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:
☐ [90days/year] Extended Seasonal RV Use - 17.30.080(D)
☐ RV Temp. Construction Support - 17.30.080(E)
☐ Pre-1974 Mobile Home - 17.27.040(B)
☐ Detached Accessory Building – 17.300.040
☐ Floodplain Development Permit - 17.29B.220/230
☐ Sign Permit - 15.08 /Wvle Community Plan
☐ 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
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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: ____________________________
Project Description:
Please provide a detailed project description of the activities you are requesting in as much detail as possible.
Include an accurate scale or notate all key setbacks and distances between key items.
EXTRA REQUIREMENTS FOR SIGN PERMITS

An 8 1/2 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
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
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
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:

☐ Board of Supervisors
☐ Planning Commission
☐ Subdivision Review Committee
☐ Planning Director
☐ Architecture Review Committee

Action Taken: ___________________________ Date: ___________________________
☐ Approved ☐ Denied

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.
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)

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**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.

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Trinity County Planning Department
P.O. Box 2819
Weaverville, CA 96093
(530) 623-1351
Fax (530) 623-1353

(Revised 2/22/2013)

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Fees Effective July 1, 2010
(except General Plan Maintenance Fee which increased effective 2/16/2013)
<table>
<thead>
<tr>
<th>Category</th>
<th>Planning Dept.</th>
<th>Building</th>
<th>Envir. Health</th>
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<tbody>
<tr>
<td>General Plan</td>
<td>$2,150.00</td>
<td>$56/165</td>
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<tr>
<td>Zone Change</td>
<td>$1,995.00</td>
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<td>$76/219</td>
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<tr>
<td>PC Zoning Determination</td>
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<tr>
<td>Agriculture Preserve Application or Cancel.</td>
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<tr>
<td>TPZ Application or cancellation</td>
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<tr>
<td>Open/Closed Range application or cancellation</td>
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<tr>
<td>Variance</td>
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<tr>
<td>Use Permit Class 1</td>
<td>$550.00</td>
<td>$75(RV)</td>
<td>$76/219</td>
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<td>Use Permit Class 1 - mod port, batch &amp; screen</td>
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<td>$76/219</td>
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<td>Use Permit Class 2</td>
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<tr>
<td>Use Permit Class 3 (Mires &amp; complex proj.)</td>
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<td>Use Permit Time Extension</td>
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<tr>
<td>Class 1</td>
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<td>Class 1-mod</td>
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<td>Class 2 &amp; 3</td>
<td>$500.00</td>
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<td>$76/219</td>
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<td>Floodplain Review &amp; Permits</td>
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<td>Floodplain Development Permit-Dir issued</td>
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<td>Floodplain Development Permit-PC issued</td>
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<td>Zoning clearance for Building permit review</td>
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<td>Class 1: Single Family/Duplex &amp; Access.</td>
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<td>Class 2: Apartments/Commercial/Industrial</td>
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<td>Class 3: ** Apartments/Commercial/Industrial</td>
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<td>Class 4: ***Apartments/Commercial/Industrial</td>
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<td>Mining - Reclamation Plan Review - PC</td>
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<td>Reclamation Annual Ins/Fin Assurance &amp; Rpt.</td>
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<td>Reclamation Plan Amendment - minor(PC)</td>
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<td>Reclamation Annual Ins. - Idle mine</td>
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<td>Environmental Review</td>
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<td>Categorical Exemption</td>
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<td>Categorical Exemption-other agency prepared</td>
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<tr>
<td>Initial Study-staff prepared wither entitlement</td>
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<td>Initial Study/Neigh Dec - no other entitlement</td>
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<td>Actual Consultant's cost. Estimated deposit required + 15% for Admin.</td>
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<td>EIR: Applicant Contract with Plan Dir Approved Consultant</td>
<td>Actual Consultant's cost. Estimated deposit required + 15% for Admin.</td>
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<td>Preliminary Map &amp; Routing</td>
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<tr>
<td>Planning Co. Surveyor</td>
<td>$420 + $10/lot</td>
<td>$300.00</td>
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<td>4 or fewer parcels</td>
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<td>5 or 30 parcels</td>
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<tr>
<td>more than 31 parcels</td>
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* This fee reduced by half if accompanied with a GPA ($850)
** 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 lot) $150.00
**Building Dept fee. - LLA & Merger $300.00

$75.00 (checks made payable to Research Foundation)