

TRINITY COUNTY PLANNING DEPARTMENT

Requirements For A Complete Planning Director's Issued Use Permit Application

ARCHITECTURAL REVIEW

The following items are **REQUIRED** for a complete application:

- COMPLETED AND SIGNED APPLICATION FORM
- 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.
- AGENT'S AUTHORIZATION FORM is required if the applicant authorizes someone else to act on their behalf, or is not the current owner of the subject site.
- APPLICATION FEE, see attached fee schedule.

ADDITIONAL INFORMATION FOR MOBILE HOMES

Mobile homes manufactured prior to October of 1973 do not have a roof load rating and require a ramada constructed over them. A separate building permit is required for ramadas.

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.



Application Number: _____

**TRINITY COUNTY
PLANNING DEPARTMENT**

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

Application Form For:
**PLANNING DIRECTOR'S
ISSUED USE PERMIT**

- Mobile Home (Permanent)
- RV (90 day – year)
- Sign
- Accessory Bldg.
- Other: Architectural Review

APPLICANT

Name: _____ Day Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____

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

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: _____

REQUEST/INFORMATION

INFORMATION REQUIRED FOR MOBILE HOME/RV PERMITS

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

FOR OFFICE USE ONLY

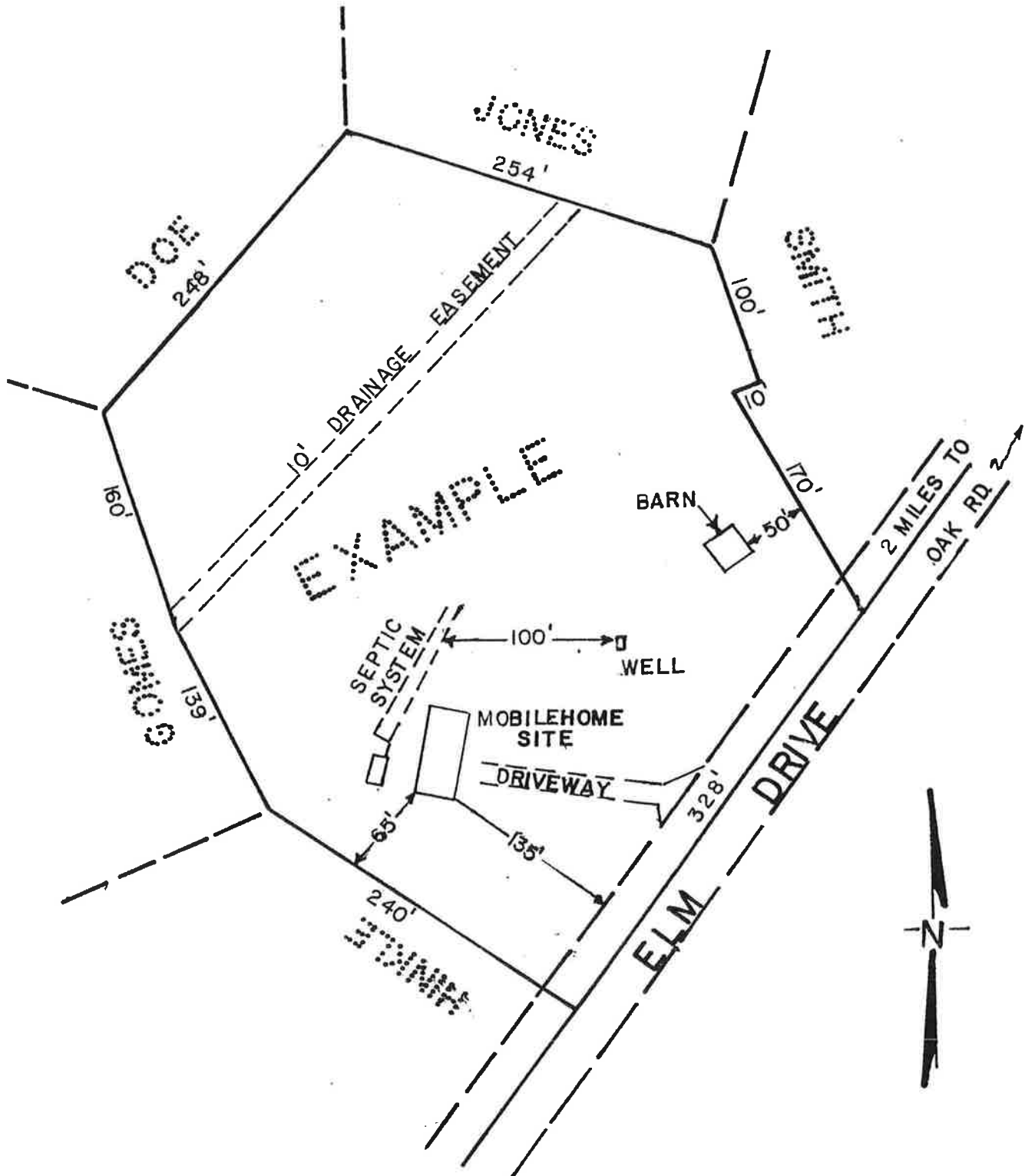
Application Received by: _____
 Date: _____
 First Hearing: _____
 Application Fee: _____
 Receipt No.: _____

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

Sample
SITE PLAN



SITE PLAN

Applicant Prepared Site Plan to Accompany Director's Issued Use Permit Application
Application No. _____

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



TRINITY COUNTY

PLANNING DEPARTMENT

61 Airport Road, P.O. Box 2819

P.O. Box 2819

Weaverville, CA 96093

Trinity County Planning Department 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). State law requires that Department employees have permission from the landowner to enter private property. In order for the Department to perform the evaluation on your proposed project we will need your permission to enter your property to conduct an environmental review of your proposed project.

By signing this authorization to enter your property you are granting the Department 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

RETURN WITH YOUR APPLICATION FORM



TRINITY COUNTY
COMMUNITY DEVELOPMENT SERVICES
PLANNING DEPARTMENT

61 AIRPORT ROAD
P.O. BOX 2819
WEAVERVILLE, CA 96093
(530) 623-1350 FAX (530) 623-1353

Kim Hunter, Director

Agent's 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 (type of proposal) _____
_____ on

A.P.N.# _____. I do hereby authorize and empower *(first & last name, no corporate entities)*
_____ 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.

1. _____
Signature

Owner (print name)

Address

Phone

Date

2. _____
Signature

Owner (print name)

Address

Phone

Date

Agent Information:

Name (print name): _____

Agents Address: _____

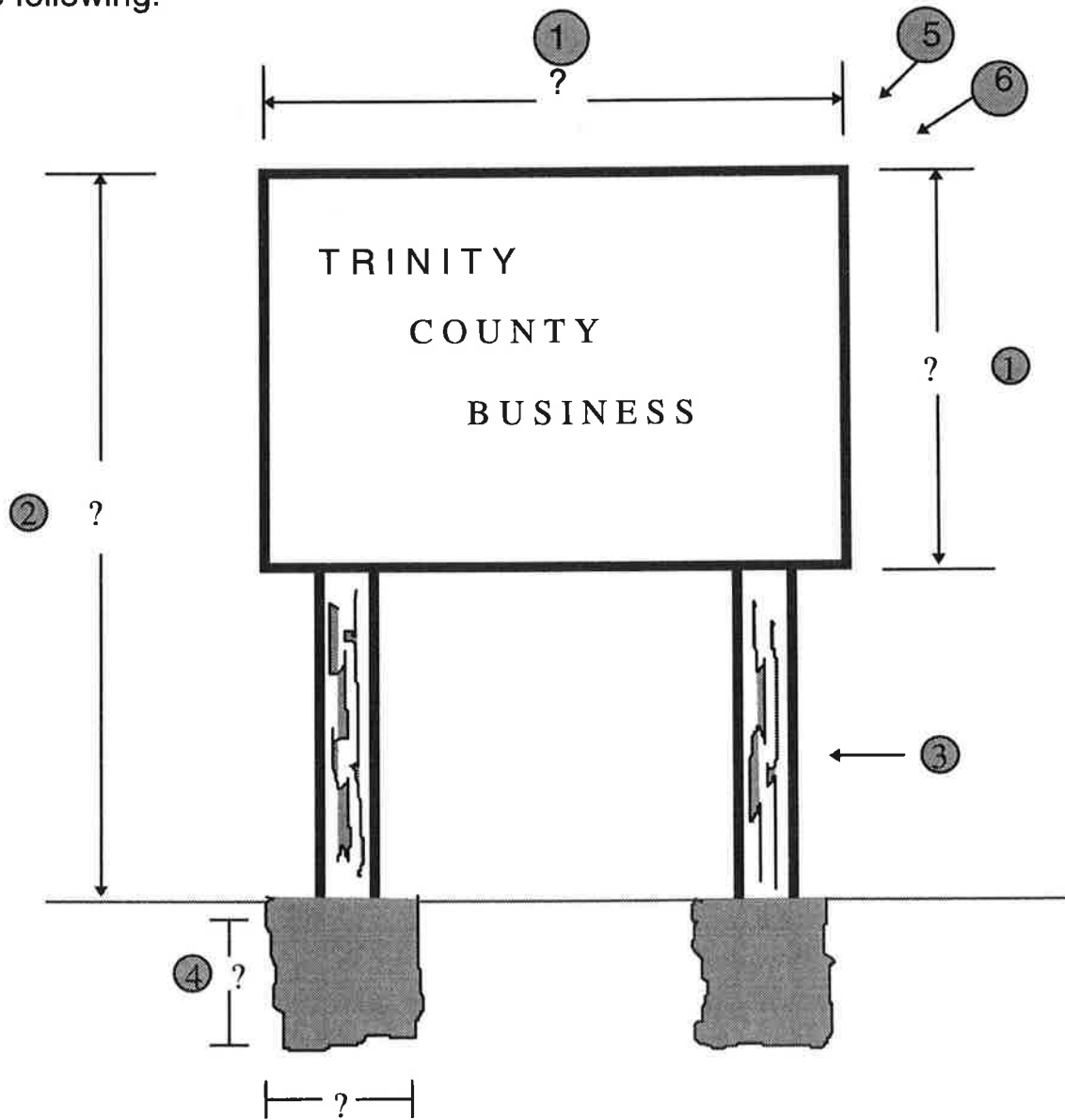
Agents Phone: _____

Agents Email: _____

Preferred method of contact: ____ email ____ phone ____ US mail

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

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)	*****\$3500+\$50/lot	\$500.00	
Variance	*****\$1,760.00			Quarter-Quarter Waiver	same as parcel map	\$725.00	\$329 1st parcel
Use Permit Class 1	*****\$550.00	\$75(RV)	\$76/\$219	Subdivision Modification	*****\$200.00		add'l pars. \$54
Use Permit Class 1 - mod port. batch & screen	*****\$770.00		\$76/\$219	Post Subdivision Modification	*****\$1,000.00		
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				Appeal to Board of Supervisors	\$500.00		
Floodplain Development Permit-Director issued	*****\$935.00		\$76/\$219	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.	\$60.00		
Class 4: *** Apartments/Commercial/Industrial	\$550.00			Incomplete Application Re-Review	\$165.00		
Mining - Reclamation Plan Review - PC				On-Site Visit (not part of application)	Actual Cost		
Reclamation Annual Insp./Fin Assurance & Rpt.	\$2,100.00 (plus Class 3 use permit fee)			Road Abandon Application	\$1,000.00		
Reclamation Plan Amendment - minor(Dir)	\$800.00			Road Name Change (pvt)	\$500.00		
Reclamation Plan Amendment - minor(PC)	\$770.00			Research Fee	Actual costs		
Reclamation Annual Insp. - idle mine	\$1,320.00 (major \$2,000.00)			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				CD of existing map	\$25.00		
4 or fewer parcels	Planning	Co. Surveyor		##Building Dept fee. -Land Division (per pcl)	w/field trip \$90	w/o filed trip \$43	
5 to 30 parcels	\$420 + \$10/lot	\$300.00		###Building Dept fee. - LLA & Merger	w/field trip \$65	w/o filed trip \$43	
more than 31 parcels	\$560 + \$10/lot	\$300.00					
	\$780 + \$10/lot	\$300.00					

****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)
***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.
Archaeology Record Check from CSU Chico \$75.00 (checks made payable to Research Foundation)