



USE PERMIT APPLICATION CHECKLIST

The following items are required in order to submit an application for a use permit:

- ___ Completed and signed **Application Form** (form included in packet).
- ___ Completed **Environmental Information Form** (form included in packet).
- ___ **Written authorization** of the property owner, if the applicant is not the owner (suggested form is included in the packet if needed).
- ___ Payment of **application and environmental review fees** (fee list is included in packet).
- ___ 15 copies of the **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.
 - ___ Vicinity map.
 - ___ Workable scale
 - ___ Property lines, with dimensions.
 - ___ All existing buildings, and other structures on the property, with distances to the nearest property line, fencing, landscaping, utility poles and structures. Indicate what will be removed as part of the proposed project and what will remain.
 - ___ All existing trees on the property (identify which trees will remain and which will be removed).
 - ___ All existing on-site or adjacent streets, alleys, easements and right-of-ways.
 - ___ Proposed building(s) and other structures with dimensions and distances from property lines.
 - ___ Proposed parking, walkways.
 - ___ Proposed trash enclosure(s) and screening.
 - ___ Location of utilities, transformer boxes, air conditioning units, etc.
 - ___ Proposed bicycle racks/storage facilities.
 - ___ Proposed fencing and walls.
 - ___ Calculations: lot size, floor area, number of parking stalls required and provided.
 - ___ Commercial and industrial projects: loading docks, outdoor storage areas.
 - ___ Residential projects: recreation facilities and other amenities.
- ___ 15 copies of the **preliminary landscaping plan**.
- ___ 15 color copies of the **building elevations** (all sides) for all new buildings and buildings to be remodeled or expanded.
- ___ 2 copies of **pre-printed address labels** (Avery 5160 style) of all property owners within 300 feet of the proposed land division as well as the applicant and engineer or other representatives.

Within 30 days of submitting the application, staff will review the application to determine whether additional information is needed in order to find the application complete.



PLANNING DEPARTMENT
9955 Live Oak Blvd.
Live Oak, CA 95953

Phone: (530) 695-2112 FAX: (530) 695-2595

GENERAL APPLICATION FORM

APPLICANT INFORMATION

Name _____ Address _____
Phone _____ Fax _____ E-mail _____

PROPERTY OWNER INFORMATION (if different from applicant)

Name _____ Address _____
Phone _____ Fax _____ E-mail _____

REPRESENTATIVE INFORMATION

Name _____ Address _____
Phone _____ Fax _____ E-mail _____

PROPERTY DESCRIPTION

Assessors Parcel No(s) _____
Address/General Location _____
Parcel Size _____ Existing General Plan _____ Existing Zoning _____

PROJECT DESCRIPTION

Name of Project _____
Project Description (Please be complete - use separate sheet if needed) _____

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. (If the undersigned is different from the legal property owner, a letter of authorization from the owner must accompany this form.) 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

Application Type (fill out all appropriate boxes)

General Plan Amendment # _____
Rezoning (Map) # _____
Rezoning (Text) # _____
Specific Plan # _____
Specific Plan Amendment # _____
Tentative Subdivision Map # _____
Tentative Parcel Map # _____

Use Permit (Major) # _____
Use Permit (Minor) # _____
Use Permit (Amend.) # _____
Variance # _____
Design Review # _____
Env: Neg Dec # _____
EIR # _____
Other _____ # _____

Total Fees \$ _____
Receipt # _____

Received By _____ Date _____

ENVIRONMENTAL INFORMATION FORM
(Please be complete – use separate sheet if needed)

GENERAL INFORMATION

Name of project: _____

Assessor's Parcel No.(s): _____

Address/location of project: _____

Applicant/contact name: _____ Phone # _____

Name, address and phone no. of person preparing this form: _____

PROJECT SITE CHARACTERISTICS

Describe the existing use(s) of the site _____

Surrounding uses?

North _____

South _____

East _____

West _____

Describe any known cultural or historical aspects of the site: _____

Describe any noise sources that now affect the site and the proposed use(s): _____

Are there any known hazardous materials and/or toxic materials on the site or in the soil or is/was there an underground storage tank? _____

If "yes" explain _____

Are there any drainage or irrigation canals within 100 feet of the site? _____

If "yes" explain _____

PROJECT INFORMATION

Describe the proposed project:

If project is phased, describe phases: _____

Describe how the following services will be provided:

Electricity _____

Gas _____

Telephone _____

Water _____

Sewer _____

Stormwater Drainage _____

Solid Waste _____

How will the project change the pattern, scale or character of the area surrounding the project?

Will the project result in any new noise source? _____

If "yes" explain: _____

Will the project create any new light sources or significant glare, other than street lighting? _____

If "yes" explain: _____

Will the project produce new sources of dust, ash, smoke, fumes or odor? _____

If "yes" explain: _____

Describe any air pollutants, other than vehicle exhaust, which would be generated by this project:

Will the project store, use or dispose of any potentially hazardous materials, such as toxic substances, flammables or explosives? _____

If "yes" explain: _____

Please describe any other effects of the project that may be of an environmental consequence:

RESIDENTIAL PROJECTS

Total number of lots: _____

Total number of residences: _____ Total acreage: _____

Gross density (units/acre): _____

Number of floors: _____

If multiple-family, number of dwelling units with:

Studio _____ One bedroom _____ Two bedroom _____ Three bedroom _____

Parking:

Number of spaces required: _____

Number of spaces proposed: _____

NON-RESIDENTIAL PROJECTS

Size of addition or new structure(s) in square feet: _____

Maximum building height from average final grade to highest point: _____

Maximum height of other appurtenances (antennas, steeples, etc.): _____

Percentage of property covered by buildings: _____

Parking

Number of spaces required: _____

Number of spaces proposed: _____

Total number of employees anticipated: _____

Anticipated hours of operation: _____

Anticipated hours of deliveries: _____

CERTIFICATION

I hereby certify that the statements and information furnished above are true and correct to the best of my knowledge.

Signature _____ Date _____

Name (please print) _____



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

Because these projects are exempt from CEQA they can be processed in the least amount of time.

Negative Declaration or Mitigated Negative Declaration: This applies to projects subject to CEQA that, following a more detailed review, are determined to not have a potential significant adverse impact on the environment or, if there is a potential significant adverse environmental impact(s), it can be reduced to less than significant through project redesign or the addition of mitigations. Most projects that require some type of discretionary permit fall into this category. This adds about 30 days to the review process.

Environmental Impact Report (EIR): This document is typically needed for larger projects that have the potential to create significant adverse environmental impacts. This is a very extensive review that can take a year or more to complete. Usually outside consultants that specialize in this work are contracted by the City to prepare the EIR.

A determination on the CEQA requirements applicable to the project is usually made at or near the time of receipt of the application. In more complicated cases it may be at the end of the initial 30 day review. Assuming a negative declaration is required, Planning Department staff will begin preparation of that document once all of the agency comments and other needed information is received.

Review with the Applicant: Once all of the information and comments are received from the various City departments and outside public agencies, the applicant and his/her representative will be contacted by City staff to discuss the merits of the project, any issues related to the project and possible conditions that may be applied to the project. It is possible that more than one of these discussions may be necessary to resolve issues. If there are no outstanding issues related to the project, or when all outstanding issues are resolved, the project will be scheduled for a public hearing before the Planning Commission. Due to the need to prepare staff reports and the legal noticing requirements for the project, the Planning Commission hearing is normally 30 to 45 days after the review with the applicant.

Staff Report: Prior to the public hearing before the Planning Commission, City staff will complete the environmental document and the project staff report. The staff report discusses the merits of the project, recommended conditions and findings for the Planning Commission to consider. The Commissioners each receive the staff report for every project several days prior to their public hearing, and the applicant will receive the same.

PLANNING COMMISSION

The City of Live Oak Planning Commission hears all discretionary items. They meet as needed in the evenings of the first and third Thursdays of every month. . All neighboring property owners, as well as the applicant, are notified of this hearing and are invited to attend and comment on the project. Following the public hearing, the Planning Commission can approve, approve with modifications, or deny the proposal. In some situations where the issues are complex, the Commission may continue the item to another date to enable further discussion. Any decision of the Planning Commission can be appealed to the City Council

within 10 days of the Commission's decision. For some items, like general plan amendments and rezonings, the Planning Commission is advisory to the City Council. In those cases their recommendation will automatically be forwarded to the City Council.

CITY COUNCIL

The City Council hears all Planning Commission appeals as well as general plan amendments and rezonings, for which the Planning Commission is advisory to the Council. Due to scheduling and hearing notice requirements it takes approximately 30 days to schedule the City Council hearing. Following the close of the hearing, the City Council will approve, approve with modifications, or deny the proposal. The Council's decision is final.



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.