



PLANNING DEPARTMENT
9955 Live Oak Blvd., Live Oak, CA 95953
Phone: (530)695-2112 FAX : (530)695-2595

RESIDENTIAL ZONING CLEARANCE APPLICATION CHECKLIST

The following items are required in order to submit an application for a residential zoning clearance:

- ___ Completed and signed **Application Form** (form included).
- ___ **Written authorization** of the property owner, if the applicant is not the owner (suggested form is included).
- ___ Payment of **application fee** (fee schedule is included).
- ___ A **site plan**, drawn to scale. List of items to be included on the site plan is provided below:
 - ___ Project title and applicant's name.
 - ___ North arrow.
 - ___ Workable scale.
 - ___ Property lines, with dimensions.
 - ___ All existing buildings, and other structures on the property, with distances to the nearest property line, fencing and landscaping.
 - ___ All existing on-site or adjacent streets, alleys, easements and right-of-ways.
 - ___ Proposed building(s) with dimensions and distances from property lines.
 - ___ Proposed parking, walkways.
 - ___ Lot size.
- ___ The **building elevations** for all sides.

In addition to the information above, the following information is needed for the following types of Zoning Clearances:

Second Residence:

- ___ Size of the primary residence and the second residence.
- ___ Location of the required additional parking.

Manufactured home:

- ___ Information necessary to determine that the manufactured home is the equivalent to a standard single family residence (criteria is attached to the application).

Within 5 working days of submitting the application, staff will review the application to determine whether additional information is needed in order to find the application complete.



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RESIDENTIAL ZONING CLEARANCE APPLICATION FORM

TYPE OF APPLICATION:

☐ Second Residence
☐ Manufactured Home
☐ Model Home

APPLICANT INFORMATION

Name _____ Address _____
Phone _____ FAX _____ E-mail _____

PROPERTY OWNER INFORMATION (if different from the applicant)

Name _____ Address _____
Phone _____ FAX _____ E-mail _____

PROPERTY DESCRIPTION

Assessor's Parcel No.(s) _____
Address/General Location _____

DESCRIPTION OF PROPOSAL

APPLICANT CERTIFICATION

I hereby certify that this application and all other documents and maps submitted are true and correct to the best of my knowledge and belief. I agree to indemnify and hold harmless for all costs and expenses, including attorney's fees, incurred by City or held to be a liability of the City in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the Applicants' project.

Signature _____ Date _____

CITY STAFF USE ONLY

Total Fees: \$ _____ Zoning Clearance No. _____
Receipt # _____
Received by _____ Date _____
Approved by _____ Date _____

Staff Comments:

STANDARDS FOR RESIDENTIAL ZONING CLEARANCES

17.15.050 Second Residences

- A. Purpose:** The purpose of this section is to comply with the California Government Code pertaining to second residences as a means to increase the supply of affordable housing. Second residences are not required to meet the density requirements of the General Plan.
- B. Development standards:** A second residence must meet all of the following development standards:
- 1. Size:** An attached or detached second residence shall not exceed 50 percent of the living area of the primary residence, up to a maximum size of 1,200 square feet.
 - 2. District standards met:** All of the development standards required of the primary residence shall be met.
 - 3. Parking:** The parking standard, as provided in Sec. 17.25.030, shall be met. The parking area may not be located within any front or street-side yard.
 - 4. Architectural compatibility:** The design of the second residence shall incorporate the same or similar architectural features, building materials and colors as the primary residence.

17.15.060 Manufactured Homes

A manufactured home may be placed upon any lot within any residential zone district in lieu of a permitted one family residence, provided the manufactured home meets the following standards:

- A. Certification:** The manufactured home must be certified under the National Manufactured Home Construction and Safety Act of 1974.
- B. Foundation:** It shall be placed upon a permanent foundation that is approved by the Building Official.
- C. Width:** It shall be a minimum of 20 feet in width.
- D. Siding:** The manufactured home shall be covered with an exterior material compatible with neighboring residences. The façades that front a street shall have sufficient design detail to ensure visual compatibility with neighboring residences. If a masonry or concrete foundation is utilized, the exterior covering need not extend more than three inches below the top of the foundation.
- E. Entrance:** The primary entrance to the residence shall face a public right-of-way.
- F. Roof:** The roof pitch shall be not less than 2.5 inches of vertical rise over 12 inches of horizontal run. The roof eaves shall be a minimum of 12 inches from the vertical side of the manufactured home or what is customarily found in the neighborhood, whichever is less. The roof material shall be comprised of a material customarily used in the neighborhood.

- G. Garage:** The manufactured home shall have an enclosed garage if they are customarily found in the neighborhood. The exterior covering material of the garage shall be the same as the manufactured home.
- H. Floor height:** The finished floor shall be a maximum of 25 inches above the finish grade of the lot.
- I. Other Standards:** All of the development standards of the zone district in which the lot is located are met.

17.15.080 Model Homes

Model homes with sales offices and temporary trailers utilized for information/sales are permitted in new subdivisions, provided the following criteria are met:

- A. Duration:** A temporary trailer may be used for a period not exceeding six months during construction of the model homes. The model home period of usage shall not exceed three years or completion of all the residences, whichever comes first. One year extensions may be granted until the sale of all residences is completed.
- B. Site plan:** A site plan shall be submitted showing the location of the model homes, trailer, temporary parking, signage, and identification flags.
- C. Sales area:** Sales are limited to properties within the subdivision.
- D. Conversion to a residence:** The model home shall be converted to a residence upon completion of its use as a model home.



PLANNING FEES

GENERAL PLAN AMENDMENT	
Text & map changes	\$2,986.00
SPECIFIC PLANS	
New plans	Cost + 10% admin. fee
Amendments (text & map changes)	2,986.00
REZONING	
Map change	1,897.00
Text change	1,579.00
Planned development (includes text & map changes)	2,060.00
USE PERMIT	
Major (all projects other than minor u.p.)	1,803.00
Minor (related to single family res. or duplex, parking waiver, signs, temporary coaches)	770.00
Amendments	½ regular fee
Extension of time	
Minor	101.00
Major	220.00
VARIANCE	
Single Family dwelling	411.00
Other	823.00
LAND DIVISIONS	
Subdivision Map	1,261 + 28 per lot over 4
Parcel map	966.00
Revise approved map conditions	½ regular fee
Lot line adjustment	442.00 + 38.00 per lot over 2
Certificate of compliance	490.00
Tentative map time extension	206.00
DESIGN/DEVELOPMENT PLAN REVIEW	
Staff Review:	
Single family, duplex,	33.00
Multiple family res.	101.00 + 10.00 per unit
Subdivision	500.00
Commercial or office 10,000 sq. ft. or less	206.00
Commercial or office over 10,000 sq. ft.	500.00

Industrial 10,000 sq. ft. or less	101.00
Industrial over 10,000 sq. ft.	206.00
ZONING CLEARANCE	
Signs, home occupation, model homes, telecomm. tower	33.00
Special event signage	33.00 + 127.00 deposit
CEQA	
Negative Declaration	
Minor (parcel map, minor u.p., variance)	314.00
Major (g.p.a, rezone, subdivision, major u.p.)	612.00
EIR	Actual cost
Fish & Game fee	Actual cost
Sutter County NOD filing fee	50.00
APPEALS	
To P.C. re: single family residence	206.00
To P.C. re: all other	334.00
To C.C. re: single family residence*	334.00
To C.C. re: all other*	696.00
PRE-APPLICATION CONFERANCE	400.00
DEVELOPMENT AGREEMENT	Actual cost

* If requested by the appellant, the City Council, at the conclusion of the City council appeal process, may authorize the return of all or part of the appeal fee to the appellant if all or part of the appeal is granted and the Council determines that the appellant was justified in filing the appeal.



AGENT AUTHORIZATION

To the City of Live Oak:

Agent Name

Phone Number

E-mail

Mailing Address

is hereby authorized to process this application on my/our property, identified as Sutter County Assessor's Parcel Number(s) _____

This authorization allows representation for all applications, hearings, appeals, etc. and to sign all documents necessary for said processing, but not including documents(s) relating to record title interest.

Owner(s) of Record (print and sign name):

Print Name

Print Name

Signature

Signature

Print Name

Print Name

Signature

Signature