PLANNING APPLICATION CHECKLIST
USE PERMIT

City of Yreka
Planning Department
701 Fourth Street
Yreka, CA 96097
(530) 841-2324
FAX: (530) 842-4836

PURPOSE

To proceed with the review of your project, City staff and the Planning Commission will need a complete application package. Providing a complete application package will expedite the review process. The following list is to be used by you and City staff to determine if you have prepared a complete application.

Project Name: _____

Project Address: _____ **AP #:** _____

❒ **Application Form**

- **Completed and signed by property owner or by designated representative having written authority to submit an application. Filing date last working day of the month.**
- **$_____ fees/deposit against actual fees. Check payable to the City of Yreka.**

❒ **Completed Environmental Information Form.**

❒ **Storm Water information sheet/Stormwater Control Plan.**

❒ **Project description describing use in detail and giving reasons this application should be granted.**

- **Nature of the use, hours & type of operation and number of employees of the maximum working shift.**
- **Potential traffic generation.**
- **Why the project will benefit or not adversely affect the surrounding neighborhood.**
- **Size and placement of buildings to be constructed.**

❒ **Site Photographs – *Photographs must include the following:***

- **Topography, vegetation and landscaping, existing and adjacent structures.**

❒ **Site Plan – no larger than 11" x 17" (it is preferred that copies be reduced to 8 ½ x 14") 2 copies required along with 1 digital copy. Not scale (scale: 1" = 40') and north arrow on plan.**
***This plan must include the following*:**

- **Exterior boundary lines of the property indicating easements, dimensions and lot size.**
- **Label all adjacent streets or rights of way.**
- **Location, elevations, size (square footage), height, dimensions, materials and proposed use of all buildings and structures (including walls, fences, signs, lighting and hooding devices) existing and intended to be on the site.**
- **Distances between all structures and between all property lines or easements, structures, and propane tank.**
- **Any nearby buildings relevant to application.**
- **Location, number of spaces, and dimensions of off-street parking spaces, loading docks and maneuvering areas; indicate internal circulation. (YMC # 16.54)**
- **Pedestrian, vehicular and service points of ingress and egress; driveway widths and distances between driveways.**
- **Note scale (scale: 1" = 40') and north arrow on plan.**
- **Vicinity map indicating nearby cross streets in relation to the site (need not be to scale).**

❒ **Landscaping Plan – (YMC # 16.52.030 Landscape Standards) Within the perimeter of a parking area, five (5) percent of the parking area shall be planted with trees, shrubs and ground covers.**

❒ **Other such data may be required to permit the Planning Commission to make the required findings for approval of the specific type of application.**

The City of Yreka can provide a copy of an Assessor's parcel plot map on request

STAFF USE ONLY

Comments:

CITY OF YREKA
PLANNING DEPARTMENT APPLICATION

CITY FEES:

- ☐ Use Permit - Administrative approval……..$ 75.00
- ☐ Minor Conditional Use Permit - P.C. approval…… $150.00
- ☐ Moderate Conditional Use Permit – P.C. approval……..$200.00
  Plus site Plan Review if applicable
- ☐ Major Conditional Use Permit – P.C. approval…$500.00 **deposit/cost**
- ☐ Public Hearing……..$ 75.00 (Minimum fee) deposit/cost
- ☐ P.H. - Project notice circulation, 1-20 notices……..$ 25.00
- ☐ P.H. - 21 or more notices……..$25.00 plus 1.00/parcel over 20
- ☐ E.R. - Preliminary review……$ 50.00
- ☐ E.R. - Negative Declaration……..$ 200.00 deposit/cost
- ☐ E.R. - Mitigated Negative Declaration…… Actual cost
- ☐ Environmental Impact Report…….. Actual cost
- ☐ Site Plan Review – (No Use permit required)…$ 200.00 deposit/cost
- ☐ Site Plan Review – (Use permit required)……$ 200.00 deposit/cost
- ☐ Lot Line Adjustment (BLA) - Administrative approval……..$ 200.00
  See separate application form for Lot Line Adjustment (BLA)
- ☐ Annexation……..$ 750.00 deposit/cost
- ☐ Appeals - Planning Commission……$ 100.00
- ☐ Appeals - City Council……..$ 150.00 plus publication
- ☐ Certificates of Compliance……..$250.00 deposit/cost
- ☐ Reversion to Acreage……$ 500.00 deposit/cost
- ☐ General Plan Amendment…… $ 750.00 deposit/cost
- ☐ Rezone…….. $ 750.00 deposit/cost
- ☐ Planned Unit Development ……..$ 750.00 deposit/ cost
- ☐ Variance……..$250.00 deposit/cost
- ☐ Other $_____

STATE FISH AND WILDLIFE FEES*:

- ☐ County Clerk Processing Fee ……$ 50.00 actual cost
- ☐ Fish and Wildlife fee * $_____
- ☐ Other $_____

DATE:_____ ASSESSOR'S PARCEL NUMBER:_____

APPLICANT:_____ TELEPHONE NUMBER:_____

APPLICANT ADDRESS:_____

IF OTHER THAN APPLICANT,
NAME OF PROPERTY OWNER: _____

PROPERTY OWNER ADDRESS: _____

PROJECT LOCATION: _____

DESCRIPTION OF PROPOSED PROJECT: _____

_____

_____

I agree to abide by all of the ordinances of the City of Yreka, state law, and federal law; and I authorize city representatives to enter upon the above mentioned property for inspection purposes, and to record any notice of code violation pursuant to Y.M.C. Ch. 11.40 and/or Ch. 16.08 with the office of the Siskiyou County Recorder.

I certify that I have read this application and state that the above information is correct. I agree to comply with any terms or conditions of any entitlement issued or permitted by the City pursuant to this application.

***In the event the project's effect on natural resources or wildlife is other than negligible, State Fish and Wildlife requires an additional fee of $3,070.00 if an Environmental Impact Report is prepared or $2,210.25 for a Negative Declaration. These fees are subject to change and the applicant is responsible for payment of the fees in full. If required, the permit cannot be issued until such time as the fee is paid. A project that is Statutorily or Categorically exempt requires no further fees.**

APPLICANT SIGNATURE:_____

PROPERTY OWNER'S SIGNATURE: (REQUIRED)_____

Property Owner's Acknowledgement of application submittal

*****TO BE COMPLETED BY CITY STAFF:** ***** DATE APPLICATION RECEIVED AS COMPLETE:**_____

*** ZONE: _____ *** GENERAL PLAN DESIGNATION: _____ *** PERMIT NUMBER:_____

City of Yreka
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Environmental Information Form

This document will assist the City in evaluating the proposed project's potential environmental impacts. Complete and accurate information will facilitate the environmental assessment process, and will minimize future requests for additional information.

APPLICANT'S STATEMENT OF INTENT (Describe the proposed project):

_____

_____

_____

PROPERTY OWNER'S NAME: _____

Mailing Address: _____

_____ Zip Code: _____

Telephone: Business: ( ) _____ Home: ( ) _____

APPLICANT'S/AGENT'S NAME: _____

Mailing Address: _____

_____ Zip Code: _____

Telephone: Business: ( ) _____ Home: ( ) _____

Contact Person's Name: _____ Phone: _____

SUBDIVISION NAME OR PROPOSED COMMON NAME FOR PROJECT:

_____

PROJECT SITE INFORMATION (Attach legal description):

Property Address or Location: _____

Property Assessor Parcel Number(s): _____

Property Dimensions: _____

Property Area: Square footage (gross) _____ (net) _____

Acreage (gross) _____ (net) _____

Site Land Use (check one and explain): ☐ Undeveloped or Vacant ☐ Developed

_____

_____

Existing Zoning of Project Site: _____

DESCRIBE ADJACENT ZONING AND LAND USE WITHIN 300 FEET OF PROJECT SITE:

	Zone	Existing Land Use (i.e., residential, commercial, industrial, office)
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

PROPOSED BUILDING(S) CHARACTERISTICS (if applicable)

Size of New Structure(s) or Building Addition(s): _____ Gross Sq. Ft.

Building Height (Measured from Ground to Highest Point): _____ ft. No. of Floors: _____

Height of Other Appurtenances (Excluding Buildings) Measured from Ground to Highest Point (e.g., Antennas, Microwave Equipment, Solar Energy Equipment, Light Pole Standards, etc.):

_____

Project Site Coverage:					
	Building Coverage:	_____	sq. ft.	_____	%
	Landscaped Area:	_____	sq. ft.	_____	%
	Paved Surfaced Area:	_____	sq. ft.	_____	%
	Total:	_____	sq. ft.	_____	%

Exterior Building Materials: _____

Exterior Building Colors: _____

Total No. of Off-Street Parking Spaces: On-Site Required: _____ On-Site Proposed: _____

Proposed Off-Site Parking: _____ Include a Permanent Maintenance Management Plan.

Total No. of Bicycle Spaces: Proposed: _____ Required: _____

Covered: _____ Uncovered: _____

If applicable, describe the Type of Exterior Lighting Proposed for the Project (height, intensity):

Building Lighting: _____

Parking Lighting: _____

If the proposal is a component of an overall larger project, describe the phases and show them on the site plan:

_____

_____

Does this site include signage? ☐ Yes ☐ No If yes, please explain the following:

Height: _____ Illumination: _____

Area: _____ Type: _____

Dimensions: _____ Colors/Materials: _____

Location (on-/off-site): _____

SITE CHARACTERISTICS

Are there any natural or man-made drainage channels through or adjacent to the project site?

☐ Yes ☐ No If yes, show on site plan and explain: _____

_____

_____

Are there any trees or shrubs on the project site? ☐ Yes ☐ No
If yes, plot on site plan by size and type and indicate which are proposed for removal.

Are there any structures on the project site? ☐ Yes ☐ No
If yes, plot on the site plan and explain the following:

Present use of existing structure(s): _____

Proposed use of existing structure(s): _____

Are any structures occupied? _____

Are any structures to be demolished? _____

Describe age, condition, size and architectural style of all existing on-site structures (include photos):

_____

_____

_____

RESIDENTIAL PROJECTS ONLY

Total Lots: _____ Total Dwelling Units: _____ Total Acreage: _____

Net Density/Acre: _____ Gross Density/Acre: _____

	Single-Family	Two-Family Duplex	Multi-Family (Apartments)
Number of Units:			
Acreage:			
Sq. Ft. per Unit:			
For Sale or Rent:			
Type of Unit:			
Studio:			
One-Bedroom:			
Two-Bedroom:			
Three-Bedroom:			
Four-Bedroom:			
Usable Open Space/Unit:			
Private:			
Common:			
Total:			

RETAIL, COMMERCIAL, INDUSTRIAL, INSTITUTIONAL, OR OTHER PROJECT
(If project is only residential, do not answer this section.)

Type(s) of Use(s): _____

_____

Oriented to: Regional: _____ City: _____ Neighborhood: _____

Hours of Operation: _____

Total Occupancy/Capacity of Building(s): _____

Total Number of Fixed Seats: _____

Square Footage of: Warehouse Area: _____

Office Area: _____ Loading Area: _____

Sales Area: _____ Storage Area: _____

Total Number of Employees: _____

Anticipated Number of Employees per Shift: _____

Total Number of Visitors/Customers On Site at any One Time: _____

Other Occupants (specify): _____

PREVIOUS ENVIRONMENTAL DOCUMENTS

If this project is part of any other project for which a Negative Declaration or Environmental Impact Report has been prepared, reference the document below (include date and case number, if applicable).

_____

_____

OTHER PERMITS OR APPROVALS

List any and all other public approvals required for this project. Specify type of permits or approval, agency/department, address, person to contact, and her/his telephone number.

Permit or Approval	Agency	Address	Contact Person	Phone No.

As the applicant for this proposal, I hereby state that, to the best of my knowledge, the above answers and statements are true and complete.

_____ _____
Signature of Applicant/Agent Date

_____ _____
Print Name and Title of Applicant/Agent Phone No.

16.52.010 - Purposes and application.

The purpose of the site plan is to enable the building and planning departments to make a finding that the proposed development is in conformity with the intent and provisions of this title and to guide the building department in the issuance of building permits. Site plan review pursuant to this Chapter shall be required for the issuance of all permits required by the building department, conditional use permits, administrative permits, change in a use or expansion of a use requiring additional parking, initial occupation and use of vacant property, or as otherwise required by this title.

(Ord. 775 (part), 2004).

16.52.020 - Site plan.

A. The applicant shall submit one print of the site plan to the Planning Director or Building Official when Planning Commission review is not required. If Planning Commission review is required, ten (10) prints shall be provided by the applicant. The site plan should be drawn to scale and shall indicate clearly and with full dimensions the information required.

B. Site plan requirements:

1. Exterior boundary lines of the property indicating easements, dimensions and lot size;
2. Label all adjacent streets or rights-of-way;
3. Location, elevations, size, height, dimensions, materials and proposed use of all buildings and structures, (including walls, fences, signs, lighting and hooding devices) existing and intended to be on the site;
4. Distances between all structures and between all property lines or easements and structures;
5. Any nearby buildings relevant to application;
6. All existing trees on the site giving circumference, type and location and any significant plant material;
7. Any existing significant natural features such as rock outcroppings or watercourses;
8. Location, number of spaces, and dimensions of off-street parking spaces, loading docks and maneuvering areas; indicate internal circulation;
9. Pedestrian, vehicular and service points of ingress and egress; driveway widths and distances between driveways;
10. Proposed landscaping, include diagram, quantity, location, varieties and container size;
11. Proposed grading plan (for sites having over five-foot grade differential) showing direction and path of drainage on, through and off the site; indicate any proposed drainage channels or facilities;
12. Required and existing street dedications and improvements such as sidewalks, curb, gutter and pavement;
13. Note scale (scale: 1" = 40') and north arrow on plan;
14. Vicinity map indicating nearby cross streets in relation to the site (need not be to scale);

15. Other such data as may be required by the Building Official, Planning Director or Planning Commission to aid them in consideration of any site plan review. The Planning Director or Building Official may waive specific requirements of this section if they are not necessary or appropriate for the review required.

C. The Building Official, the Planning Director or Planning Commission shall approve, approve with such conditions as are deemed necessary to protect the public health, safety and general welfare, or disapprove the site plan. In approving the site plan, the Building Official, Planning Director or Planning Commission shall ascertain that all applicable provisions of this title are complied with.

D. The approved site plan, with any conditions shown thereon or attached thereto when appealed to the Planning Commission, shall be dated and signed by the Planning Director or Building Official.

E. Revisions by the applicant to an approved site plan shall be made pursuant to the initial application procedure set forth in this chapter provided the Planning Director may approve minor modifications that do not materially alter the approved site plan.

(Ord. 775 (part), 2004).

16.52.030 - Landscapes Standards.

A. Within the perimeter of a parking area, five (5) percent of the parking area shall be planted with trees, shrubs and ground covers. Utilization of trees for landscaping, where practical, is preferred to shrubs and ground covers. There shall be a minimum of one-five (5) gallon sized tree planted for each ten (10) parking spaces. Bark and decorative rock may be used in the interim to cover the ground until plants mature. Lawn may also be used when the lawn area contains at least one hundred and fifty (150) square feet.

B. Parking areas provided adjacent to the street shall be separated from the street by landscaping within the required building setback area. To the extent practical, the setback landscape area should provide some screening of the parking area from the street. Landscaping within this area shall include one-fifteen (15) gallon sized tree for each one hundred (100) feet of street frontage, and at least one gallon sized shrub for each five (5) feet of frontage. Such landscaped area may also be planted with lawn or ground cover plants. Other decorative non -plant ground covers may be used as long as they do not exceed twentyfive percent (25%) of the landscaped area. None of the landscaped setback area shall qualify for the five percent (5%) requirement in subsection (A) above.

C. On projects not requiring parking lot landscaping there shall be planted trees, shrubs and/or ground covers, as provided in subsection (A) in an area of not less than two percent (2%) of the total lot area.

D. Landscaping shall be provided in the event the project substantially impairs the view shed of adjacent properties or is required to reduce noise levels at the property line from the project and shall be approved by the Planning Commission.

E. The landscape plan shall include a plan for water efficient irrigation in accord with City policy.

(Ord. 775 (part), 2004).

16.54.010 - Off-street parking facilities required.

A. A parking space shall be an area for the parking of a motor vehicle, plus those additional areas and facilities required to provide for the safe ingress and egress from the space. The area set aside to meet these provisions must be usable and accessible for the type of off-street parking need which must be satisfied.

B. In any residential district, all vehicles incapable of movement under their own power, other than in cases of emergency, shall be stored in a garage or carport, or (not to exceed two vehicles) stored in an area entirely enclosed by a six (6) foot sight obscured fence not within the front yard setback.

C. There shall be provided off-street parking facilities for vehicles in accordance with the requirements of this chapter and other applicable provisions on occurrence of any of the following:

1. Initial occupancy of a site or construction of a structure where parking is required pursuant to § 16.54.020
2. Change of use of a building where parking is required pursuant to § 16.54.040
3. Building additions or enlargements where parking is required pursuant to § 16.54.040

(Ord. 775 (part), 2004).

16.54.020 - Parking space schedule.

A. Parking spaces shall be required as follows:

1. Residential Uses: As set forth in Zone District.
2. Commercial and Industrial Uses.

(a) Banks, business and professional offices (not listed separately herein); one space for each two hundred (200) square feet of floor area;

(b) Retail stores and personal services establishments: one space for each two hundred (200) square feet of floor area;

(c) Barber shops and beauty parlors: one space for each one hundred (100) square feet of floor area plus one space for each employee;

(d) Commercial service establishments, repair shops and wholesale establishments, and retail stores which handle only bulky merchandise such as furniture, household appliances, lumber and building materials, motor vehicles, nursery and garden supplies, farm implements and machinery: one space for each six hundred (600) square feet of floor area, plus one space for each two thousand (2,000) square feet of outdoor sales or service area;

(e) Hotels and Motels: one space for each unit;

(f) Private clubs, fraternity houses, sorority houses, lodges, lodging houses and rooming houses: one space for each bed;

(g) Manufacturing plants and other industrial uses: one space for each employee of the maximum working shift;

(h) Mini-storage uses: two (2) spaces for an onsite caretaker, if any, plus one space for each two hundred (200) square feet of office space shall be provided;

(i) For warehouses and storage buildings, one space for each one thousand five hundred (1,500) square feet of floor area or one space for each employee of the maximum working shift, whichever is greate.

3. Utility uses. Electric distribution substations, electric transmission substations, gas regulator stations, public utility pumping stations, reservoirs, water or gas storage tank farms, sewage treatment plants and other public utility buildings and uses: one space for each employee of the maximum working shift, plus one space for each company vehicle using the site. Where such facility is unmanned, no spaces need be provided.

4. Health uses.

   (a) Medical and dental offices or clinics: one space for each doctor, dentist or practitioner, plus one space for each employee, plus two (2) spaces for each examining room;

   (b) Rest homes, nursing homes, convalescent homes, homes for the aged: one space for each employee plus one space for each four (4) beds;

   (c) Hospitals: one space for each two (2) beds and one space for each employee of the maximum working shift, excluding doctors.

5. Places of assembly.

   (a) Café, restaurant or other establishments for the sale and consumption on the premises of food and beverages: one space for each three (3) seats plus one space for each employee of the maximum working shift;

   (b) Drive-in restaurants: one space for each three (3) seats, plus the number of additional spaces prescribed by the Planning Commission;

   (c) Auditoriums (except school auditoriums), churches, dancehalls, private clubs and lodges, wedding chapels, mortuaries, sports arenas and stadiums, and health clubs and public swimming pools generally one space for each three (3) fixed seats or one space for each fifty (50) square feet of area available for public use, whichever is greater, plus one space for each employee, provided however the Planning Commission may determine the number of spaces required taking into consideration the intensity of the proposed use;

   (d) Theaters: one space for each two seats;

   (e) Bowling alleys: four (4) spaces for each alley, plus one space for each three (3) seats devoted to restaurant and/or cocktail lounge and one for each employee;

   (f) Other places of assembly without fixed seats: one space for each fifty (50) square feet of floor area used for assembly.

6. Educational uses.

   (a) Elementary and junior high schools: one space for each employee including teachers, administrators, and custodians, plus sufficient space for safe and convenient bus loading and unloading of students;

   (b) High schools: three (3) spaces for each classroom, plus one space for every six (6) students;

   (c) Colleges: one space for each employee including teachers, administrators and custodians, plus one space for each ten (10) students enrolled;

   (d) Day care centers: one space for each employee;

(e) Business, professional and trade schools and colleges; art, music and dancing schools: one space for each employee including teachers and administrators, plus one space for each two (2) adult students.

7. Public Uses.

   (a) Public buildings not open to the public: one space for each employee of the maximum working shift;

   (b) Public buildings open to the public: one space for each employee of the maximum working shift plus such additional spaces required by the Planning Commission taking into consideration the anticipated use of facility by the public.

   (c) Public buildings and grounds other than administrative offices and educational uses: one space for each employee of the maximum working shift, plus the number of additional spaces required by the Planning Commission.

8. Transportation Terminals and Facilities. Airports, heliports, bus depots, railroad stations and yards, truck terminals: one space for each employee of the maximum working shift, plus the number of additional spaces prescribed by the Planning Commission.

9. Miscellaneous Uses. For a use not specified in the parking space schedule set out in this section, the same number of parking spaces shall be provided, as determined by the Planning Commission, as are required for the most similar specified use.

(Ord. 775 (part), 2004).