

CITY OF ORLAND

815 Fourth Street
Orland, CA 95963
530.865.1600
530.865.1632 (Fax)

INSTRUCTIONS FOR FILING APPLICATION FOR CONDITIONAL USE PERMIT

This list is intended to meet the requirements of State of California Government Code Section 65940 and Chapter 17.80 of the Orland Municipal Code.

The law requires that the City Manager or his/her designee make affirmative findings of fact in each of the following if your application is to be approved, that the:

- Use is consistent with the purposes of the district in which the site is located; and
- Proposed location of the use and the conditions under which it may be either operated or maintained will not be detrimental to the public health, safety, or welfare or be materially injurious to the properties or improvements in the vicinity; and the
- Proposed use is in conformance with the General Plan.

PROCEDURE FOR FILING APPLICATION FOR CONDITIONAL USE PERMIT

1. File one copy of the application form properly filled out and signed by the applicant(s) and owner(s). Either all property owners must sign (husband and wife) or a Power-of-Attorney must be submitted specifically authorizing a designated person to sign this application. If a corporation is the property owner, a resolution from the corporation authorizing this application shall be submitted.
2. Along with the application, a reproducible 11" x 17" (minimum acceptable size) plot plan must be submitted (see sample plot plan attached to application form). The plot plan shall contain the following for a complete application:
 - a. The "Site Plan" shall be drawn to scale (on a sheet of paper 11" x 17" or larger) large enough to give all information legibly; Applicant shall submit twenty-five (25) copies. The City may require additional copies if necessary).
 - b. Name, address, and telephone number of property owner, applicant, and agent.
 - c. Current Glenn County Assessor's Parcel Number (APN).
 - d. Property dimensions and acreage.

- e. North arrow and scale. Lettering shall be right side up with North arrow at the top of the page (see attached sample Site Plan).
 - f. Names of all adjoining streets or roads, width of City road right-of-way, location of center of road.
 - g. All existing and proposed buildings and structures including all locations from property lines, square footage, size and height, and distances from existing and proposed buildings and structures.
 - h. Proposed use or type of business.
 - i. Signs, in conformance with Chapter 17.78, Sign Ordinance, of the Orland Municipal Code. Please show all existing and proposed signs.
 - j. Off-street parking and loading areas, in conformance with Chapter 17.76, General Use and Design Requirements, of the Orland Municipal Code.
 - k. Landscaping, in conformance with Chapter 17.76, General Use and Design Requirements, of the Orland Municipal Code.
 - l. Walls and fences including location, height and construction materials.
 - m. Location and nature of utilities.
 - n. Location of all US Bureau of Reclamation facilities (canals, laterals, etc).
3. File one copy of the current County Assessor's Map with the property's proposed use delineated.
 4. The attached environmental information form must be properly filled out and signed. Based on the information submitted by the applicant, an evaluation will be made as to whether the project is either exempt from the California Environmental Quality Act (CEQA) or whether it is necessary to prepare an Initial Study. The Initial Study will determine whether the project requires an Environmental Impact Report or whether a Negative Declaration is sufficient. The cost of the environmental evaluation process will be the consultant's fee plus five (5) percent.
 5. A filing fee of \$1,040, check made payable to the City of Orland, must be submitted with the above. An environmental Fish and Game fee will also be required if your project is approved. This fee is due within five (5) days of approval of your project.

6. City staff, in the course of processing the application, may request the applicant to clarify, amplify, correct or otherwise supplement the information required for the application. A Technical Advisory Committee (TAC) meeting shall be held on the application and applicant and landowner(s) shall be invited, in writing, to attend. At this meeting, a determination as to completeness of application will be made.
7. It takes approximately six (6) weeks to process a Conditional Use Permit application from the date the submittal is deemed complete. If the project is not exempt from CEQA, the notice of the public hearing shall be provided thirty (30) days prior to the hearing.
8. The Planning Commission must hold a public hearing on the Use Permit application. Legal notice of said hearing shall be provided at least ten (10) calendar days prior to the Planning Commission hearing. If the project is not exempt from CEQA, the notice of the public hearing shall be provided twenty-one (21) days prior to the hearing.
9. Applicant will be notified of the date of the Planning Commission hearing at which applicant should be present.
10. Applicant will be notified in writing of the action taken on the application.
11. Appeal to the City Council from any decision of the Planning Commission may be made in writing to the City Clerk within ten (10) days from the date of the Commission's action. All decisions made by the City Council are final.
12. Approval of the Use Permit does not constitute approval of a building permit. A separate application for a building permit may need to be submitted to the Building Department for review.

Date Filed: _____

CUP # _____

CITY OF ORLAND
815 FOURTH STREET
ORLAND, CA 95963
530.865.1600
530.865.1632 (fax)

APPLICATION FOR A CONDITIONAL USE PERMIT (Failure to answer applicable questions and provide required attachments could delay the processing of your application).

1. Applicant:

Name: _____

Address: _____

Phone: (Business): _____ (Home): _____

Mobile: _____ (Email): _____

2. Landowner:

Name: _____

Address: _____

Phone: (Business): _____ (Home): _____

Mobile: _____ (Email): _____

3. Agent (Engineer, Surveyor, etc):

Name: _____

Address: _____

Phone: (Business): _____ (Home): _____

Mobile: _____ (Email): _____

4. **Request (Please explain in detail the specific project for this Use Permit):**

5. **Address of the Site for this Use Permit:**

6. **Current Assessor's Parcel Number:** _____

7. **Existing Zoning:** _____

8. **Existing Use of Property:** _____

It is understood that any permit issued pursuant to this application will not grant any right or privilege to use any building or land either contrary to the provisions of law or of any ordinance of the City of Orland. All provisions of law or of any ordinance governing the use of the aforesaid building or land will be complied with whether specified herein or not.

DECLARATION UNDER PENALTY OF PERJURY

(Must be signed by the applicant and the property owner)

I am (we are) the owner(s) and/or applicant(s) of property involved in this application, and I (we) have completed this application and all other documents required.

I am (we are) the owner(s) and/or applicant(s) of the property consenting to the preparation and submission of this application.

I (we) also shall agree to abide by the conditions of approval as issued by the Planning Commission.

I (we) declare under penalty of perjury that the foregoing is true and correct.

The property owner(s) and/or applicant(s) by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void, or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement, whether or not there is concurrent passive or active negligence on the part of the City.

Property Owner:

Printed Name

Signature

Date

****Please Note:** If the Property Owner is a corporation, partnership, etc., a signed Resolution from the corporation, partnership, etc., shall be submitted as part of this application to the City of Orland denoting the authority for this signature.

Applicant:

Printed Name

Signature

Date

Agent:

Printed Name

Signature

Date