



CITY OF GRASS VALLEY  
125 E. Main Street Grass Valley, California 95945  
(530) 274-4330

## MINOR USE PERMIT

Attached are the filing forms and instructions for submitting a complete minor use permit. A Minor Use Permit provides a process for reviewing uses and activities that may be appropriate in the applicable zone, but whose effects on a site and surroundings cannot be determined before being proposed for a specific site. Guarantees to ensure compliance with the terms and conditions of the permit may be required by the review authority in compliance with Section 17.74.050 (Performance Guarantees).

Minor Use Permits shall be approved by the Director. The Director may choose to refer Minor Use Permit application to the Commission for hearing and decision.

All forms must be completely filled out and submitted with any necessary supporting information. This packet includes the following forms and information sheet:

1. Application Form
2. Supplemental Application Information Form

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 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. If the Minor Use Permit application is determined to be complete, and before a decision on said application, the City shall provide notice in compliance with Chapter 17.92 (Public Hearings).

The notice shall state that the Director will decide whether to approve or deny the Minor Use Permit application on a date specified in the notice, and that a public hearing will be held only if requested in writing by any interested person before the specified date for the decision.

If a public hearing is requested, the Director shall schedule the hearing which shall be noticed and conducted in compliance with Chapter 17.92.

If no public hearing is requested, the Director shall render a decision on the date specified in the notice.

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.

Additional information may be obtained at [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com) regarding the 2020 General Plan and Zoning. You may also contact the Community Development Department at (530) 274-4330; 125 East Main Street, Grass Valley, CA 95945.

## CITY OF GRASS VALLEY MINOR USE PERMIT APPLICATION

Minor Use Permit Filing Fees .....	\$ 377.00
------------------------------------	-----------

Property Address or Location: \_\_\_\_\_

Minor Use Permit Request: \_\_\_\_\_

Assessor's Parcel No.(s): \_\_\_\_\_

General Plan Land Use: \_\_\_\_\_ Zoning Designation: \_\_\_\_\_

### Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

*(A property owner's representative can sign if the property owner provides a consent letter.)*

### Applicant / Representative

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone(s): \_\_\_\_\_

E-mail: \_\_\_\_\_

-- OFFICE USE ONLY --

Application No.:	Date Filed:	Amount Paid:
Fees Paid by:		
Other Related Application(s):	Public Hearing Request:	

Please attach the following to the **LIMITED TERM PERMIT:**

<input type="checkbox"/>	<b>Location Map/Site Plan</b> showing property boundaries and proposed structures in proximity to streets and exact location on the property. 1 copy: 8½ x 11 or 11 x 17 (if greater than 11 x 17, include 4 sets). If determined necessary by the Planning Director, this application may proceed to the Planning Commission, requiring additional copies.
<input type="checkbox"/>	<b>Proposed Signage</b> indicating dimensions, text and location on the structure.
<input type="checkbox"/>	<b>Photograph of Booth/Stand</b>
<input type="checkbox"/>	<b>California Sales Tax Permit (State Board of Equalization)</b>
<input type="checkbox"/>	<b>Proof of Insurance</b>

Please attach the following to the **MINOR USE PERMIT:**

<input type="checkbox"/>	<b>Location Map/Site Plan</b> showing all property lines, buildings and other structures, and indicating the proximity to streets and exact location of the proposed use on the property. 1 copy: 8½ x 11 or 11 x 17 (if greater than 11 x 17, include 4 sets). If determined necessary by the Planning Director, this application may proceed to the Planning Commission, requiring additional copies.
<input type="checkbox"/>	<b>Provide written justification to support the findings listed in Section 17.72.060 of the Development Code (page 7-24).</b>

Please attach the following to the **MINOR VARIANCE PERMIT:**

<input type="checkbox"/>	<b>Location Map/Site Plan</b> showing all property lines and indicating the proximity to streets and exact location of the structure on the property. Show the variance request on the site plan 1 copy: 8½ x 11 or 11 x 17 (if greater than 11 x 17, include 4 sets). If determined necessary by the Planning Director, this application may proceed to the Planning Commission, requiring additional copies.
<input type="checkbox"/>	<b>Provide written justification to support the findings listed in Section 17.72.070 of the Development Code (page 7-25).</b>