



**PLANNING APPLICATION
CHECKLIST
ACCESSORY BUILDING
OVER 650 SQ. FT.
USE PERMIT REQUIRED**



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.
- \$ 260.00 fee. Checks payable to the City of Yreka. Conditional Use Permit and Public Hearing required.

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

- Nature of the use.
- Type of operation.
- Potential traffic generation.
- Why the project will benefit or not adversely affect the surrounding neighborhood.

Site Photographs – *Photographs must include the following:*

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

Site Plan – no larger than 24" x 36" (it is preferred that copies be reduced to 8 ½ x 14") 12 copies required. *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, 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.
- 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).

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

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 is applicable
- Major Conditional Use Permit – P.C. approval...\$500.00 **deposit/cost**
- Public Hearing.....\$ 85.00 (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.....\$1,000.00 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 \$3,271.00 if an Environmental Impact Report is prepared or \$2,354.75 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: _____