



**PLANNING SERVICES  
DEPARTMENT**  
411 Main Street (530) 879-6800  
P.O. Box 3420  
Chico, CA 95927

Application No. \_\_\_\_\_

**APPLICATION FOR  
Administrative  
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 |
|-----------------------|------|

**For Office Use Only**

|                         |  |   |
|-------------------------|--|---|
| Application Received By | Butte County Filing Fee \$50<br>(Check payable to Butte County)<br><br>___ Applies<br><br>___ Does Not Apply | Receipt No.   |
| Date                    |  | Application Fee \$                                    |
| Assigned Planner        |  | Environmental Review Fee \$                           |
| Tentative Hearing Date  |  | Total Fees \$<br>(Check payable to the City of Chico) |



## Requirements for a Complete Use Permit Application

The following items are **REQUIRED** for a complete application:

- Completed and Signed Application Form
- Complete Environmental Questionnaire Form
- Written Authorization from the Property Owner (if Applicant is not the Owner)
- 8½" X 11" Site Plan of Proposed Development (indicate dimensions and all information pertinent to the proposed project)
- Application and Environmental Review Fees

As a result of the environmental review process, additional information may be required to determine if significant adverse environmental impacts could result from the proposal.

### ***Time Limits***

Pursuant to California Government Code Sections 65943 and 65950, the City has thirty (30) days from the date of submittal to determine if an application is complete and six months from the date of acceptance of a complete application to take final action when a negative declaration is prepared.

If an Environmental Impact Report is required, the City must take action within ninety (90) days after certification of the Report.

Any required public hearing must be held at least sixty (60) days prior to the expiration of the time limit.

### ***Notice of Pending Amendments***

Pursuant to California Government Code Section 65945, et seq., an Applicant can make a written request to receive notice of any pending amendments to the General Plan, Specific Plans, land use regulations, ordinances affecting building permits, or to regulations pertaining to development permits, if the amendment is reasonably related to the Applicant's project.

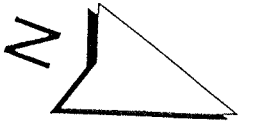
**Note:** By signing the front of this application form, the Applicant is indicating that the project site is not included on any state or local list of hazardous waste sites compiled pursuant to California Government Code Section 65962.5, as amended in January, 1996.



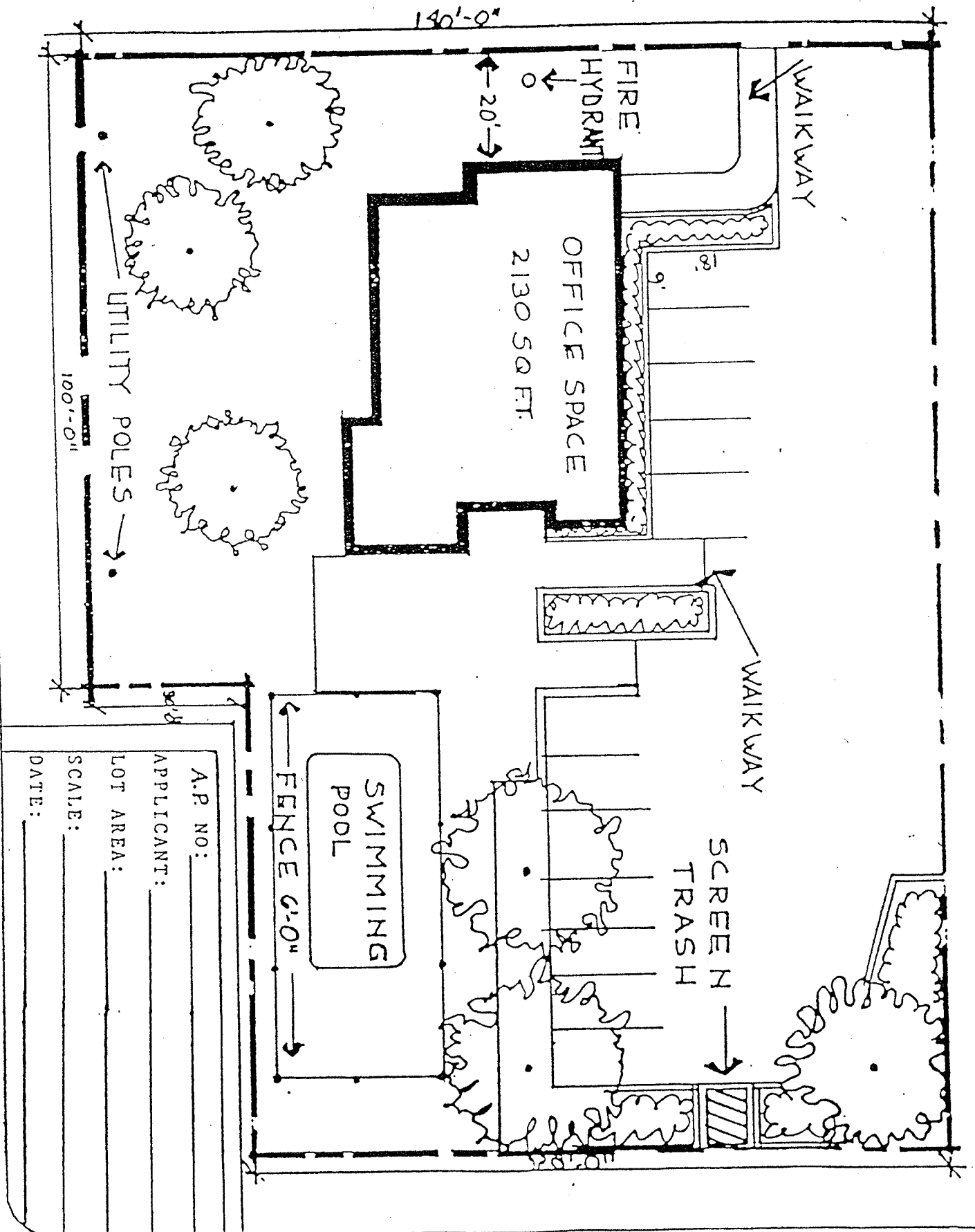
**SITE PLAN CHECKLIST**

| Applies                  | Does Not Apply           | 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 (description 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 stalls and ramps as applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | New landscaping: perimeter and interior  |
| <input type="checkbox"/> | <input type="checkbox"/> | Fence locations and height(s)  |
| <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"/> | Bicycle racks/storage facilities   |
| <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, if applicable  |
| <input type="checkbox"/> | <input type="checkbox"/> | Other appropriate information:<br>- Commercial and industrial projects: easements, loading docks, open storage, etc.<br>- Residential: recreation facilities and other amenities |

SITE PLAN EXAMPLE



3131 NATOMA ST.



A.P. NO.:

APPLICANT:

LOT AREA:

SCALE:

DATE:



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For Application No. \_\_\_\_\_

# Environmental Questionnaire

The following information is requested to expedite the environmental review process necessary to process your permit request. Please complete thoroughly and attach reference materials as appropriate. Feel free to ask a staff Planner if you have any questions; omissions and errors could delay your project.

| Project Information   |                    |                        |
|---|--------------------|------------------------|
| Describe the proposed project.  |                    |                        |
|   |                    |                        |
|   |                    |                        |
| Is grading proposed with the project? If yes, for what purpose and approximately how many cubic yards?  |                    |                        |
|   |                    |                        |
|   |                    |                        |
| Will the project include outdoor lighting? (Include type and location)  |                    |                        |
|   |                    |                        |
|   |                    |                        |
| Estimate the approximate square footage of proposed impervious surfaces, including building area, concrete, paving and other hardscape features.  |                    |                        |
|   |                    |                        |
|   |                    |                        |
| List the requested City permits and other public agency approvals required for this project, including County, State and Federal agencies. Please be aware that omissions may delay environmental review. |                    |                        |
| Permit Name/Type  | Responsible Agency | Date Request Submitted |
|   |                    |                        |
|   |                    |                        |
|   |                    |                        |
|   |                    |                        |

| For Office Use Only |                             |
|---------------------|-----------------------------|
| Project Title       | SCH No.                     |
|                     | Receipt No.                 |
| Assigned Planner    | Environmental Review Fee \$ |
| Received By         | Date Received               |



**Project History**

Have any previous environmental studies or documents been prepared for the project site? If yes, please describe.

Was this project heard by the Development Review Committee? When?

**Existing Conditions**

Describe the existing and historic use of the site.

Provide a concise statement describing the current environmental setting of the project site.

Are there residents/tenants who will need to be relocated as a result of the proposed project?

**Site Features**

Is the project located near any of the following: schools, churches, day care facilities, health care facilities, streams, parks, nature preserves, or undeveloped natural land? Please describe:

Does the site contain trees over 6" in diameter or native vegetation? Would the project remove these features?

Are any endangered, threatened, rare or sensitive species suspected of existing on site? Describe:

Have any known historical, archaeological, or paleontological resources been identified on site?



**Water Features**

Will a new storm drainage outfall, or improvements to the existing storm drainage outfall, be necessary?

Does the project site include any surface water features including creeks, tributary channels or areas of ponding water in the wet season? Describe:

**Toxins and Hazardous Substances**

Is there a history of contaminated soil or groundwater associated with this site?

Are any underground storage tanks or other subsurface structures located on site (not including utilities)?

Will the project involve the use or disposal of potentially hazardous materials including flammable, explosive, or toxic substances?

**Other Pertinent Information**

Please describe any other characteristics or effects of the project that may be of environmental consequence.

**Required Signatures**

I hereby certify that the information provided above is true and correct to the best of my knowledge and belief.

Applicant's Signature Date