

DIRECTOR'S USE PERMIT FOR PLANNING LAND USE ENTITLEMENTS



TRINITY COUNTY PLANNING DEPARTMENT

P.O. BOX 2819 ♦ 61 AIRPORT ROAD
WEAVERVILLE, CALIFORNIA 96093
PHONE (530) 623-1351 ♦ FAX (530) 623-1353
Info.planning@trinitycounty.org

Planning Land Use Entitlement Requests:

- | | |
|--|---|
| <input type="checkbox"/> (90days/year) Extended Seasonal RV Use - 17.30.080(D) | <input type="checkbox"/> Floodplain Development Permit - 17.29B.220/230 |
| <input type="checkbox"/> RV Temp. Construction Support - 17.30.080(E) | <input type="checkbox"/> Sign Permit - 15.08 /Wvllle Community Plan |
| <input type="checkbox"/> Pre-1974 Mobile Home - 17.27.040(B) | <input type="checkbox"/> Architectural Review – Ord No. 315-800/Res.No.2013-20/Res.No.2013-21 |
| <input type="checkbox"/> Detached Accessory Building – 17.30D.040 | <input type="checkbox"/> Other: _____ |

The following items are **REQUIRED** for a **COMPLETE APPLICATION**:

- COMPLETE AND SIGNED APPLICATION PAGE**
- 8 ½" x 11" SITE PLAN** drawn to scale 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 sign permits also include location of the sign(s) on site plan and a separate detail drawing of the sign providing dimensions, construction materials, and graphic representation of text (see example).
- DETAILED PROJECT DESCRIPTION** Write a detailed description of the activities you are requesting.
- SIGNED/DATED AUTHORIZATION TO ENTER PRIVATE PROPERTY FORM**
- SIGNED/DATED AGENT'S AUTHORIZATION FORM** is required if the applicant/property owner authorizes someone else to act on their behalf, or is not the current owner of the subject site.
- SIGNED AND DATED LAND USE ENTITLEMENT FORM** (Please sign and date this form only)
- SIGNED/DATED ACKNOWLEDGEMENT OF MAINTAINING EXISTING SITE CONDITIONS FORM**
- STAMPED REGULAR #10 SIZE ENVELOPES** Addressed to the individuals identified on the Property Ownership List. Staff can provide addressing information.
- THREE STAMPED REGULAR #10 SIZE ENVELOPES** addressed to project applicant/agent for which notices, staff reports, or other correspondence is to be sent.
- APPLICATION FEE**
- ADDITIONAL INFORMATION FOR SIGN PERMITS**
If the proposed sign is within 600 feet 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 Department 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 a roof load rating and require a ramada constructed over them. A separate building permit is required for armadas.

OFFICE PROVIDES:

- PROPERTY OWNERSHIP LIST** providing the names and addresses of all property owners identified on the Property Ownership Map for the applicant to address envelopes.
- PROPERTY OWNERSHIP/LOCATION MAP** with the subject property and all properties within a radius of 300 feet of the subject property clearly identified.



TRINITY COUNTY PLANNING DIRECTOR'S ISSUED USE PERMIT

P.O. BOX 2819 ♦ 61 AIRPORT ROAD
WEAVERVILLE, CALIFORNIA 96093
PHONE (530) 623-1351 ♦ FAX (530) 623-1353
Info.planning@trinitycounty.org

APPLICANT INFO

Email: _____

Name: _____ Day Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

PROPERTY OWNER Check if same as Applicant (If more than one property owner is involved, attach list.)

Email: _____

Name: _____ Day Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

PROPERTY DESCRIPTION

Property location/Address: _____

Assessor's parcel Number(s): _____ Size: _____ (acres)

Property's Approx. Elevation: _____

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

REQUIRED INFO FOR MOBILE HOME

Manufacture year: _____

Roof load: _____

Dimensions: _____

REQUIRED INFO FOR RV

Manufacture year: _____

Dimensions: _____

FOR OFFICE USE ONLY

Application Received by: _____

Date: _____

First Hearing: _____

Application Fee: _____

Receipt No.: _____

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 of the owner (note attached), and that this application and all other documents submitted are true and correct to the best of my knowledge and belief.

Applicant's Signature _____ Date: _____

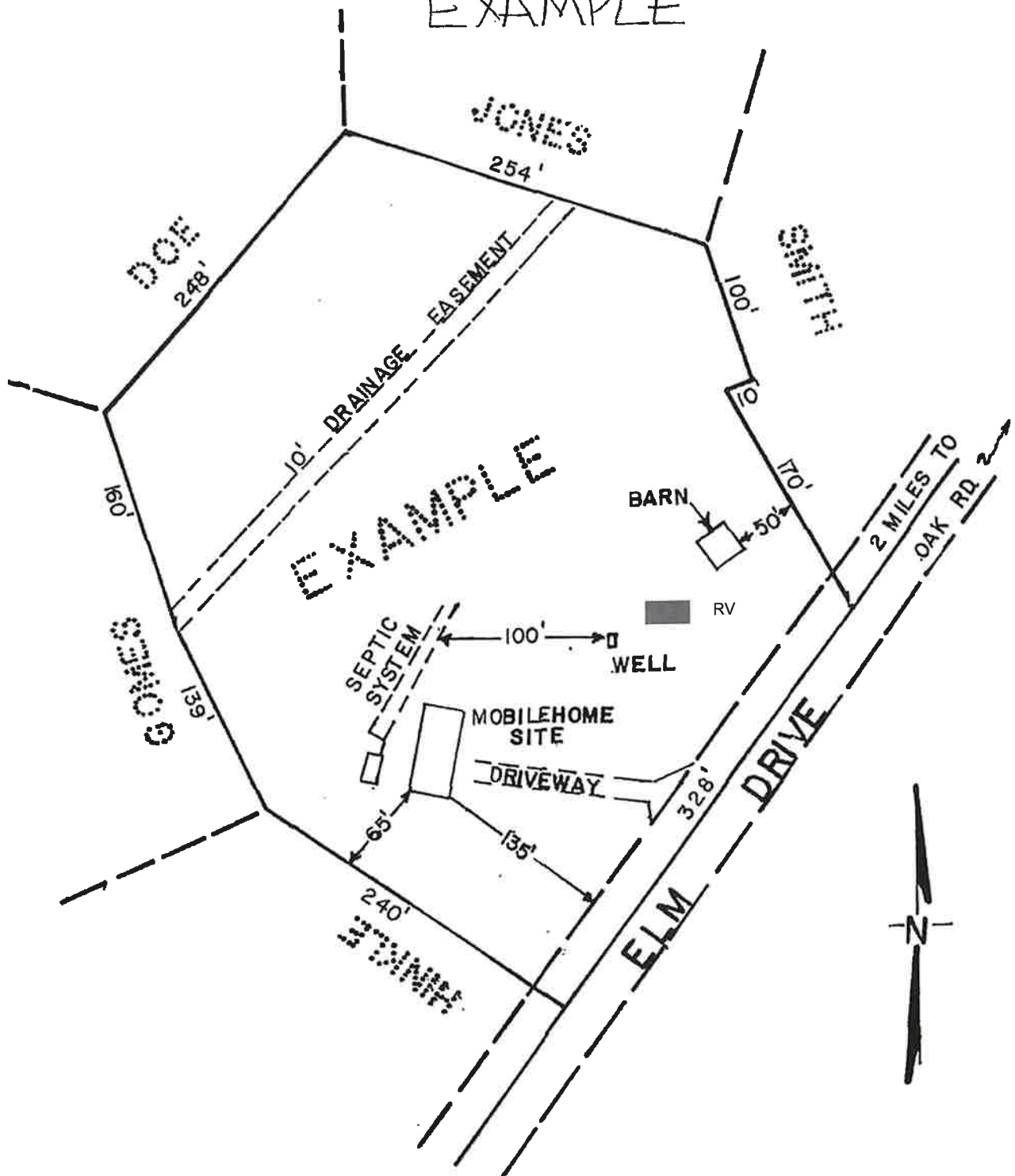
SITE PLAN

TRINITY COUNTY PLANNING DEPARTMENT

APPLICANT PREPARED SITE PLAN Application No

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

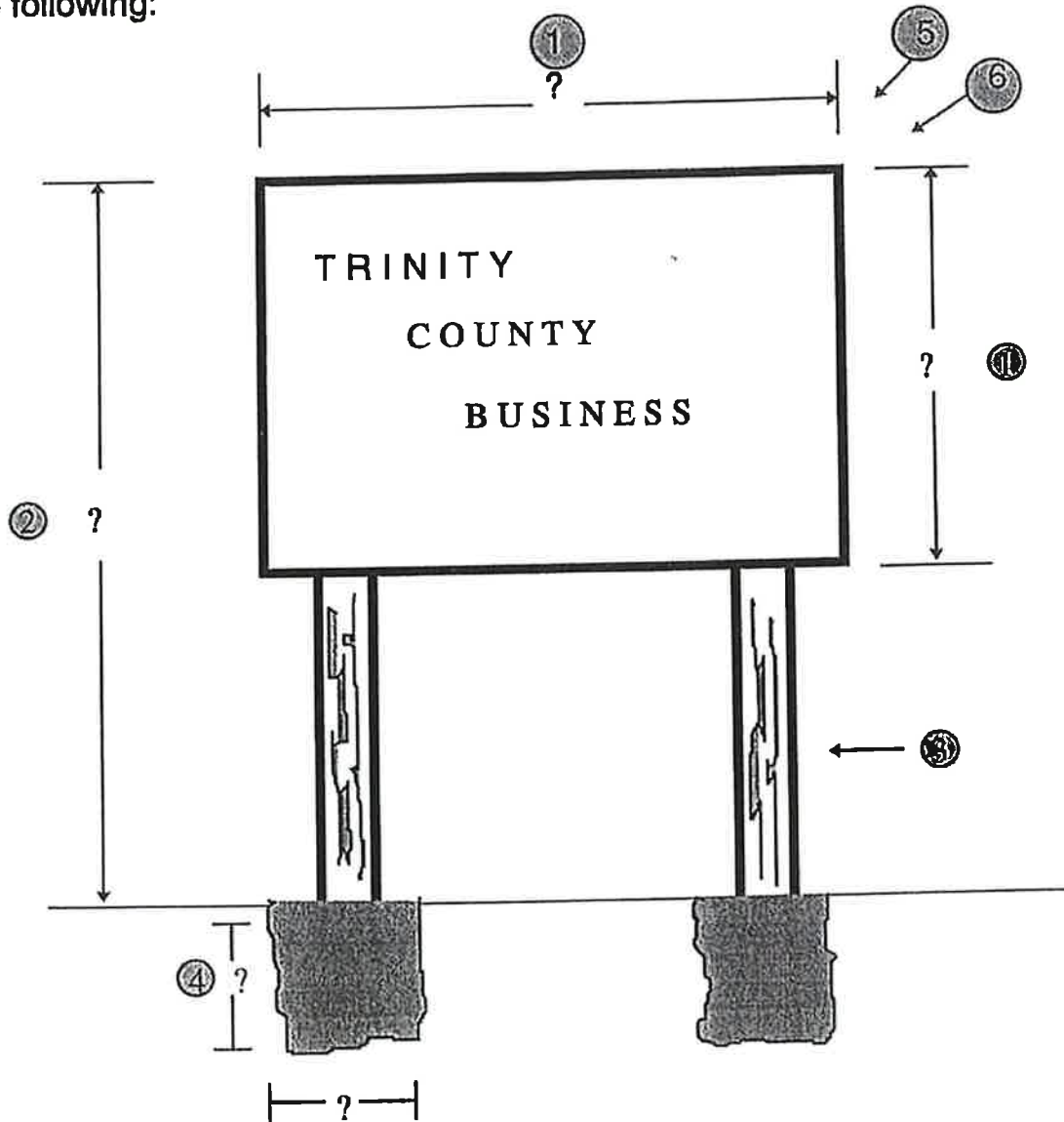
SITE PLAN EXAMPLE



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

EXTRA REQUIREMENTS FOR SIGN PERMITS

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



1. Size of Sign
2. Height of sign
3. How supported (e.g. size of posts - wood, metal)
4. Foundation
5. Illuminated or not - if it is, direct or indirect lighting
6. Double-sided or single-sided
7. Site Plan - specify location



TRINITY COUNTY

PLANNING DEPARTMENT

61 AIRPORT ROAD
P.O. BOX 2819
WEAVERVILLE, CA 96093
(530) 623-1351 FAX (530) 623-1353

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.

Print Name

Signature

Date



TRINITY COUNTY PLANNING DEPARTMENT

61 AIRPORT ROAD ♦ P.O. BOX 2819
WEAVERVILLE, CA 96093
(530) 623-1351 ♦ FAX (530) 623-1353

Agent's Authorization Form

(Required if Applicant is other than the Property Owner)

I, the undersigned, state that I am (one of) the owner(s) of the proposed

_____ (Type of proposal)

on A.P.N.# _____ I do hereby authorize and empower

_____ (First & Last Name) 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 County of Trinity by delivery to the Secretary to the Planning Commission.

1. _____
Signature

Owner (Print)

Address

Phone

Date

2. _____
Signature

Owner (Print)

Address

Phone

Date

3. _____
Signature

Owner (Print)

Address

Phone

Date

4. _____
Signature

Owner (Print)

Address

Phone

Date

TRINITY COUNTY
 PLANNING DEPARTMENT
 61 Airport Road ♦ P.O. Box 2819
 Weaverville, CA 96093-2819
 (530) 623-1351
 (530) 623-1353 (fax)



PLANNING LAND USE ENTITLEMENT(S)

Project No.: _____ APN: _____

Project Location: _____

Applicant: _____ Owner: _____
 Address: _____ Address: _____

Applicant's Signature: _____ Date: _____
 (Please Sign & Date Only)

Requested Entitlement(s):

Reviewed By:	Action Taken:	Date:
<input type="checkbox"/> Board of Supervisors	_____	_____
<input type="checkbox"/> Planning Commission	_____	_____
<input type="checkbox"/> Subdivision Review Committee	_____	_____
<input type="checkbox"/> Planning Director	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____
<input type="checkbox"/> Architecture Review Committee	_____	_____

Entitlement(s) Granted & Conditions:

Effective Date: _____

 Kim Hunter
 Planning Director

Notes: (1) Approval does not constitute a Building Permit. The Building Department may not issue a permit until the effective date.
 (2) A use for which a permit is granted must be established within two years after such permit is issued. If such use is not so established, the use permit shall be deemed to have expired and shall be null and void.



TRINITY COUNTY PLANNING DEPARTMENT

P.O. BOX 2819 ♦ 61 AIRPORT ROAD
WEAVERVILLE, CALIFORNIA 96093
PHONE (530) 623-1351 ♦ FAX (530) 623-1353

ACKNOWLEDGEMENT OF MAINTAINING EXISTING SITE CONDITIONS

Application: _____ APN: _____

As the Property Owner, 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 this 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/or 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.

Signed: _____ Date: _____

Planning Department Services:

- Lot Line Adjustments
- Mergers
- Variances
- Tentative Maps
- Conditional Use Permits
- Director's Permits
- Seasonal RV Permits
- Floodplain Development Permits
- Floodplain Development Review
- General Plan Amendments
- Rezones
- Addressing
- Private Road Naming
- Code Enforcement
- GIS Maps
- CA Environmental Quality Act
Compliance (CEQA)
- National Environmental Quality Act
Compliance (NEPA)

Fish & Game Fees

Effective 1/1/13

If Negative Declaration Prepared:	\$2,156.25
If EIR Prepared:	\$2,995.25
County Clerk Fee:	\$ 50.00

MISC. FEE'S

Zoning Ordinance:	\$22.90
Subdivision Ordinance:	\$10.50
Land Use Element:	\$21.80
Open Space/Conservation Element:	\$ 6.10
Circulation Element:	\$ 4.30
Housing Element:	\$ 10.20
Safety Element:	\$ 5.10
Noise Element:	\$ 6.70
Community Plans:	\$ 0.10/pg.
Community Plan Map:	\$ 5.00

Use Permit Fee Classification:

- Class 1: All Director Issued Permits
- Class 2: Commission Issued Permits
- Class 3: Commission Issued Permits for Commercial or Industrial uses exceeding 20,000 sq. ft.

Trinity County

Planning

Department

Fee

Schedule

Trinity County Planning Department

P.O. Box 2819

Weaverville, CA 96093

(530) 623-1351

Fax (530) 623-1353

Fees Effective July 1, 2010
(except General Plan Maintenance Fee
which increased effective 2/16/2013)

(Revised 2/22/2013)

Category	Planning Dept.	Building	Envir. Health	Category	Planning Dept.	Surveyor	Envir. Health
General Plan	\$2,150.00		\$58/\$165	Tentative Map****			
Zone Change	*****\$1,995.00	(includes fee to publish ord)	\$76/\$219	4 or fewer parcels (incl 1/4 1/4 division)	*****\$1500+\$100/lot	\$380.00	\$329 1st parcel
PC Zoning Determination	*****\$1,100.00			4 or fewer parcels - requiring PC approval	*****\$1,900+\$100/lot		ditto add'l pars. \$54
Agriculture Preserve Application or Cancel.	*****\$2,200.00			5-30 parcels	*****\$2,300+\$50/lot	\$500.00	
TPZ Application or cancellation	*****\$2,200.00			Time Extension (Any Tent Map)	\$450.00		
Open/Closed Range application or cancellation	*****\$2,000.00			Large Project (>than 31 parcels)	*****\$350+\$50/lot	\$500.00	
Variance	*****\$1,760.00			Quarter-Quarter Waiver	same as parcel map		
Use Permit Class 1	*****\$550.00	\$75(RV)	\$76/\$219	Subdivision Modification	*****\$200.00	\$725.00	\$329 1st parcel
Use Permit Class 1 - mod port. batch & screen	*****\$770.00		\$76/\$219	Post Subdivision Modification	*****\$1,000.00		add'l pars. \$54
Use Permit Class 2	*****\$1,925.00		\$76/\$219	Lot Line Adjustment ###	*****\$500.00	\$175.00	\$54/\$219
Use Permit Class 3 (Mines & complex projs.)	*****\$3,575.00		\$76/\$219	Voluntary Merger ###	*****\$250.00	\$60.00	\$41/\$165
Use Permit Time Extension				Certificate of Compliance	*****\$600.00	125.00 +	\$76/\$219
Class 1	\$150.00			Development Agreement	Actual cost (including Co. Counsel cost)	\$5,000 deposit	
Class 1-mod	\$350.00			Other			
Class 2 & 3	\$500.00		\$76/\$219	Appeal to Planning Commission	\$500.00		
Floodplain Review & Permits			\$76/\$219	Appeal to Board of Supervisors	\$500.00		
Floodplain Development Permit-Director issued	*****\$935.00			Attorney consultation/legal representation	Actual attorney's cost. Estimated deposit required + 15% Admin		
Floodplain Development Permit-PC issued	*****\$2,200.00			Airport Land Use Commission Application	\$550.00		
Floodplain Variance	*****\$3,575.00			Late Permit Fee (investigation/report)	\$600.00		
Zoning clearance for Building permit review				Architectural Review Committee	\$50.00		
Class 1: Single Family/Duplex & Access.	\$55.00			Special Planning Commission Meeting	\$650.00		
Class 2: Apartments/Commercial/Industrial	\$160.00			Planner Hourly charge-out-rate	Actual Cost		
Class 3: ** Apartments/Commercial/Industrial	\$430.00			Review of Flood Plain Elev. Cert.	\$80.00		
Class 4: *** Apartments/Commercial/Industrial	\$550.00			Incomplete Application Re-Review	\$165.00		
Mining - Reclamation Plan Review - PC	\$2,100.00 (plus Class 3 use permit fee)			On-Site Visit (not part of application)	Actual Cost		
Reclamation Annual Insp./Fin Assurance & Rpt.	\$800.00			Road Abandon Application	\$1,000.00		
Reclamation Plan Amendment - minor(Dir)	\$770.00			Road Name Change (pvt)	\$500.00		
Reclamation Plan Amendment - minor(PC)	\$1,320.00 (major \$2,000.00)			Research Fee	Actual costs		
Reclamation Annual Insp. - idle mine	\$200.00 (interim mgmt plan \$120.00)			General Plan Update - Construction Permit	0.0050% of total building permit valuation		
Environmental Review				File retrieval & photocopy charge	Actual costs		
Categorical Exemption	\$220.00			Address calculation (new dwelling)	\$50.00		
Categorical Exemption-other agency prepared	\$120.00			Address calculation (new subdivision)	\$130.00		
Initial Study-staff prepared w/other entitlement	\$1,760.00			Maps - Existing Maps-printer	\$3.00		
Initial Study/Neg Dec - no other entitlement	\$2,850.00			Existing Maps-plotter	\$25.00		
Initial Study/Neg Dec -County contract w/Consultant	Actual Consultant's cost. Estimated deposit required +15% for Admin.			Custom Map-Plotter (non-aerial)	Actual employee cost +\$20 materials		
EIR: Applicant Contract with Plan Dir Approved Consultant	Actual Consultant's cost. Estimated deposit required +15% for Admin.			24"x36" Aerial map	Actual employee cost +\$20 materials		
Preliminary Map & Routing	Planning Co. Surveyor			CD of existing map	Actual employee cost +\$20 materials		
4 or fewer parcels	\$420 + \$10/lot	\$300.00			\$25.00		
5 to 30 parcels	\$560 + \$10/lot	\$300.00					
more than 31 parcels	\$780 + \$10/lot	\$300.00					

* This fee reduced by half if accompanied with a GPA (\$950)
 ** Over 10 units or Exceeding 20,000 sq. ft.
 *** Over 50 units or Exceeding 100,000 sq. ft.
 ****General Plan Maintenance Fee - Additional \$50.00 for Class 1 Use Permits & \$75.00 for other entitlements (effective 2/16/2013)
 Recorder's Fees - \$14.00 first page + \$.50 for conforming (\$14.50), \$3.00 each additional page.
 *****Building Dept fee. - Land Division (per pct)
 #####Building Dept fee. - LLA & Merger
 *****if within the Weaverville Fire Dist. applicant will need to take project description or map to Fire Dist for fees
 Review of Flood Studies by D.O.T. Engineer - \$250 (based on 3 hours average time for review)
 Archaeology Record Check from CSU Chico \$75.00 (checks made payable to Research Foundation)