

**NEVADA COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT
ERIC ROOD ADMINISTRATION BUILDING
950 Maidu Avenue, Suite 170
Nevada City, California 95959-8617
Phone: (530) 265-1222**

**APPLICATION PACKET for
A USE PERMIT or DEVELOPMENT PERMIT**

This packet contains filing forms and instructions for submitting a complete application for a Use Permit or a commercial/industrial/multi-family Development Permit. You must complete all forms and submit all required supplemental documents listed on the attached checklist or your application will not be accepted. If you have questions regarding the need for zoning-specific information that may be required by the zoning applicable to your project, you should discuss your zoning with a Planner prior to filing an application.

If your project is located within the Sphere of Influence of the City of Grass Valley, the City of Nevada City or the Town of Truckee, County General Plan Policy 1.8.4 requires that the City first determine whether or not it desires to annex the project. If the City determines that it does desire annexation, the project will be processed by the City. If annexation is not desired, the County must be so advised by the City/Town, in writing, before processing your application.

Sec. 12.05.030 of County Zoning Regulations requires design review for all discretionary development. All projects will be reviewed for consistency with applicable, adopted Design Guidelines, including the Western Nevada County Design Guidelines, the Eastern Nevada County Design Guidelines, and/or any Area Plan Design Guidelines applicable to the subject property. The purpose of design review is to ensure that development reflects the rural, small-town character of the County, to ensure each community's identity, to encourage visual relief in proposed improvements, and to retain natural landforms and resources and open space. Developers are encouraged to obtain a copy of applicable Design Guidelines for use in designing a project. Copies are available on the County website, or you can contact the Planning Department to find out how to obtain a hard copy.

Applications must be filed in person in the Planning Department before 4:30 p.m. If all information is complete and no issues arise that require additional time for review, your project should go to hearing 84 days after filing the application (approximately 64 days if no environmental review is required). You will receive a Staff Report approximately 10 days prior to the hearing. That Report will contain a Staff Recommendation for the project including a list of recommended conditions of approval. **You or your authorized representative must attend the public hearing or no action will be taken.** Surrounding property owners will also be notified of the hearing. During the hearing, the approving body (either the Zoning Administrator or the Planning Commission) will consider the staff recommendation, your comments and any input from the public. The hearing body will either, 1) approve your project, 2) approve it with conditions, 3) deny it, or 4) continue it for additional information if necessary.

Immediately after filing your application please post your property with the pink Planning sign so it is easily identifiable by the agency representatives that will be inspecting your site.

**SUBMITTING A COMPLETE AND ACCURATE APPLICATION AND SITE PLAN WILL
HELP TO MAINTAIN YOUR DESIRED HEARING SCHEDULE.**

**USE PERMIT/DEVELOPMENT PERMIT
FILING INSTRUCTIONS & CHECKLIST**

This form must be filed with your application. Please check off (✓) each item to verify that the required information is attached.

Your application will not be accepted if any required item is missing.

- () 1. The signed and completed Application form, including a letter of authorization from the property owner(s) if forms are signed by a Representative.
- () 2. Filing fees pursuant to the most recently adopted Resolution of the Board of Supervisors.
- () 3. The signed and completed Agreement to Pay Form.
- () 4. Two copies of the property Grant Deed, verifying ownership and the legal description of each affected parcel.
- () 5. Proof of legal primary access to the project site. If your property is beyond dead-end road limits (see Section 12.04.218 and 16.10.040), proof of legal secondary access is required.
- () 6. The completed Project Information Questionnaire form, including a written Business/Operation Plan.
- () 7. A letter from the North Central Information Center indicating whether 1) there has been a previous study, and the site does not contain significant historical/cultural resources, 2) that a study has been conducted, and the resources have been adequately recorded, or 3) that there is a potential for the site to contain important resources and that an archaeological field survey is recommended. If required, a site-specific Cultural Resources Inventory must be submitted (See UP/DP Guidelines).
- () 8. A Biological Inventory prepared by a Professional Biologist (see UP Guidelines). Submit two (2) original copies for Zoning Administrator and Planning Commission projects. Double-sided copies are preferred.
- () 9. For commercial, industrial or multi-family projects creating new impervious surface, a Preliminary Drainage Analysis prepared by a registered engineer demonstrating how post-project storm-water discharge will be maintained at pre-project levels. Submit two original, double-sided copies for Zoning Administrator projects, and seven original, double-sided copies for Planning Commission projects.
- () 10. If grading is anticipated, submit a profile showing the cut and fill and the height of any needed retaining walls.
- () 11. The Hazardous Waste Statement forms.
- () 12. Photos of the site and a site plan reduction indicating where photos were taken.
- () 13. Per General Plan Policy GH-10.2.2, for all sites mapped as seismically active, or having potential geologic hazards, including slope stability and excessive erosion, submit a soils/geotechnical report that evaluates any geologic hazards on the site.
- () 14. For all commercial, industrial and multi-family projects, three (3) copies of a preliminary landscaping plan pursuant to Sec. 12.04.107 of Zoning Regulations (seven (7) copies for PC projects).

- () 15. Three (3) copies of building elevations and floor plans (8 copies for PC projects); including square footage calculations. Plans must be drawn to a recognizable scale.
- () 16. Two (2) copies of a comprehensive sign plan that includes the location, type, size and design of all proposed signs including a color scheme (7 copies for PC projects).
- () 17. Two (2) copies of a Lighting Plan that depicts the location, height and positioning of all light fixtures and provides a description of the type and style of lighting proposed, including pole or building mounted area lights and sign lights.
- () 18. If your property is located within the Sphere of Influence of the City of Grass Valley, the City of Nevada City or the Town of Truckee, submit a letter from that jurisdiction indicating that they are not interested in pursuing annexation of your property.
- () 19. Eight (8) copies of a site plan drawn per instructions, folded to 8 ½" x 14" (additional copies may be required prior to a Planning Commission hearing). **PLANS MUST BE FOLDED.**
- () 20. One 8½ " x 11" reduction of the site plan and one digital copy (PDF or WORD) of all submittal documents.
- () 21. Thumb drive with digital copies of all project materials. Thumb drive will be retained by the Planning Department.
- () 22. Any specialized information or checklist required by the zoning applicable to your project, i.e., any requirements of an "SP", "SC" or "PD" Combining District attached to your project site, or required by specific Zoning Regulations, e.g., for siting new communication towers (Form 14a), for Comprehensive Master Plans (Form 14c), or as required for Specific Plans and Development Agreements.

FORM/CONTENT OF SITE PLAN

The following information shall be provided on all site plans if applicable:

A. General

- () 1. The site plan shall be drawn on white, unlined paper (unless they are blue-line prints), shall be fully dimensioned and drawn to a commonly recognized architect's or engineer's scale. The legal lot size shall be shown.
- () 2. Provide a vicinity map showing the general project location (1" = 2000' scale) in relationship to the surrounding area with the mileage from the nearest County road shown. Include Section, Township, and Range.
- () 3. Provide a North arrow and the scale to which the plan is drawn.
- () 4. Provide a legend which includes:
 - a. project proposal (Use Permit for a)
 - b. property owner/applicant name(s)
 - c. applicant's representative
 - d. date of Site Plan preparation
 - e. Assessor's Parcel Number
 - f. The water source, method of sewage disposal, the fire protection agency, and public utilities.

() 5. Provide the following chart and computations on the site plan:

a. Building coverage	_____ square feet	_____ %.
b. Surfaced area	_____ square feet	_____ %.
c. Landscaped area per Sec. 12.04.107:		
interior parking	_____ square feet	_____ %.
residential buffer	_____ square feet	_____ %.
street buffers	_____ square feet	_____ %.
d. Natural area/open space per Sec. 12.04.110:	_____ square feet	_____ %.
TOTALS	_____ square feet	_____ 100 %.

B. Roads & Drainages

- () 1. Show the location and names of all abutting roads, including rights-of-way boundaries, road centerlines, width of traveled way, type of surfacing and grades.
- () 2. Show deeded access if property does not front on a County road.
- () 3. Show radius of all curves on existing and proposed roads.
- () 4. Provide a typical cross section of proposed roads, showing any improvements proposed in the road right of way.
- () 5. Show all other road improvements (sidewalks, gutters, ditches, cross walks, etc.).
- () 6. Show location of and size of existing culverts on and abutting the property.
- () 7. Show proposed direction of surface drainage with arrows.
- () 8. Show any drainage channels through or adjacent to the property;

C. Sewage Disposal

- () 1. Show location of sewage disposal systems and wells and their required setbacks.

D. Site Characteristics

- () 1. Show topography with sufficient detail for proper study of building site, drainage, sewage disposal and road improvements.
- () 2. Delineate any and all environmentally sensitive areas that are listed in the Use Permit or Development Permit Guidelines, including but not limited to: Important agricultural lands, steep slopes, cultural resources identified in your Cultural Resources Inventory, and any biological resources identified and mapped in your Biological Inventory, i.e. streams, wetlands, riparian areas, areas containing special status species, oak groves, or landmark oaks.

E. Area Limitations

- () 1. Show all required setbacks for buildings, waterways, sewage disposal and well sites.
- () 2. Show the location and purpose of all existing public and private utility easements.

F. Building(s)

- () 1. Show location of all existing, proposed and proposed to be removed, structures on the property; show their setbacks from property lines and label their use.
- () 2. Show the size of any buildings (gross square footage by floor).
- () 3. Show exterior lighting on any buildings.

G. Parking Design & Landscaping

- () 1. Show all off-street parking, driveway access points, the internal circulation pattern, and maneuvering areas, per Sec. 12.04.109 of Zoning Regulations
- () 2. Indicate the number of parking spaces for full size and compact stalls per Sec. 12.04.109 of Zoning Regulations, and wheelchair accessible stalls per Title 24 of the California Administrative Code.
- () 3. Show type of parking lot surfacing and direction of surface runoff.
- () 4. Show pedestrian walkways, and if required, pedestrian loading areas.
- () 5. Show loading docks and service points.
- () 6. Show location of any free-standing lighting or signs.
- () 7. Per Sec. 12.04.107 of Zoning Regulations, show and indicate total area devoted to:
 - a. Interior parking lot landscaping,
 - b. Area devoted to buffer-yard landscaping,
 - c. Area required for street buffer-yard landscaping.
 - d. Designate the type of perimeter landscape curb or border.
- () 8. Delineate pedestrian trails, sidewalks or other pathways that link the site to adjacent properties, and that provide clear pedestrian access from parking areas (see Sec. 12.04.080 of Zoning Regulations).

SPECIAL STUDIES

As a result of reviewing your application documents, and upon receipt of comments from other agencies, additional technical or engineered information, and/or specific studies, may be required in order to adequately evaluate the potential environmental impacts of your project. For example, projects proposing outdoor activities near sensitive land uses, i.e. homes, schools or hospitals, may require a noise study; projects in areas with known traffic problems may require traffic studies.

All land use applications that propose development that will result in any disturbance of soil, including land divisions, must include an Archaeological Survey and a Biological Inventory of the site, as follows:

ARCHAEOLOGICAL SURVEY REQUIRED

Contact the North Central Information center (NCIC) at Sacramento State University for the purpose of conducting a record search to determine if any previous archaeological studies have been conducted on the project site. The NCIC will issue a letter indicating that either 1) there has been a previous study and the site does not contain significant historical/cultural resources, 2) that a study has been conducted and the resources have been adequately recorded, or 3) that there is a potential for the site to contain important resources and that an archaeological field survey is recommended. Projects identified as having a medium or high sensitivity level, and that are recommended by the NCIC to have a field survey conducted, **MUST** submit a Survey (or "Inventory") with the land use application. That Inventory must be prepared by a qualified archaeologist. An NCIC instruction guide is available from the Planning Department. To contact the North Central Information Center, call Marianne Russo in the Department of Anthropology at (916) 278-6217.

BIOLOGICAL INVENTORY REQUIRED

Policy 13.2A of the General Plan requires that all land use applications include a site-specific Biological Inventory. The purpose of the Inventory is to determine the presence of special-status species or their habitat that may be affected by the project, to describe existing vegetation and wildlife, and to identify riparian corridors, wetlands, landmark oak groves, and landmark oaks. The Inventory will be used as a basis for the design or re-design of your project in order to provide for "no net loss" of sensitive resources. If special-status species are present on the subject site and cannot be avoided by the project, the applicant must obtain U.S. Fish and Wildlife and State Department of Fish and Game appropriate permits, as a condition of approval and prior to any land disturbance.

The Inventory must be prepared by a qualified Nevada County biologist, listed on the County's list of preapproved biologists, and must follow the format provided to all preapproved biologists, as provided in the County's approved "**Guidelines for Preparing Biological Reports**" (revised January 2004).

PRELIMINARY DRAINAGE ANALYSIS REQUIRED

General Plan Policy 3.19A prohibits increases in storm-water runoff due to new development that could result in flood damage to downstream uses and requires that retention/detention facilities be designed such that the water surface returns to its base elevation within 24 hours after the applicable storm event with sizing based upon the protection of downstream facilities. Further Policy 11.6A requires new development to minimize the discharge of pollutants. The purpose of the preliminary drainage analysis is to document how the project will be consistent with the two aforementioned General Plan Policies. The preliminary drainage analysis is used as the basis for determining if the project will maintain pre-project discharge rates once constructed and is utilized as a part of the environmental analysis and to assist decision makers when considering a project. The preliminary drainage analysis must be prepared by a registered engineer licensed to prepare such analyses.

LAND USE APPLICATION

PLN _____

Please print or type in black ink

ENT _____

Type of application(s) for which you are applying:

- | | | |
|---|---|--|
| <input type="checkbox"/> Tentative Map | <input type="checkbox"/> Ordinance Amendment | <input type="checkbox"/> Certificate of Compliance |
| <input type="checkbox"/> Use Permit | <input type="checkbox"/> Zone Change | <input type="checkbox"/> Voluntary Merger |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Home Business |
| <input type="checkbox"/> Administrative Dev. Permit | <input type="checkbox"/> Variance | <input type="checkbox"/> Temporary Commercial Permit |
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Setback Easement | <input type="checkbox"/> Management Plan |
| <input type="checkbox"/> Other (specify): _____ | | |

PROJECT DESCRIPTION: _____

Assessor's Parcel No(s): _____

Applicant Name(s): _____

Applicant Mailing Address: _____

Telephone #: () _____ E-Mail: _____ FAX#: _____

Property Owners Full Names: _____

Property Owner Mailing Address: _____

Telephone #: () _____ E-Mail: _____ FAX#: _____

Name of Representative (if applicable): _____

Address of Representative: _____

Telephone #: () _____ E-Mail: _____ FAX#: _____

Site address(es): _____ Acreage(s): _____

Water Source: _____ Method of Sewage Disposal: _____

I hereby acknowledge that I have read the instructions for filing this application and state under penalty of perjury that the information provided on all attached documents is correct.

Signature of () Property Owner(s) or () Authorized Representative*

_____ Date: _____

_____ Date: _____

***Representative may sign application if a Letter of Authorization from the owner(s) is provided.**

COUNTY OF NEVADA
PROJECT INFORMATION QUESTIONNAIRE

The information provided in this questionnaire will be used for preparation of the project Initial Study (environmental review) and for overall project review. All questions must be answered completely with legible responses, typed or in black ink, providing more than a simple "yes", "no" or "NA" response. Attach separate written discussion pages where needed to provide a complete response.

1. Project Description:

- a. Describe the proposed project including any proposed phasing:

- b. Are any exceptions to required standards proposed or required for this project (a Variance, a Petition for Exceptions or a Management Plan to encroach into any sensitive resources)? *If yes*, identify the nature of the proposed variance, exception or management plan:

- c. **Code Violations:** To your knowledge, are there any Code violations occurring on this property, including the issuance of a Warning Notice or a Citation for the subject property?
yes no *If yes*, describe:

2. Land Use:

- a. Does this project have a relationship to a larger project or a series of projects?
_____yes_____no *If yes*, describe:

- b. Describe existing on-site land uses:

- c. Describe surrounding land uses, indicating distance to nearest residence:

- d. Describe project potential to change the character of the surrounding area, including the loss of open space.

e. Will this project displace any residential units? yes no *If yes, describe:*

f. Will this project result in a population increase in the immediate project area?
 yes no Explain:

g. List any specialized plans or zoning restrictions applicable to this project site, e.g., an "SP" zoning, a Master Plan, a Specific Plan, an Area Plan, an Airport Land Use Plan?

3. Geology/Soils:

a. A Preliminary Grading Plan is attached. yes no

b. A Soils/Geologic Report is attached. yes no

c. Slopes that exist on site prior to grading:

Gentle (0-10%) _____ sq. ft/acres _____ % of site

Rolling (10-30%) _____ sq. ft/acres _____ % of site

Steep (more than 30%) _____ sq. ft/acres _____ % of site

___ 30%> slopes are cross-hatched or highlighted on the site plan or tentative map

d. Does the project propose to encroach into slopes of 30% or greater?
If yes, is a Management Plan included in this application? yes no

e. Is the site on filled land? yes no *If yes, explain:*

f. Are there existing erosion problems or geologic hazards occurring on this site, such as landslides, mudslides, ground failures, earthquake faults or similar hazards? *If yes, describe:* _____

g. Will a grading permit be required? yes no
If yes, have you attached a preliminary grading plan? yes no

Describe proposed site grading:

How many cubic yards of soil will be imported, exported or moved on site?

Maximum proposed depth and slope of any excavation and the type: _____

Grading material sources or disposal sites: _____

Transport methods and haul routes: _____

The location and height of any proposed or required retaining walls: _____

4. **Water Quality:**

a. Describe any water bodies on, or adjacent to, the property, including lakes, rivers, creeks, seasonal and/or perennial water courses, irrigation ditches or drainage swales.

b. Is there a floodplain on or within 100 feet of this project site? *If yes*, is it identified on the Federal Emergency Management Agency (FEMA) maps and have you included a copy of that map with this application? yes no

c. For development projects, describe impervious surfacing created by this project:

<u>Lot Coverage:</u>	<u>EXISTING</u>	<u>PROPOSED</u>
building coverage	_____ %	_____ %
surfaced areas	_____ %	_____ %
landscaped areas	_____ %	_____ %
permanent open space (excluding <i>required</i> landscaping)	_____ %	_____ %
Total	100 %	100 %

d. Describe any discharge to surface waters that will result from this project, including any wastewaters other than storm water runoff that may be present in the discharge:

e. Identify the water body or feature that receives runoff waters, describing proposed methods for treating and controlling runoff before it enters the drainage or watercourse.

f. Will a permit be required from the California Regional Water Quality Control Board? _____ yes _____ no *If* application for a State permit has been made, provide the permit #: _____.

g. Are there any wetlands or riparian areas on this site? _____ yes _____ no

If yes, describe: _____

Will wetlands be affected by the proposed project? _____ yes _____ no

Will an Army Corps of Engineers wetlands permit be required? _____ yes _____ no

If yes, is correspondence to or from the Army Corps attached? _____ yes _____ no

h. Does this project propose to encroach into the required buffer from any perennial or seasonal waterbodies or riparian area? _____ yes _____ no

If yes, is a Management Plan included in this application? _____ yes _____ no

5. **Air Quality:**

a. Describe any air pollutants, i.e. dust, smoke, fumes or odors, which may be generated by this project both during and after construction (short and long term impacts).

b. Is the project site mapped within an area known to contain naturally occurring asbestos?
___yes ___no Source of information: _____

6. **Transportation/Circulation:**

a. A traffic study is included with this application. ___yes___no

b. Does this project require/include a Petition for Exceptions? ___yes___no

c. Describe the access roads serving this project:

<u>Road name</u>	<u>Right of Way width</u>	<u>Surfacing</u>	<u>Finish grade</u>
_____	_____	_____	_____
_____	_____	_____	_____

d. Is the access road serving the site a dead-end road? ___yes___no *If yes, what is the distance to the nearest through road?*

e. Who provides the road maintenance for each road accessing your project?

f. Will this project result in substantial or cumulative impacts to the circulation system in this area? ___yes___no Explain:

g. What road improvements are proposed? _____

h. Describe how this project provides for pedestrian needs, pursuant to Sec. 12.04.080 of Zoning Regulations and the Nevada County Non-Motorized Pedestrian Plan:

i. Describe how this project will provide transportation alternatives pursuant to Sec. 12.04.100 and General Plan Policy RD-4.3.1, including:

1) The estimated number of employees or residents that will work/live on the project site. _____

- 2) Identify existing and potential alternatives to individual automobile use, including but not limited to, access to public transportation services, bicycle racks, or provisions for developer-sponsored carpooling or bussing.

- 3) Proposals to incorporate one or more measures into the project to ensure use of viable alternatives.

- 4) For projects employing 50 or more persons: describe feasible measures for reducing auto dependence.

7. **Biological Resources:**

- a. Is the required Biological Inventory attached? yes no
c. Is a Management Plan for encroachment into sensitive biological resources required?
yes no *If yes, is it included in the Inventory?* yes no

c. How many native oaks exist on the project site? _____

d. How many oaks have trunk diameters of 36" or more, measured at breast height (4')?

e. Number, size, type and location of trees that will require removal, including those for road and sewage disposal construction (as shown on site plan):

f. Is a Tree Protection Plan for trees to be retained attached or addressed in your Biological Inventory? yes no

g. Does this project have the potential to preclude the future use of any natural resource i.e., forests or water? yes no *If yes, explain:*

h. Has this site been logged site in the last 10 years? yes no

If yes, was a Timber Harvest Plan approved? yes no

Is there an active Timber Harvest Plan on file? yes no

If yes to either, a copy of the approved and/or proposed Plan(s) is attached.

8. **Mineral Resources:**

- a. Is this site mapped as an MRZ-2, Significant Mineralized Area, by the State Dept. of Conservation? yes no

b. Does this project have the potential to deplete any non-renewable minerals?

_____ yes _____ no *If yes, explain:*

9. Risk of Upset/Health Hazards

a. Have you included the required Nevada County Hazardous Materials/Waste Statement with this application? _____yes_____no

b. Do you have knowledge, or is there evidence, of any past, potentially hazardous materials use, including underground fuel storage tanks, dumpsites, or surface or subsurface mining activity? _____yes _____no

If yes, a Phase I Assessment must be submitted with this application. Contact the County Department of Environmental Health for information regarding what research must be conducted for the specified past use.

c. Does this project propose the handling, storage or transportation of any potentially hazardous materials, toxic substances, flammables or explosives? _____yes_____no

If yes, briefly describe the potentially hazardous materials:

d. Will the proposed project include the use of hazardous materials in quantities greater than 55 gallons, 200 cubic feet or 500 pounds? _____yes _____no

If yes, have you attached a Hazardous Materials Inventory Statement with this application? _____yes _____no

e. Does this project propose, or will this project result in, the generation of hazardous waste as defined by the California Health & Safety Code, Chapter 6.5? _____yes _____no

f. Does this project propose fuel tanks, either above or below ground? *If yes, in what quantities?*

g. Is this project site within two air miles of an airport? _____yes_____no

If yes, is the project site mapped with the boundaries of an airport Comprehensive Land Use Plan (CLUP)? _____yes_____no

10. Noise:

a. Is a Noise Study attached? _____yes _____no

b. Describe any noise-sensitive land uses (homes, schools, hospitals, churches, libraries, nursing homes) within a half-mile of the project site.

- c. Describe any noise that will be generated by this project both during and after construction; identifying the noise source and the hours of operation for the noise generating use, including any outdoor activity areas, i.e., storage yards, outdoor music, playgrounds, animals pens.

11. Public Services:

- a. List agencies providing the following public services to your project site:

Fire Protection: _____

Domestic water: _____

Sewage disposal: _____

Road maintenance: _____

Other special districts: _____

- b. If public sewer is proposed, how many EDUs are allocated to this site? _____

- c. How many EDU's are required for the proposed use? _____

- d. Is trash and recycling service available to serve the project site? _____yes_____no

- e. As a result of this project will there be significant amounts of solid waste generated, including stumps or inert matter? _____yes_____no *If yes, describe how the solid waste will be handled/removed:*

- f. Within what Fire Severity zone is the project site mapped (Moderate, High or Very High) on the CalFire Fire Severity Hazard maps? _____

- g. Will this project result in the need for additional public services including fire, police, water, sewage disposal or recreation, including annexation to a special district?

_____yes_____no *If yes, describe:*

12. Utilities & Services Systems:

- a. List the public utilities that are available to serve the project site and the entities that provides service:

Telephone: _____

Electricity: _____

Gas (propane or natural gas) _____

High speed internet service: _____

- b. Will this project require the extension of service for any energy source?

_____yes_____no *If yes, describe:*

- c. Will this project require the recording of a new utility easement?
yes no *If yes, the proposed easement must be shown on the site plan.*
- d. Describe how this project maximizes energy efficiency, i.e., utilizes alternative energy sources, pursuant to General Plan policies EC-8.6.1, EC-8.6.4 & 14.2:

- e. What type of sewage disposal system is proposed for this project (public sewer, individual septic systems, community system, centralized system)?

13. Aesthetics:

- a. Will there be a change to any highly visible ridgelines or any scenic viewsheds?
 yes no
If yes, is a Management Plan included in this application? yes no
- b. Is this project visible from a scenic highway, a large population center, or a public recreation area? yes no *If yes, describe:*

- c. Does this project propose any outdoor storage, activity or use (other than parking)?
yes no *If yes, describe the use:*

- d. Does this project propose new fencing? yes no *If yes, describe fence type, height, materials and colors:*

- e. Will this project require the installation of new overhead utility lines, visible from public roadways or adjacent properties? yes no *If yes, describe:*

- f. Is any new exterior lighting proposed? yes no
If yes:
 Is the location of all exterior lighting shown on the site plan? yes no
 Is a comprehensive Lighting Plan included in this application, which describes existing and proposed lighting, the number and type of light fixtures, i.e., compact-fluorescent, metal-halide, incandescent; the location (wall-mounted, pole); and type of shielding to prevent off-site light spill? yes no

14. Agriculture:

- a. Is this project site mapped on the State Dept. of Conservation Important Farmlands Map, as Prime, Unique or a Farmland of Statewide or Local Importance?
_____yes _____no *If yes, is a Management Plan for encroachment into important agricultural lands included with this project?* _____yes _____no

- b. Is this project site, or an adjacent site, contracted for an Agricultural Preserve (Williamson Act), _____yes _____no

- c. Is there a Conservation Easement recorded for the project site, or an adjacent site?
_____yes _____no

- d. Is there an agricultural use established on or adjacent to this parcel?
_____yes _____no *If yes, describe the use:*

- e. Is the project site irrigated? _____yes _____no _____
If yes, what is the water source (well, treated, raw water, or?):

- f. Has the site ever been evaluated under the LESA (Land Evaluation & Site Assessment) system? _____yes _____no _____
_____ *If yes, a copy of the evaluation is attached.*

- g. Will this project prohibit or decrease agricultural production, on or off-site?
_____ yes _____no *If yes, describe:*

15. Cultural Resources:

- a. _____ A letter from the North Central Information Center is attached, recommending whether an on-site Cultural Resources Inventory be conducted.

- b. _____ An Inventory was conducted and is attached.

- c. _____ An Inventory is not attached because:
_____The North Central Information Center determined that an inventory is not required due to project size or sensitivity level (see letter).
_____An on-site inventory was conducted for a previous project and is on file with the Planning Department, County File No#: _____.

16. Recreation:

- a. Describe any public recreational facilities existing or proposed on the project site, including trails. Describe any known historic, public use of this site.

Development project information (not applicable to Tentative Maps)

17. Proposed use:

- a. Proposed use/occupancy type: _____
- b. Building type & hazard classification: _____
- c. Days & hours of operation: _____
- d. Total number of employees: _____
- e. Describe any outdoor activity proposed, including area square footage:

f. Number of parking spaces, pursuant to Sec. 12.04.109 of Zoning Regulations:

	<u>Required</u>	<u>Proposed</u>
Regular stalls:	_____	_____
Compact stalls:	_____	_____
Wheelchair accessible:	_____	_____
TOTAL:	_____	_____

g. Are loading bays or drop off areas proposed or required? _____

18. Building Characteristics of each proposed building:

- a. Building size in square feet (existing and proposed):
1st floor _____ 3rd floor _____
2nd floor _____ 4th floor _____

b. If assembly area without fixed seats, state UBC and/or designed occupancy: _____

c. Building height, measured from average finished grade to highest point _____

d. Proposed exterior building:

	<u>Materials</u>	<u>Colors</u>
Roofing:	_____	_____
Siding:	_____	_____
Trim:	_____	_____
Windows:	_____	_____

e. Describe proposed architectural features or details (roof overhangs, offsets, wainscoting, etc) incorporated to comply with applicable County Design Guidelines:

19. Building Permits: List any building or grading permits related to this project that have been applied for and/or issued.

20. **Signage:**

- ___ A Comprehensive Sign Plan been submitted that identifies:
 - ___ a. Number of signs
 - ___ b. Total sign square footage
 - ___ c. Sign style (wall sign, monument, free-standing)
 - ___ d. Sign lighting
 - ___ e. Sign placement/location
 - ___ f. Design, e.g., colors, materials, lettering style

21. **Residential Projects**

- a. Number of dwelling units:
 - Single-family _____
 - Multiple-family _____
- b. If multiple family or condominium project, number of dwelling units with:

One Bedroom _____	Two Bedrooms _____
Three Bedrooms _____	Four or More Bedrooms _____
- c. Does this project include a conversion of residential real property to a condominium project? ___yes ___no

If yes, have you provided tenant notice pursuant to Sec. 66427.4 of the Subdivision Map Act, and attached a report on the impact to tenants are required by Sec. 66427.4?

___yes ___no

If yes, you must provide verification of such notice.

Is that documentation attached? ___yes ___no



I understand that failure to provide a complete and accurate response to all questions on this form may deem this application incomplete and may result in project processing delays.

Signature of () Property Owner(s) or () Authorized Representative that completed this document:

_____ Date: _____

NEVADA COUNTY
HAZARDOUS MATERIALS / WASTE STATEMENT

APN: _____ Property Owner: _____

Hazardous sites: General Plan policy requires the County pursue the cleanup of sites contaminated by mine waste or other hazardous materials prior to approving land use projects. Where hazardous waste or hazardous materials may occur on a project site, a Phase I site assessment may be required prior to processing or approving your project. Respond to the following questions and provide the requested information:

1. Is there evidence of any past, potentially hazardous use on or near the project site, including underground fuel storage tanks, dumpsites, artillery ranges, surface or subsurface mining activity?

Yes Provide a Memo from the County Dept. of Environmental Health that adequate information is on file to accept the project for processing.

No List the research and/or source of information justifying your response.

Hazardous use. It is the applicant’s responsibility to understand the definition of “hazardous material” and “hazardous waste,” as defined in the California Health & Safety Code, Chapter 6.5. The storage of hazardous materials and the generation of hazardous waste are regulated under federal, state and county codes. The storage of hazardous materials in quantities equal to or greater than, a total weight of 500 pounds, or a total volume of 55 gallons, or 200 cubic feet at standard temperature and pressure for compressed gas; or the generating of hazardous wastes in any quantity, requires a permit from the Nevada County Department of Environmental Health.

2. **Will hazardous materials be used, or will hazardous waste be generated from the facility resulting from this project? Check the appropriate response and provide the listed information.**

Yes A Hazardous Materials Inventory Statement (HMIS), obtained from the Department of Environmental Health, must be filed with this project application.

No Explain why no hazardous materials are used for the proposed use or business:



AGREEMENT TO PAY

Nevada County Community Development Agency fees are based on Board of Supervisor approved fee schedules. Hourly fees and fees for services in excess of a minimum fee collected, including re-inspections, are billed to the applicant based on the Board approved fee schedule in effect at the time the work is performed by staff. This Agreement To Pay form must be signed and original signatures submitted to the NCCDA along with the completed permit forms and the initial payment of fees. Copies of current fee schedules are available from our Customer Service Staff or on the web at http://www.nevadacountyca.gov

I/We understand that the NCCDA will bill as services are rendered, and I/We agree to pay such billing within thirty (30) days of the mailing of such billing for the project/permit. If payments on outstanding invoices are not made within thirty (30) days after the date of the invoice, County staff may cease work on the project until the required payment is made, subject to any other provisions of the law. All fees must be paid prior to the granting of any permits, approvals, or any land use entitlement for which services are required. The collection of fees, however, does not guarantee the granting of any permits, approvals, or land use entitlements for which I/We are applying.

Site Information:

Invoices and/or notices to be mailed to:

Table with 2 columns: Site Information and Invoices and/or notices to be mailed to. Rows include APN, Property Owner/Business Name, Address, Phone Number, and Email.

NCCDA Staff is authorized to consult with necessary governmental agencies and the following individuals concerning this project:

I certify under proof of perjury that I am the property owner or that I am authorized to enter into this fee agreement on his/her behalf. I have read the conditions concerning Nevada County Community Development Agency Fees and I understand that in the event that the billing party I have indicated does not pay required fees, I will be responsible for payment. I further agree to advise the department in writing should I no longer be associated with the above referenced project/property, rendering this agreement invalid as of the change of the date that the letter is received by the Nevada County Community Development Agency.

Printed Name: _____ Dated: _____
Signature: _____

THIS SECTION FOR OFFICE USE ONLY

Service: _____ Department: _____ Job No: _____
Amount: \$ _____ Check #: _____ Receipt #: _____ Date of Receipt: _____



Community Development Agency

Planning Department

Planning@nevadacountyca.gov
www.nevadacountyca.gov/Planning

950 Maidu Avenue, Suite #170

PO BOX #599002

Nevada City, CA 95959

PH: (530) 265-1222 ext. 2

FAX: (530) 265-9854

LEVINE ACT DISCLOSURE STATEMENT

California Government Code Section 84308, commonly referred to as the "Levine Act," prohibits any Commissioner, Board of Supervisors member, or any Other Elected County Officer ("County Officer") from participating in any action related to a proceeding if they receive any political contributions totaling more than \$500 (as of Jan. 1, 2025) within the previous 12 months, while a proceeding is pending, and for 12 months following the date a final decision in a proceeding concerning a license, permit, entitlement, franchise or, contract (collectively "license, permit, or contract") has been made, from the person or company awarded the said license or contract. The Levine Act also requires a County Officer who has received such a contribution to disclose the contribution on the record of the proceeding.

County Elected Officials and Appointed Commissions include, but may not be limited to, the list provided below, and individual officers or commissioners are listed at the following site:

<https://www.nevadacountyca.gov/3140/Committee-Board-and-Commission-Information>

- Board of Supervisors- <https://www.nevadacountyca.gov/731/Board-of-Supervisors>
- Planning Commission
- Agricultural Advisory Commission
- South County Municipal Advisory Council
- Penn Valley Municipal Advisory Council
- Regional Housing Authority
- Nevada County Transportation Commission
- Nevada County Airport Land Use Commission- Grass Valley/Truckee
- Nevada County Airport Commission
- Local Area Formation Commission (LAFCo)
- Historical Landmarks Commission
- Fish and Wildlife Commission
- Nevada County Sanitation District No. 1 Advisory Commission

Proposers are responsible for accessing the link above to review the names prior to answering the following questions:

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$500 to any County Officer in the 12 months preceding the date of the submission of your proposals or the anticipated date of any Board or Commission action related to this license, permit, or contract?

YES

NO

If yes, please identify the County Officer(s):

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contribution of more than \$500 to any County Officer in the 12 months following any Board or Commission action related to this license, permit, or contract?

YES

NO

If yes, please identify the County Officer(s):

Answering yes to either of the two questions above does not preclude the County of Nevada from awarding a license, permit, or contract to your firm or any taking any subsequent action related to the said license, permit, or contract. It does, however, preclude the identified County Officers from participating in any actions related to this license, permit, or contract.

Date

Signature of authorized individual

Type or write name of authorized individual

Signature of authorized individual

Type or write name of company