



City of Yreka
 Planning Department
 701 4th Street
 Yreka, CA 96097
 (530) 841-2386

USE PERMIT CHECKLIST

The following provides instruction and plan requirements for all use permit applications must include the following information. Email any questions to the Planning Department at planning@ci.yreka.ca.us, or call (530) 841-2386. You may also visit our website are <https://ci.yreka.ca.us/164/Planning> for additional information and forms.

Project Information

Project Name: _____

Site Address: _____

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED FORMS:

- Universal Application Form
- Indemnification Form
- Disclosure Form
- Copyrights Release Form
- Electronic Signature Disclosure Form
- Use Permit Checklist

REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

PROJECT DOCUMENTS:

- Use Permit Project Description
- Neighborhood Context Map
- Traffic Analysis as determined by the Pre-Application Meeting

PROJECT PLAN SET COMPONENTS:

- Floor Plan Sheet
- Site Plan Sheet
- Traffic Analysis Plan Components, if applicable

REQUIRED FEES:

Use the City's Online Fee Schedule to determine your project's required Application Fee(s).

INSTRUCTIONS FOR APPLICATION REQUIREMENTS

PROJECT DOCUMENTS - All documents must reflect the document requirements. Use the document requirements to determine if you should include that document

PROJECT PLAN SET COMPONENTS - All plans/sheets must reflect the plan sheet requirements.

USE PERMIT APPLICATION SUBMITTAL REQUIREMENTS

The Use Permit Application applies to Temporary, Minor Conditional Use Permits, and Major Condition Use Permits pursuant to Yreka Municipal Code Chapters 16.44 Conditional Use Permits and 16.45 Temporary Use Permit. The Use Permit provides a process for reviewing land use activities that may be desirable in the applicable zoning district, but whose effect on the site and surroundings cannot be determined before being proposed for a particular location. A Use Permit is required to authorize proposed land uses identified by the Yreka Municipal Code Title 16 Zoning as being allowable in the applicable zoning district subject to the approval of a Conditional Use Permit or Temporary Use Permit.

The City's Planning Commission may approve, conditionally approve, or deny an application for a Major Conditional Use Permit during a public hearing. The Planning Department may approve, conditionally approve, or deny an application for a Minor Conditional Use Permit or Temporary Use Permit ministerially.

The review authority may approve or deny an application for Use Permit approval. The review authority may approve a Use Permit only after first finding all of the following:

1. The proposed use or feature, at the size and intensity contemplated and at the proposed location, will provide a development that is necessary or desirable for, and compatible with, the transportation and service facilities, the neighborhood, and the community. The following shall be considered to make this finding:
 - (A) The intensity of activity in the district is not such that allowing the larger use will be likely to foreclose the location of other needed neighborhood-servicing uses in the areas; and
 - (B) The proposed use will serve the neighborhood, in whole or in significant part, and the nature of the use requires a larger size in order to function; and
 - (C) The building in which the use is to be located is designed in discrete elements which respect the scale of development in the district.
2. Such use of feature as proposed will not adversely impact the health, safety, convenience or general welfare of persons residing or working in the vicinity, or injurious to property, improvements or potential development in the vicinity, with respect to aspects including but not limited to the following:
 - (A) The nature of the proposed site, including its size and shape, and the proposed size, shape, and arrangement of structures, so that the subject site is physically suitable for the type, density, and intensity of the use and related structures being proposed;
 - (B) The accessibility and traffic patterns for persons, non-motorized vehicular traffic, and vehicles, the type and volume of such traffic, the adequacy of proposed off-street parking and loading, and of proposed alternatives to off-street parking;
 - (C) The safeguards afforded to prevent noxious or offensive emissions such as noise, glare, dust, and odor;
 - (D) Treatment given, as appropriate, to such aspects as landscaping, screening, open spaces, parking and loading areas, service areas, lighting, and signs; and
 - (E) Will not be injurious to property or improvement in the neighborhood.

3. Such use or feature as proposed will comply with the applicable provisions of this code and will not adversely affect the implementation of the general plan; and
4. Such use or feature are not contrary to the stated purpose of the applicable zoning district, specific plan, development regulations, and performance standards as proposed and will provide development that is in conformity with the stated purpose of the applicable zoning district, specific plan, and planned unit development.
5. That adequate public facilities and services, such as public access, water, sanitation, and public utilities are available to serve the site or will be made available concurrent with the proposed development.
6. Such use or feature as proposed will not reduce or prevent the expansion of the city's residential unit inventory.

All Use Permit applications shall be reviewed for compliance with the California Environmental Quality Act (CEQA). If a Use Permit application that is ministerially reviewed results in the preparation of an Initial Study, Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report shall be considered a Major Conditional Use Permit subject to a Planning Commission Public Hearing.