



City of Red Bluff

Community Development Department
555 Washington Street
Red Bluff, CA 96080
(530) 527-2605 ext. 3059

Application No. _____

APPLICATION FOR Use Permit

Applicant Information

Applicant		Daytime Phone	
Street Address			
City		State	Zip

Property Owner		Daytime Phone	
Address			
City		State	Zip

Project Information

Property Address/Location			
Assessor's Parcel No.		Parcel Size	
Existing Land Use			
Present Zoning		Present General Plan Designation	

Request		
Days & Hours of Operation	No. of Employees	No. of Off-Street Parking Spaces Proposed

Required Signatures

I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. **I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. I understand that verification of property ownership or interests in the property or application may be required. (Before signing, see the information on the back of this application.)**

Applicant's Signature	Date
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For Office Use Only

APPLICATION NO.	PROJECT NO.	DATE RECEIVED	DATE APPLICATION CERTIFIED COMPLETE	
FEES RECEIVED/CHECK NO.	CEQA DETERMINATION			DATE FILED
	Exempt <input type="checkbox"/>	N.D. <input type="checkbox"/>	M.N.D. <input type="checkbox"/>	EIR <input type="checkbox"/>

INSTRUCTIONS FOR FILING APPLICATION FOR USE PERMIT

Applicants are encouraged to consult with the Community Development Department prior to filing this application. Please contact the Department at (530) 527-2605 ext. 3059 or by email at: sfriend@cityofredbluff.org.

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

The law requires that the City of Red Bluff Planning Commission make affirmative findings of fact in each of the following if your application is to be approved:

- 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: \$1,696

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 Red Bluff 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 five (5) copies. 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 Tehama 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.

Use Permit Application

- h. Proposed use or type of business
 - i. Off-street parking and loading areas, in conformance with Article XXIII: Off-Street Parking and Loading of the Red Bluff Municipal Code.
 - j. Striped parking spaces including ADA van accessible parking spaces.
 - k. Landscaping Plan (may be submitted on separate 11' x 17" paper) in conformance with Chapter 27: Landscape Regulations of the Red Bluff Municipal Code.
 - l. Existing and proposed 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, access roads, etc.).
 - o. 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. An environmental California Department of Fish and Wildlife fee may also be required if your project is approved. This fee is dependent on the level of impact. This fee is due within five (5) days of approval of your project (see below for these fees).
9. Environmental Review fees shall be charged to the Applicant. These fees will be determined by the City based on level of CEQA review
- 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 Community Development Director, based on the scope of the specific project to be reviewed. If changes to the project are deemed by the City of Red Bluff to be substantial and result in redundant processing by City Staff, the Applicant agrees to pay those costs at the stated hourly rate.
10. 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.
11. A petition signed by all property owner(s) involved with the request.
12. 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.
13. If the California Department of Fish and Wildlife 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, 2018, are as follows and are subject to change by the State of California:

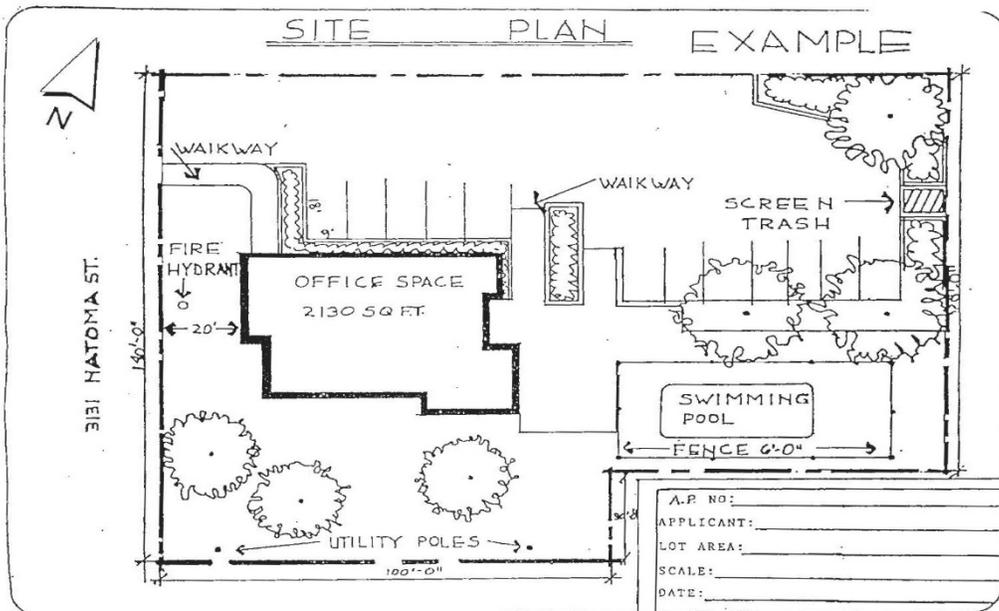
-Negative Declaration:	\$2,280.75
-Mitigated Negative Declaration:	\$2,280.75
-Environmental Impact Report:	\$3,168.75
-Environmental Document:	
pursuant to a Certified Regulatory Program (CFP):	\$ 1,1077.00
-County Clerk Processing Fee:	\$ 50.00

Use Permit Application

14. 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.
15. 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.
16. 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 ten (10) days prior to the public hearing.
17. Applicant will be notified of the date of all meetings and public hearings at which the applicant or applicant's representative should be present.
18. Applicant will be notified in writing of the action taken on the application.

Approval of the Use Permit application does not constitute approval of a building permit. A separate application for a building permit will need to be submitted to the Building Department for review. Impact fees are separate and are due at the time of Building Permit issuance.

SITE PLAN CHECKLIST		
The following list of items are to be included on the site plan		
Applies	Does Not	Item
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map
<input type="checkbox"/>	<input type="checkbox"/>	Workable scale
<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	Property lines
<input type="checkbox"/>	<input type="checkbox"/>	Dimensions of property lines, acreage and setbacks
<input type="checkbox"/>	<input type="checkbox"/>	Adjacent streets, alleys and properties
<input type="checkbox"/>	<input type="checkbox"/>	Existing features: structures and size, landscaping, utility poles, hydrants, street lights, trees (note whether to be retained or removed)
<input type="checkbox"/>	<input type="checkbox"/>	Footprint and location of new structures
<input type="checkbox"/>	<input type="checkbox"/>	Walkways
<input type="checkbox"/>	<input type="checkbox"/>	Parking stalls, driveways and dimensions (including handicapped stall and ramp as applicable)
<input type="checkbox"/>	<input type="checkbox"/>	New landscaping: perimeter and interior
<input type="checkbox"/>	<input type="checkbox"/>	Fence locations and height
<input type="checkbox"/>	<input type="checkbox"/>	Trash areas with screening
<input type="checkbox"/>	<input type="checkbox"/>	Location of utility company transformer boxes, fixtures, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Street address/Assessor's parcel number(s)
<input type="checkbox"/>	<input type="checkbox"/>	Name of Applicant
<input type="checkbox"/>	<input type="checkbox"/>	Project title
<input type="checkbox"/>	<input type="checkbox"/>	Calculations: lot size, floor area, number of parking stalls, landscaped area, lot coverage, parcel size/area
<input type="checkbox"/>	<input type="checkbox"/>	Delineation of phasing, when applicable
<input type="checkbox"/>	<input type="checkbox"/>	Other appropriate information: <ul style="list-style-type: none"> - Commercial and industrial projects: easements, loading docks, open storage, etc. - Residential: recreation facilities and other amenities



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 _____

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