Double or Single Sided (*circle type*)
7. Site Plan-specify location _____