

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

INSTRUCTIONS FOR FILING APPLICATION FOR ZONE CHANGE/PRE-ZONE

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 the above-listed phone number or by email: cityplanner@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.

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 Zone Change is only for the processing of the application and not a guarantee that the project will be approved. This is a non-refundable fee.

Zone Change Fee: \$1,416.00

4. 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.

5. 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>
-California Environmental Quality Act (CEQA) Review:		
-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
-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.

6. One copy of the current Glenn County Assessor's Parcel Map with the property of the proposed site delineated must be submitted with the Application.
7. One reproducible zone change map and **twenty-five (25) FOLDED copies** for early project consultation as well as a copy of all information in **digital format** (CD or DVD) must be submitted with the Application. The map must be a clear and accurate drawing of suitable size (on sheet(s) of 11" x 17" paper or larger) showing the area(s) involved, its location with respect to adjacent roads, existing water and sewer provider(s) and the locations and sizes of mains, existing and proposed storm water runoff and drainage, the use of the property(ies), easements, existing structures and square footages of each structure, locations of access roads and driveways, and any other relevant information. Please note that additional maps will be required to be provided by the Applicant at the City's request for any environmental documents prepared and for Public Hearing(s).

8. If the Zone Change is in conjunction with a request for Annexation into the City of Orland or any other project, all proposed roads and easements to be constructed shall be shown with proposed sizes and widths. The 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.
9. A petition signed by all property owner(s) involved with the request.
10. 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.
11. 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:

-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.

12. Engineering fees (based on an hourly rate of \$95.00) will be billed separately and are the responsibility of the Applicant.
13. City Attorney fees will be billed separately and are the responsibility of the Applicant.

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APPLICATION FOR A ZONE CHANGE/PRE-ZONE

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 cityplanner@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. **Existing Zoning:** _____
7. **Proposed Zoning:** _____
8. **General Plan Land Use Classification:** _____
9. **Existing use of property(ies):** _____
10. **Request:** _____
11. **Provide any additional information that may be helpful in evaluating this request:**

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

17. Fire Protection:

Existing: _____

Proposed: _____

18. Storm drainage:

Existing: _____

Proposed: _____

19. School District: _____

20. 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 Zone Change
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