

# SPECIAL USE PERMIT

## APPLICANT'S GUIDE TO PROCEDURES

### WHAT IS A SPECIAL USE PERMIT?

A Special Use Permit is specifically required by various zones for certain uses under those zones, for some signs, and for expansion of lawful nonconforming uses because all those uses have the potential to be socially, economically, or environmentally incompatible with the surrounding area. It may be granted with the requirement that certain conditions be met; which conditions are to prevent material damages to adjacent properties, and to provide suitable safeguards to ensure social, economic, and environmental compatibility with the surrounding area. In order to determine compatibility, an application for a Special Use Permit is investigated by the Zoning Administrator, which investigation may include preparation of an environmental document, and is subject to a public hearing. If your project is determined to have no significant environmental effect or to be exempt, no further review is required. If it is determined that a Negative Declaration is required, one of two fees will be charged depending on whether the Negative Declaration is prepared by staff in the Planning & Building Services Department or by a consultant. These fees are listed in the attached fee schedule. After the document is prepared it is circulated for public review for a period of 30 days.

If an Environmental Impact Report (EIR) is required, one of two fees will be charged depending on whether the EIR is prepared by staff in the Planning & Building Services Department or by a consultant. These fees are listed in the attached fee schedule. After preparation, the EIR is circulated for public review for a period of 45 days.

### WHERE TO FILE?

Planning & Building Services (530) 283-7011  
555 Main Street  
Quincy, CA 95971

### WHAT TO FILE?

1. The completed application form and seven (7) copies of a plot plan drawn at an appropriate scale.
2. The filing fee set forth in Planning & Building Services' fee schedule (attached). ***(Please Note: There are two different fees depending on whether this is a new application or an amendment of an existing Special Use Permit.)***

### PROCEDURE

Your application is investigated and a staff recommendation is prepared and mailed to you. A public hearing before the Zoning Administrator is scheduled and hearing notices are mailed to the applicant and owners of property within 300 feet. In addition, a notice of public hearing will be published in a newspaper of general circulation in the County not less than ten (10) days prior to the date of the hearing. It is recommended that the applicant or a representative be present at the hearing. The date of hearing is normally determined within 30 days of receipt of a complete application. If a Negative Declaration is required, the total processing time may be as long as four or five months. If an EIR is required, the total processing time may be as long as six months. Many projects do not require an Environmental Document and may be processed sooner.

The decision of the Zoning Administrator is made at the public hearing. Appeals must be filed within 10 days from the date of the decision to be considered by the Board of Supervisors. The filing fee, paid to Planning & Building Services, is set forth in the fee schedule (attached).

For additional information, contact Planning & Building Services at (530) 283-7011.

**DEPARTMENTAL USE ONLY**

Initial Completeness Verified by \_\_\_\_\_

Date Recv'd \_\_\_\_\_

Receipt No. \_\_\_\_\_ \$ \_\_\_\_\_

File No. \_\_\_\_\_

**DEVELOPMENT PERMIT APPLICATION**

**SPECIAL USE PERMIT**

Instructions to applicant(s):

1. Complete the form and mail or take to:      Planning & Building Services  
555 Main Street  
Quincy, CA 95971
2. Use additional sheets of paper if necessary to complete the information requested.
3. Pay the filing fee set forth in the fee schedule (attached).
4. Make the check payable to Planning & Building Services.

**A. Applicant (s)**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Interest in Property (Owner, Agent\* or Purchaser\*) \_\_\_\_\_

**B. Owner (s)**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

**C. Property**

Street Address \_\_\_\_\_

Nearest town \_\_\_\_\_

Assessors Parcel Number(s) \_\_\_\_\_

Present zoning \_\_\_\_\_

**D. Use Applied For**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*If agent or purchaser is making application, attach letter of authorization signed by the owner.

**E. Description of Proposed Use**

Describe below, or on an attached sheet, the proposed use, its operation, the nature and type of buildings, structures, and other facilities to be used and the types of services to be provided.

**F. Applicant's Statement of Justification**

The Zoning Ordinance requires that the following condition MUST be established before any permit can be granted: (Explain in detail how your case qualifies)

Granting the permit will not result in material damages to adjacent properties and will not result in establishment of a use which is socially, economically or environmentally incompatible with the surrounding area because:

**G. Plot Plan**

Attach to this application seven (7) copies of a plot plan drawn to scale which shows the boundaries and dimensions of the property and related improvements for which the permit is requested. To avoid delay in processing your application make sure your plot plan is COMPLETE, delineated correctly, and properly dimensioned.

If this application is for a project within the Sierra Valley Groundwater Management District, attach evidence that the requirements of that district have been met.

**H. Signature (s) of Applicant (s)**

I certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided hereon.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date