

CITY OF ORLAND
PLANNING DEPARTMENT
815 FOURTH STREET
ORLAND, CA 95963
530.865.1608
530.865.1632 (FAX)

INSTRUCTIONS FOR FILING APPLICATION FOR CONDITIONAL USE PERMIT

Applicants are encouraged to consult with the Technical Advisory Committee (TAC) prior to filing this application. The Technical Advisory Committee meets the third Wednesday of each month, dependent upon case load, at 10:00 a.m. in Carnegie Center, 912 Third Street, Orland, CA 95963. Please contact the Planning Department at 530.865.1608 or by email: nsailsbery@cityoforland.com to schedule your pre-project review for TAC.

This list is intended to meet the requirements of State of California Government Code Section 65940.

The law requires that the City Manager or 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. Application Form must be properly filled out and signed by owner(s) of property and Applicant(s). All property owner(s) 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 must be submitted.
2. Environmental Information Form must be properly filled out and signed.
3. The Application fee for a Conditional Use Permit is only for the processing of the application and not a guarantee that the project will be approved. The fee amount listed below is non-refundable.

Conditional Use Permit Fee: \$1,040.00

4. One copy of all information (maps, plot plans, site plans, landscaping plans, parking layout etc.) shall be submitted in **digital format** (CD or DVD) to the City of Orland as part of a complete application.

5. Along with the application, a reproducible 11" x 17" (minimum acceptable size) plot plan must be submitted. The plot plan shall contain the following for a complete application:
6. The "Site Plan" shall be drawn to scale (on a sheet of paper 11" x 17" or larger) large enough to show all information legibly. Applicant shall submit twenty-five (25) **FOLDED** copies with the north arrow facing the top of the page or to the left. These copies are for submittal to Agencies (i.e. Caltrans, Public Works, City Engineer, etc.) for early project review only. Please note that additional maps will be required to be provided by the Applicant at the City's request for any environmental documents prepared, for the required Technical Advisory Committee meeting(s) and all Public Hearing(s). "Site Plan" shall include, but not be limited to, the following:
 - a. Name, address, telephone number (home, business, mobile), and email address of property owner, applicant, and agent.
 - b. Address of the project site.
 - c. Current Glenn County Assessor's Parcel Number (APN) and map depicting the subject property.
 - d. Property dimensions and acreages.
 - e. North arrow and scale. Lettering shall be right side up with the North arrow at the top of the page (see attached Sample Site Plan).
 - f. Names of all adjoining streets or roads, widths of City road rights-of-way, location of the center of all roads, locations of access roads and driveways.
 - g. All existing and proposed structures and buildings including all locations from property lines, square footages, 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. Striped parking spaces including ADA van accessible parking spaces.
 - l. Landscaping Plan (may be submitted on separate 11' x 17" paper) in conformance with Chapter 17.76, General Use and Design Requirements, of the Orland Municipal Code.
 - m. Existing and proposed walls and fences including location, height, and construction materials.
 - n. Location and nature of utilities.
 - o. Location of all US Bureau of Reclamation facilities (canals, laterals, access roads, etc.).
 - p. Existing water and sewer provider(s) and the locations and sizes of mains, existing and proposed storm water runoff and drainage and all existing and proposed easements.
7. File one copy of the County Assessor's Map with the property's proposed use delineated.
8. 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/Mitigated Negative Declaration is sufficient. The cost of the environmental evaluation process will be the City's staff hourly fee or the consultant's fee plus five (5) percent. 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 (see below for these fees).

9. For complex projects an estimate of the City of Orland Staff time and expense shall be prepared by the Planning Department within thirty (30) days of Application submittal. The Applicant shall be notified of the amount of deposit required in writing. The Applicant shall be required to deposit the amount of money specified in the estimate in a Planning Department Trust Account for that specific Application.

No work shall be performed by the Planning Department on the project in excess of the allotted hours listed above until funds are deposited in a Planning Department Trust Account. Funds shall be deposited prior to determining that the Application is complete for processing.

At the time of final project approval, any excess funds remaining in the Trust Account shall be returned to the Applicant.

10. Environmental Review fees shall be charged to the Applicant as follows (Adopted by the Orland City Council on September 7, 2004. Effective October 7, 2004):

<u>TASK DESCRIPTION</u>	<u>CITY PLANNER HOURS included in Fee</u>	<u>Fee</u>
<i>-California Environmental Quality Act (CEQA) Review:</i>		
-CEQA Notice of Exemption:	1	\$100.00
-CEQA Notice of Determination:	1	\$100.00
-CEQA Initial Study:	Deposit collected, hourly rate of \$60.00 billed to Applicant	Deposit collected, hourly rate of \$60.00 billed to Applicant
-CEQA Negative Declaration/ Mitigated Negative Declaration	Deposit collected, hourly rate of \$60.00 billed to Applicant	Deposit collected, hourly rate of \$60.00 billed to Applicant
-Environmental Impact Report (EIR)	Prepared by consultant, Approved by City at Applicant's Expense	Actual cost of contract plus five (5) percent of contract value for contract administration
-Review of Negative Declaration/ Mitigated Negative Declaration/EIR prepared by consultant	15% of value of consultant contract	15% of value of consultant contract

NOTE: The amount of the appropriate deposit to be collected for Initial Study and/or Negative Declaration/Mitigated Negative Declaration will be determined by the City Planner, based on the scope of the specific project to be reviewed. If changes to the project are deemed by the City of Orland to be substantial and result in redundant processing by City Staff, the Applicant agrees to pay those costs at the stated hourly rate.

11. If the Conditional Use Permit is in conjunction with another project, all proposed roads and easements to be constructed shall be shown with proposed sizes and widths. The site plan/map shall also show all routes of proposed connections to City water and sewer services with the proposed lengths, sizes and dimensions of all lines and mains. If a lift station is required, the type, size, and location of the lift station shall be shown.
12. A petition signed by all property owner(s) involved with the request.
13. According to Section 65943 of the California Government Code, your Application will be reviewed within thirty (30) days and you and/or your agent will receive written notice regarding the completeness of your Application. The Technical Advisory Committee or other reviewing Agencies may, in the course of processing the Application, request the Applicant to clarify, amplify, correct, or otherwise supplement the information required for the Application, according to Section 65944(C), Division 13, of the State of California Public Resources Code.
14. If the California Department of Fish and Game requires environmental review fees, the Applicant is responsible for these additional fees which are due within five (5) days after City Council certification of the environmental document. The fees, as of January 1, 2008, are as follows and are subject to change by the State of California:

-Negative Declaration:	\$1,876.75
-Mitigated Negative Declaration:	\$1,876.75
-Environmental Impact Report:	\$2,606.75
-Environmental Document: pursuant to a Certified Regulatory Program (CFP):	\$ 886.25
-County Clerk Processing Fee:	\$ 50.00

Please Note: The check or money order for these fees should be made payable to the **GLENN COUNTY RECORDER'S OFFICE** and submitted to the City of Orland within five (5) days of project approval.

15. Engineering fees (based on an hourly rate of \$95.00) will be billed separately and are the responsibility of the Applicant.
16. City Attorney fees will be billed separately and are the responsibility of the Applicant.
17. 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(s) and landowner(s) shall be invited, in writing, to attend.
18. It takes approximately eight (8) weeks to process a Conditional Use Permit application from the date the submittal is deemed complete if the project is exempt from CEQA. If the project is not exempt from CEQA, the City has six (6) months to complete a Negative Declaration/Mitigated Negative Declaration and one (1) year to complete an Environmental Impact Report.
19. The City 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 public hearing. If the project is not exempt from CEQA, the notice of the public hearing shall be provided twenty (20) days prior to the public hearing.
20. Applicant will be notified of the date of all meetings and public hearings at which the applicant or applicant's representative should be present.

21. Applicant will be notified in writing of the action taken on the application.
22. Approval of the Use Permit application 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. Impact fees are separate and are due at the time of Building Permit issuance.

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APPLICATION FOR A CONDITIONAL USE PERMIT

Please submit the following items. A complete Application will ensure its prompt processing. If you have any questions, please contact the City of Orland Planning Department at 530.865.1608 or by email to nsailsbery@cityoforland.com.

1. APPLICANT(S):

NAME: _____

ADDRESS: _____

PHONE:(Business): _____

(Home): _____

(Mobile): _____

EMAIL ADDRESS: _____

2. PROPERTY OWNER(S):

NAME: _____

ADDRESS: _____

PHONE:(Business): _____

(Home): _____

(Mobile): _____

EMAIL ADDRESS: _____

3. Name and address of property owner(s) duly authorized agent who is to be furnished with Notice of Hearing (Section 65091 California Government Code):

NAME: _____

ADDRESS: _____

PHONE:(Business): _____

(Home): _____

(Mobile): _____

EMAIL ADDRESS: _____

4. **Address and Location of Project:** _____
5. **Current Assessor's Parcel Number:** _____
6. **Zoning:** _____
7. **General Plan Land Use Classification:** _____
8. **Existing use of property(ies):** _____
9. **Request:** _____
10. **Provide any additional information that may be helpful in evaluating this request:**

11. **Surrounding Land Uses and Zoning Districts (please be specific):**
North: _____
South: _____
East: _____
West: _____
12. **Topography:** _____
13. **Vegetation:** _____
14. **Water Supply:** **Source or Type:** **Provider:**
Existing: _____
Proposed: _____
15. **Sewage Disposal:**
Existing: _____
Proposed: _____

16. Fire Protection:

Existing: _____

Proposed: _____

17. Storm drainage:

Existing: _____

Proposed: _____

18. School District: _____

19. Natural Hazards (include past and current uses, if any): _____

ENVIRONMENTAL INFORMATION FORM

Date Filed: _____

General Information:

1. Name and address of developer/project sponsor: _____

2. Address of PROJECT: _____

3. Assessor's Parcel Number: _____

4. Name, address and telephone number of person to be contacted concerning this project:

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

6. Existing Zoning District: _____

7. Proposed use of the site (Project for which this form is filed): _____

Project Description:

8. Site size:

9. Square footage:

10. Number of floors to be constructed:

11. Amount of off-street parking provided:

12. If residential:

Number of units:

Design of units (i.e. single family, multi-family, etc):

Square footage of each unit:

13. If commercial:

Type of use:

Square footage of each building (existing and proposed):

Number of employees (if applicable):

Number of shifts (if applicable):

Hours of operation:

14. If industrial:

Type of use:

Square footage of each building (existing and proposed):

Number of employees (if applicable):

Number of shifts (if applicable)

Hours of operations:

15. If institutional:

Estimated occupancy:

Type of use:

Square footage of each building (existing and proposed):

Number of employees (if applicable):

Number of shifts (if applicable)

Hours of operations:

16. If the project involves a variance, conditional use, request for annexation, or rezoning application, state this and indicate clearly why the application is required.

17. Attach site plan(s).

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary):

18. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.

Yes _____

No _____

City of Orland Conditional Use Permit
Instructions and Application Form

19. Change in scenic views or vistas from existing residential areas or public lands or roads.

Yes _____ No _____

20. Change in pattern, scale or character of general area of project.

Yes _____ No _____

21. Significant amounts of solid waste or litter.

Yes _____ No _____

22. Change in dust, ash, smoke, fumes or odors in the vicinity.

Yes _____ No _____

23. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.

Yes _____ No _____

24. Substantial change in existing noise or vibration levels in the vicinity.

Yes _____ No _____

25. Site on filled land or on slope of 10 percent or more.

Yes _____ No _____

26. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.

Yes _____ No _____

27. Substantial change in demand for municipal services (police, fire, water, sewage, etc.),

Yes _____ No _____

28. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)

Yes _____ No _____

29. Relationship to a larger project or series of projects.

Yes _____ No _____

Environmental Setting:

- 30. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

- 31. Describe the surrounding properties, including information on plant – and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc) intensity of land use (one-family, apartment houses, shops, department stores etc.) and scale of development (height, frontage, set-back, rear yard, etc.) Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Printed Name (Applicant)

Signature (Applicant)

Date

Printed Name (Property Owner)

Signature (Property Owner)

Date

Printed Name (Property Owner)

Signature (Property Owner)

Date

Printed Name (Agent/Representative)

Signature (Agent/Representative)

Date