

**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 L-II 4.3.18 and L-XVII 3.4.I), proof of legal secondary access is required.
- (✓) 6. The completed Project Information Questionnaire form.
- (✓) 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 original copies for Zoning Administrator projects, and seven original copies for Planning Commission projects.
- (✓) 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 copies for Zoning Administrator projects, and seven original 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. L-II 4.2.7 of Zoning Regulations (7 copies for PC projects).

- (✓) 15. Three 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. 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. 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. L-II 4.2.7:		
interior parking	_____ square feet	_____ %.
residential buffer	_____ square feet	_____ %.
street buffers	_____ square feet	_____ %.
d. Natural area/open space per Sec. 4.2.10:	_____ square feet	_____ %.
<b>TOTALS</b> _____ square feet		<b>100</b> %.

**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. 4.2.9 of Zoning Regulations
- (✓) 2. Indicate the number of parking spaces for full size and compact stalls per Sec. 4.2.9 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. L-II 4.2.7 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. L-II 4.1.8 of Zoning Regulations).