



CITY OF GRASS VALLEY
APPLICATION PACKET FOR

USE PERMIT

Attached are the filing forms and instructions for submitting a complete use permit application. All forms must be completely filled out and submitted with any necessary supporting information. This packet includes the following forms (item numbers 1 and 2) and information sheets (item numbers 3 and 4):

1. Application Form
2. Supplemental Application Information Form
3. Site Plan and Map Preparation Instructions
4. Fish and Game Advisory Notice

Upon receipt of the **completed forms, site plan/maps, and filing fees**, the Community Development Department will determine the completeness of the application. This review will be completed as soon as possible, but within thirty (30) days of the submittal of the application. If the application is determined to be complete, the City will begin an environmental review, circulate the project for review by agencies and staff, and then schedule the application for a hearing before the Planning Commission.

If sufficient information **has not** been submitted to adequately process your application, you will receive a notice that your application is incomplete along with instructions on how to complete the application. **Once the City receives the** additional information or revised application, the thirty (30) day review period will begin again.

Approximately five (5) days prior to the Planning Commission meeting, the Community Development Department will provide you with a staff report which will include an analysis of the project along with comments from other agencies or departments. The staff report will usually contain a recommendation for approval, conditional approval, or denial.

Since the information contained in your application is used to evaluate the project and in the preparation of the staff report, it is important that you provide complete and accurate data. Please review and respond to each question. If a response is not applicable, N/A should be used in the space provided. Failure to provide adequate information could delay the processing of your application.

CITY OF GRASS VALLEY USE PERMIT APPLICATION

Filing Fees

- Standard Use Permit\$ 2,095.00
- Environmental Review with Initial Study\$ 1,185.00
- City Preparation Fee of Notice of Exemption\$ 102.00*
- City Preparation Fee of Notice of Determination\$ 102.00*

*County filing fees for the posting of the notice and Fish and Game fees, if required, are not included and are to be paid to the County Recorder by the applicant.

Use Permit Request: _____

Property Address or Location: _____

Assessor's Parcel No(s): _____

General Plan Land Use : _____

Proposed Zoning: _____

Property Owner

Applicant/Representative

NAME: _____
 ADDRESS: _____
 CITY: _____
 PHONE: _____
 EMAIL: _____

SIGNATURE OF PROPERTY OWNER: _____
(A property owner's representative can sign if the property owner provides a consent letter.)

SIGNATURE OF APPLICANT: _____

--OFFICE USE ONLY--	
Application No.:	Date Filed:
Fees Paid by:	Amount Paid:
Other Related Application(s):	

**SUPPLEMENTAL APPLICATION
INFORMATION FORM
USE PERMITS**

This document will provide necessary information about the proposed project. It will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project.

**PLEASE PRINT CLEARLY OR TYPE
USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:**

I. Project Characteristics:

A. Describe all existing buildings and uses of the property: _____

B. Parcel size (square feet or acres): _____

C. Describe surrounding land uses:

North _____
 South _____
 East _____
 West _____

D. Describe existing public or private utilities on the property: _____

E. Proposed building size (list by square feet, if multiple stories, list square feet for each floor): _____

F. Proposed building height (measured from average finished grade to highest point): _____

G. Proposed building site plan:

(1)	building coverage	_____	Sq. Ft.	_____	% of site
(2)	surfaced area	_____	Sq. Ft.	_____	% of site
(3)	landscaped area	_____	Sq. Ft.	_____	% of site
(4)	left in open space	_____	Sq. Ft.	_____	% of site
	Total	_____	Sq. Ft.		100 %

H. Construction phasing: If the project is a portion of an overall larger project, describe future phases or extension. Show all phases on site plan. _____

I. Exterior Lighting:

1. Identify the type and location of exterior lighting that is proposed for the project. _____

2. Describe how new light sources will be prevented from spilling on adjacent properties or roadways. _____

J. Total number of parking spaces required (per Zoning Code): _____

K. Total number of parking spaces provided: _____

L. Traffic:

1. Average daily vehicle trips expected: _____

2. Number of P.M. Peak trips expected: _____

M. Will the project generate new sources of noise or expose the project to adjacent noise sources? _____

N. Will the project use or dispose of any potentially hazardous materials, such as toxic substances, flammables, or explosives? If yes, please explain. _____

Will the project generate new sources of dust, smoke, odors, or fumes? If so, please explain.

II. Project Characteristics:

A. Days of operation (e.g., Monday - Friday): _____

B. Total hours of operation per day: _____
Times of operation (e.g., 8 - 5, M - F): _____

C. If fixed seats involved, how many: _____
If pews or benches, please describe how many and the total length: _____

D. Total number of employees: _____

E. Anticipated number of employees on largest shift: _____

III. If an **outdoor use** is proposed as part of this project, please complete this section.

A. Type of use:

Sales _____ Processing _____ Storage _____
Manufacturing _____ Other _____

A. Area devoted to outdoor use (shown on site plan).

Square feet/acres _____ Percentage of site _____

B. Describe the proposed outdoor use: _____

IV. Is the proposed property located on a site which is included on the Hazardous Waste and Substances List (Cortese List)? Y ____ N ____

The Cortese List is available for review at the Community Development Department counter. If the property is on the List, please contact the Planning Division to determine appropriate notification procedures prior to submitting your application for processing (Government Code Section 65962.5).

I hereby certify, to the best of my knowledge, that the above statements are correct.

Signature of Person Preparing Form

Date

Telephone Number

GRASS VALLEY SITE PLAN REQUIREMENTS USE PERMITS

A site plan is a scale drawing that depicts a property's size and shape, existing improvements on the property, and improvements or additions which are intended to be added. The site plan should be as complete and accurate as possible since it will be used by several City departments to check various requirements of the development application. Please place a check or N/A on the line provided in the below checklist. Submit this page along with the map and application packet.

Plot Plan Checklist:

- Site Plan size – one 8-1/2" x 11", or 10 larger folded copies (folded to 9" x 12")
- North arrow and scale
- Dimensioned property lines
- Location, name, and width of adjacent streets
- Location of all existing buildings, driveways, parking areas and other existing improvements, along with the existing building setbacks from property lines
- Location and dimensions of all proposed improvements, and setbacks from property lines
- Location of any proposed outdoor uses/activities
- Location and name of any watercourses on or adjacent to the property
- Existing and proposed public and private easements
- Location of existing and/or proposed walls, fences, and exterior lighting
- Property owner's name
- Name, address & telephone number of person preparing plot plan
- Location of trash enclosure
- Location, species, trunk and canopy diameter, and status (e.g. to be removed/saved) of all existing trees over 8" trunk diameter
- Locations of signs

ADVISORY RE: FISH AND GAME FEE REQUIREMENT

Permit applicants are advised that pursuant to Section 711.4 of the Fish and Game Code a fee of \$2,638.75 for an Environmental Impact Report and \$1,908.75 for a Negative Declaration* shall be paid to the County Recorder at the time of recording the Notice of Determination for this project. This fee is required for Notices of Determination recorded after January 1, 1991. A Notice of Determination cannot be filed and any approval of the project shall not be operative, vested, or final until the required fee is paid. This shall mean that building, public works and other development permits cannot be approved until this fee is paid.

This fee is **not** a Grass Valley fee, it is required to be collected by the County pursuant to State law for transmission to the Department of Fish and Game. This fee was enacted by the State Legislature in September 1990, to be effective January 1, 1991.

*If the City finds that the project will not have an impact on wildlife resources, through a De Minimus Impact Finding, the City will issue certificate of fee exemption. Therefore, this fee will not be required to be paid at the time an applicant files the Notice of Determination with the County Recorder. The County's posting and filing fees will still be required.