

NEVADA COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT
ERIC ROOD ADMINISTRATION BUILDING
950 Maidu Avenue, Suite 170
Nevada City, California 95959-8617
Phone: (530) 265-1222 FAX : (530) 265-9851

APPLICATION PACKET for
A GENERAL PLAN AMENDMENT or ZONE CHANGE

This packet contains filing forms and instructions for submitting a complete application for a General Plan Amendment or Zone Change. You must complete all forms and submit all required supplemental documents, or your application will not be accepted. Filing fees are payable at the time of application submittal.

A number of General Plan policies specifically address issues related to General Plan amendments. A list of those policies is attached.

If your project is located within the Sphere of Influence of the City of Grass Valley, the City of Nevada City or the Town of Truckee, County General Plan Policy 1.8.3 requires that the City first determine whether or not it desires to annex the project. If the City determines that annexation is necessary, the project will be processed by the City. If annexation is not deemed necessary, a letter from the City must be provided to so advise the County.

Applications must be filed in person in the Planning Department before 4:30 p.m. If all information is complete and no issues arise that require additional time for review, your project should be scheduled for a public hearing before the Planning Commission 84 days after filing the application. Approximately 10 days prior to the hearing you will receive a staff report containing recommendations for your project. **You or your authorized representative must attend the public hearing or no action will be taken.** Surrounding property owners will also be notified of the hearing. At the hearing, the Planning Commission will consider the staff recommendation, your comments, and any input from the public. The Commission will make a recommendation to the Board of Supervisors and may modify your proposal or continue it for additional information if necessary.

Once the Commission has made a recommendation, the Board of Supervisors who have final authority for approving or denying General Plan Amendments and rezones will schedule your proposal for a review. A new staff report will be prepared and you will again receive a copy of that Report and an agenda for the Board meeting. You should anticipate approximately 30 days between a Planning Commission hearing and the Board hearing, depending on the Board's schedule and whether there were any complex issues raised during the hearing. If approved, zoning amendments require a second reading and then become effective 30 days after that second reading. Review of General Plan Amendments by the Board of Supervisors may only occur four times in a calendar year. Depending on the time of year your project is processed, final action by the Board may be delayed in order to group several amendments together.

Immediately after filing your application, please post your property with the pink Planning sign so it is easily identifiable by the agency representatives that will be inspecting your site.

**SUBMITTING A COMPLETE AND ACCURATE APPLICATION
WILL HELP TO MAINTAIN YOUR DESIRED HEARING SCHEDULE.**

GPA/ZONE CHANGE APPLICATION

FILING INSTRUCTIONS & CHECKLIST

This form must be filed with your application. Please check off (✓) each item to verify that the required information is attached. Your application will not be accepted if any required item is missing.

- () 1. The signed and completed Application form, including a letter of authorization from the property owner(s) if forms are signed by a Representative (attached).
- () 2. Filing fees pursuant to the most recently adopted Resolution of the Board of Supervisors. The department for which the fee is required must approve any deviation from the adopted fee schedule.
- () 3. The signed and completed Agreement to Pay Form (attached).
- () 4. Two copies of the property Grant Deed, verifying ownership and the legal description of each affected parcel.
- () 5. The completed Project Information Questionnaire form (attached).
- () 6. A written statement indicating the circumstances justifying a Rezoning or General Plan Amendment, including any changes in circumstances that justify a reclassification. Address all General Plan policies that support your proposal, explaining how the application is consistent with relevant policies.
- () 7. General Plan Amendments must include an economic analysis pursuant to Policy 2.6 of the General Plan. The analysis shall address the impact of the proposed amendment on the County Economic Policy and its supporting policies and programs, particularly the impact on the short and long-term jobs/housing balance, and the land use designations of the General Plan.
- () 8. If this site is developed, provide a site plan, drawn to scale, showing all improvements.
- () 9. 15 copies of a Zoning and/or General Plan Amendment exhibit, drawn to a recognized engineers or architects scale, no larger than 11" x 17", reflecting both existing and proposed zoning and General Plan designations (sample attached). If the exhibit is larger than 8 ½" x 11", provide one 8½" x 11" reduction of each exhibit.
- () 10. Photos of the site and a site plan reduction indicating where photos were taken.
- () 11. If your property is located within the Sphere of Influence of the City of Grass Valley, the City of Nevada City or the Town of Truckee, submit a letter from that jurisdiction indicating that they are not interested in pursuing annexation of your property.
- () 12. The completed Hazardous Materials/Waste Statement form, attached.

This checklist is applicable to General Plan Amendments and Zone Change applications only. If your application includes another project, including a development plan or tentative map, please be sure to obtain the checklist for each type of project proposed. It is not necessary to duplicate forms or required attachments for projects that are filed concurrently on one application. To avoid delays in application submittal to avoid delays in application submittal please call the Planning Department if you are unsure of any application requirement.

GENERAL PLAN POLICIES

Applicable to General Plan Amendments

The following are those policies that must be considered for General Plan amendments. Depending on the amendment proposed, other General Plan policies might be applicable to your project. It is to your advantage to conduct a thorough review of all General Plan policies, and provide an accurate analysis of your project's impact as related to those policies.

Policy:

- 1.4 Residential densities and non-residential land use ratios (jobs/housing ratios)
- 1.36 Individual GPAs to the land use map must be determined to be in the public interest and consistent with GP themes, goals, objectives and policies
- 2.5 Balances land uses
- 2.6 Requires economic analysis
- 3.3 GPAs must show public services/facilities to serve current and future needs
- 3.14 Adequacy of public facilities; Encourages mechanisms to facilitate funding public improvements
- 4.4 Required to show future transportation facilities & LOS for new development
- 9.7 Discourages amendments that will result in land use conflicts as a result of noise

The General Plan may be viewed on the County's website: mynevadacounty.com

**COUNTY OF NEVADA
PROJECT INFORMATION QUESTIONNAIRE**

The information provided in this questionnaire will be used for preparation of the project Initial Study (environmental review) and for overall project review. All of the questions must be answered completely with legible responses, typed or in black ink. Provide more than a simple “yes”, “no” or “NA” response, attaching additional pages where necessary.

1. Project Description:

- a. Describe the proposed project including any proposed phasing:

2. Land Use: (moved)

- a. Does this project have a relationship to a larger project or a series of projects?
____ yes ____ no If yes, describe:

- b. Describe existing on-site land uses:

- c. Describe surrounding land uses, indicating distance to nearest residence:

- d. Describe project potential to change the character of the surrounding area, including the loss of open space.

- e. Will this project displace any residential units? ____ yes ____ no If yes, describe:

f. Will this project result in a population increase in the immediate project area?
____ yes ____ no Explain:

g. List any specialized plans or zoning restrictions applicable to this project site, i.e., an “SP” zoning, a Master Plan, a Specific Plan, an Area Plan, an Airport Land Use Plan?

3. Geology/Soils:

a. A Preliminary Grading Plan is attached. ____ yes ____ no

b. A Soils/Geologic Report is attached. ____ yes ____ no

c. Slopes that exist on site prior to grading:

Gentle (0-10%) _____ sq. ft/acres _____ % of site

Rolling (10-30%) _____ sq. ft/acres _____ % of site

Steep (more than 30%) _____ sq. ft/acres _____ % of site

_____ 30%> *slopes are cross-hatched or highlighted on the site plan or tentative map*

d. Is the site on filled land? ____ yes ____ no If yes, explain:

e. Are there existing erosion problems or geologic hazards such as landslides, mudslides, ground failures, earthquake faults or similar hazards? If yes, describe:

f. Will a grading permit be required? ____ yes ____ no

If yes, have you attached a preliminary grading plan? ____ yes ____ no

Describe proposed site grading:

How many cubic yards of soil will be imported, exported or moved on site? _____

Maximum proposed depth and slope of any excavation and the type: _____

Grading material sources or disposal sites: _____

Transport methods and haul routes: _____

Identify location and height of any proposed or required retaining walls: _____

4. Water Quality:

- a. Describe any water bodies on, or adjacent to, the property, including lakes, rivers, creeks, seasonal and/or perennial water courses, irrigation ditches or drainage swales.

- b. Is there a floodplain on or within 100 feet of this project site? If yes, is it identified on the Federal Emergency Management Agency (FEMA) maps? ____ yes ____ no

____ If yes, a copy of the map delineating the floodplain has been submitted.

- c. **For development projects, describe impervious surfacing created by this project:**

<u>Lot Coverage:</u>	<u>EXISTING</u>		<u>PROPOSED</u>	
building coverage	_____	%	_____	%
surfaced areas	_____	%	_____	%
landscaped areas	_____	%	_____	%
permanent open space (excluding <i>required</i> landscaping)	_____	%	_____	%
Total	100	%	100	%

- d. Describe any discharge to surface waters that will result from this project, including any wastewaters other than storm water runoff that may be present in the discharge.

- e. Identify the water body or location that receives runoff waters, describing proposed methods for treating and controlling runoff before it enters the drainage or watercourse.

- f. Will a permit be required from the California Regional Water Quality Control Board?
____ yes ____ no

If application has been made for a permit, provide the permit #: _____.

g. Are there any wetlands or riparian areas on this site? _____ yes _____ no
If yes, describe: _____

Will wetlands be affected by the proposed project? _____ yes _____ no

Will an Army Corps of Engineers wetlands permit be required? ___ yes ___ no

Is a letter from the Army Corps attached? _____ yes _____ no

Describe how the wetlands will be protected or replaced:

5. Air Quality:

a. Describe any air pollutants, i.e. dust, smoke, fumes or odors, that may be generated by this project both during and after construction (short and long term impacts).

b. Is the project site mapped within an area known to contain naturally occurring asbestos? ___ yes ___ no

Source of information: _____

6. **Transportation/Circulation:**

a. **A traffic study is included with this application.** ___ yes ___ no

b. **Does this project include a Petition for Exceptions?** ___ yes ___ no

c. Describe the access roads serving this project:

Road name	Surfacing	Right of Way width	
		Finish grade	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

d. Is the access road a dead-end road? ___ yes ___no If yes, what is the distance to the nearest through road?

e. Who provides road maintenance on each road accessing your project?

f. Will this project result in substantial or cumulative impacts to the circulation system in this area? ___ yes ___no Explain:

g. What road improvements are proposed?

h. Describe how this project provides for pedestrian needs, pursuant to Sec. L-II 4.1.8 of Zoning Regulations and the Nevada County Non-Motorized Pedestrian Plan:

i. Describe how this project will provide transportation alternatives pursuant to Sec. L-II 4.19 and General Plan Policy 4.26, including:

1) The estimated number of employees or residents that will work/live on the project site. _____

2) Identify existing and potential alternatives to individual automobile use, including but not limited to, access to public transportation services, bicycle racks, or provisions for developer-sponsored carpooling or bussing.

3) Proposals to incorporate one or more measures into the project to ensure use of viable alternatives.

4) For projects employing 50 or more persons: describe feasible measures for reducing auto dependence.

7. **Biological Resources:**

- a. Is the required Biological Inventory attached? yes no
- b. Is a Management Plan for encroachment into sensitive biological resources required?
 yes no

If yes, is it included in your Biological Inventory? yes no

- c. How many native oaks exist on site? _____
- d. How many oaks have trunk diameters of 36" or more, measured at breast height (4')?

- e. Number, size, type and location of trees being removed, including for road and sewage disposal construction (as shown on site plan):

- f. Is a Tree Protection Plan for trees to be retained attached or addressed in your Biological Inventory? yes no

- g. Does this project have the potential to preclude the future use of any natural resource i.e., forests or water?

8. **Mineral Resources:**

- a. Is this site mapped as an MRZ-2, Significant Mineralized Area, by the State Dept. of Conservation? yes no
- b. Does this project have the potential to deplete any non-renewable resource (minerals)?
 yes no If yes, explain.

9. **Risk of Upset/Health Hazards**

- a. The required Nevada County Hazardous Materials/Waste Statement has been filed with this application? yes no
- b. Do you have knowledge, or is there evidence, of any past, potentially hazardous materials use, including underground fuel storage tanks, dumpsites, or surface or subsurface mining activity?
 yes no

If yes, a Phase I Assessment must be submitted with this application. Contact the County Department of Environmental Health for information regarding what research must be conducted for the specified past use.

- c. Does this project propose the handling, storage or transportation of any potentially hazardous materials, toxic substances, flammables or explosives? yes no

If yes, briefly describe the potentially hazardous materials:

- d. Will the proposed project include the use of hazardous materials in quantities greater than 55 gallons, 200 cubic feet or 500 pounds? yes no

If yes, have you attached a Hazardous Materials Inventory Statement with this application? yes no

- e. Does this project propose, or will this project result in, the generation of hazardous waste as defined by the California Health & Safety Code, Chapter 6.5?
 yes no

- f. Does this project propose fuel tanks, either above or below ground? If yes, in what quantities?

- g. Is this project site within two air miles of an airport? yes no

10. Noise:

- a. Is a Noise Study attached? yes no

- b. What noise will be generated by this project both during and after construction? Include the noise source and the hours of operation for the noise generating use, including any outdoor activity areas, i.e., storage or equipment yards, outdoor music, playgrounds, animal pens.

- c. Describe any noise-sensitive land uses (homes, schools, hospitals, churches, libraries, nursing homes) that are within a half-mile of this project site.

11. Public Services:

- a. List agencies providing the following public services to your project site:

Fire Protection: _____
Domestic water: _____
Sewage disposal: _____
Road maintenance: _____
Other special districts: _____

- b. *If public sewer is proposed, how many EDUs are allocated to this site?* _____
c. *How many EDU's are required for the proposed use?* _____
d. Is trash and recycling service available to serve the project site? ____ yes ____ no
e. As a result of this project will there be significant amounts of solid waste generated, including stumps or inert matter? ____ yes ____ no If yes, describe how the solid waste will be handled/removed:

f. Within what Fire Severity zone is the project site mapped (Moderate, High or Very High) on the CalFire Fire Severity Hazard maps? _____
g. Will this project result in the need for additional public services including fire, police, water, sewage disposal or recreation, including annexation to a special district?
____ yes ____ no If yes, describe:

12. Utilities & Services Systems:

- a. List the public utilities that are available to serve the project site and the entity that provides service:

Telephone: _____
Electricity: _____
Gas (propane or natural gas) _____
High speed internet service: _____

- b. Will this project require the extension of service for any energy source?
____ yes ____ no If yes, please describe:

- c. Will this project require the recording of a new utility easement?
____ yes ____ no If yes, the proposed easement must be shown on the site plan.

- d. Describe how this project maximizes energy efficiency, i.e., utilizes alternative energy sources, pursuant to General Plan policies 8.10.1, 8.10.2, 8.10.6, 8.21A, 8.23 & 8.24.14.2:

- e. *What type of sewage disposal system is proposed for this project (public sewer, individual septic systems, a community system, a centralized system)?*

13. Aesthetics:

- a. Will there be a change to any highly visible ridgelines or any scenic viewsheds?
___ yes ___ no If yes, describe:

- b. Is this project visible from a scenic highway, a large population center, or a public recreation area? ___ yes ___ no If yes, describe:

- c. Does this project propose any outdoor storage, activity or use (other than parking)?
___ yes ___ no If yes, describe:

- d. Does this project propose new fencing? ___ yes ___ no If yes, describe fence type, height, materials and colors:

- e. Will this project require the installation of new overhead utility lines, visible from public roadways or adjacent properties? ___ yes ___ no If yes, describe:

f. Lighting:

Is new exterior lighting proposed? yes no

If yes:

Is the location of all exterior lighting shown on the site plan? yes no

Is a comprehensive Lighting Plan included in the application packet? yes
 no

If no, explain why:

Describe existing and proposed lighting, including number and type of light fixtures, i.e., compact-fluorescent, metal-halide, incandescent; location (wall-mounted, pole); and type of shielding to prevent off-site light spill:

14. Agriculture:

e. Is there an agricultural use established on or adjacent to this parcel?
 yes no If yes, describe the use:

b. Will this project result in the reduction of agricultural production?
 yes no If yes, describe:

c. Is this project site mapped as unique or important agricultural lands on the State Dept. of Conservation Important Farmlands Map? yes no

d. Is this property contracted for an Agricultural Preserve (Williamson Act)? _____

e. Has this site been logged site in the last 10 years? yes no
If yes, was a Timber Harvest Plan approved? yes no
 If yes, attach a copy of the approved Plan.

15. Cultural Resources:

a. A letter from the North Central Information Center is attached, recommending whether an on-site Cultural Resources Inventory be conducted.

b. An Inventory was conducted and is attached.

- c. ____ An Inventory is not attached because:
____ The North Central Information Center determined that an inventory is not required due to project size or sensitivity level (see letter).
____ An on-site inventory was conducted for a previous project and is on file with the Planning Department, County File No#: _____.

16. Recreation:

- a. Describe any public recreational facilities existing or proposed on the project site, including trails. Describe any known historic, public use of this site.

- 17. Building Permits:** List any building or grading permits, related to this project that have been applied for and/or issued.

- 18. Code Violations:** To your knowledge, are there any Code violations occurring on this property, including the issuance of a Warning Notice or a Citation for the subject property? ____yes ____ no If yes, describe.

Development project information (not applicable to Tentative Maps)

19. Proposed use:

- a. Proposed use/occupancy type: _____
b. Building type & hazard classification: _____
c. Days & hours of operation: _____
d. Total number of employees: _____
e. Describe any outdoor activity proposed, including area square footage:

f. Number of parking spaces, pursuant to Sec. L-II 4.2.9.f. of Zoning Regulations:

	<u>Required</u>	<u>Proposed</u>
Regular stalls:	_____	_____
Compact stalls:	_____	_____
Wheelchair accessible:	_____	_____
<i>TOTAL:</i>	_____	_____

g. Are loading bays or drop off areas proposed or required? _____

20. *Building Characteristics of each proposed building:*

a. Building size in square feet (existing and proposed):

1st floor _____ 3rd floor _____
2nd floor _____ 4th floor _____

b. If assembly area without fixed seats, state UBC and/or designed occupancy: _____

c. Building height, measured from average finished grade to highest point _____

d. Proposed exterior building:

	<u>Materials</u>	<u>Colors</u>
Roofing:	_____	_____
Siding:	_____	_____
Trim:	_____	_____
Windows:	_____	_____

e. Describe proposed architectural features or details (roof overhangs, offsets, wainscoting, etc) incorporated to comply with applicable County Design Guidelines:

21. *Signage:*

___ A Comprehensive Sign Plan been submitted that identifies:

- ___ a. Number of signs
- ___ b. Total sign square footage
- ___ c. Sign style (wall sign, monument, free-standing)
- ___ d. Sign lighting
- ___ e. Sign placement/location
- ___ f. Design, e.g., colors, materials, lettering style

22. Residential Projects

a. Number of dwelling units:

Single-family _____

Multiple-family _____

b. If multiple family or condominium project, number of dwelling units with:

One Bedroom _____

Two Bedrooms _____

Three Bedrooms _____

Four or More Bedrooms _____

c. Does this project include a conversion of residential real property to a condominium project? yes no

If yes, have you provided tenant notice pursuant to Sec. 66427.4 of the Subdivision Map Act, and attached a report on the impact to tenants are required by Sec. 66427.4?

yes no

If yes, you must provide verification of such notice.

Is that documentation attached? yes no

I understand that failure to provide a complete response to all questions on this form may deem this application incomplete and may result in project processing delays.

Signature of () Property Owner(s) or () Authorized Representative that completed this document:

Date: _____

**NEVADA COUNTY PLANNING DEPARTMENT
LAND USE APPLICATION**

Please print or type in black ink

Type of application(s) for which you are applying:

- | | | |
|---|---|--|
| <input type="checkbox"/> Tentative Map | <input type="checkbox"/> Ordinance Amendment | <input type="checkbox"/> Certificate of Compliance |
| <input type="checkbox"/> Use Permit | <input type="checkbox"/> Zone Change | <input type="checkbox"/> Voluntary Merger |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Home Business |
| <input type="checkbox"/> Administrative Dev. Permit | <input type="checkbox"/> Variance | <input type="checkbox"/> Temporary Commercial Permit |
| <input type="checkbox"/> Boundary Line Adjustment | <input type="checkbox"/> Setback Easement | <input type="checkbox"/> Management Plan |
| <input type="checkbox"/> Other (specify): _____ | | |

PROJECT DESCRIPTION: _____

Assessor's Parcel No(s): _____

Applicant Name(s): _____

Applicant Mailing Address: _____

Telephone #: () _____ E-Mail: _____ FAX#: _____

Property Owners Full Names: _____

Property Owner Mailing Address: _____

Telephone #: () _____ E-Mail: _____ FAX#: _____

Name of Representative (if applicable): _____

Address of Representative: _____

Telephone #: () _____ E-Mail: _____ FAX#: _____

Site address(es): _____ Acreage(s): _____

Water Source: _____ Method of Sewage Disposal: _____

I hereby acknowledge that I have read the instructions for filing this application and state under penalty of perjury that the information provided on all attached documents is correct.

Signature of () Property Owner(s) or () Authorized Representative*

_____ Date: _____

_____ Date: _____

***Representative may sign application if a Letter of Authorization from the owner(s) is provide**



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY**

950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617
(530) 265-1222 FAX (530) 265-9854 <http://mynevadacounty.com>

Planning Department Environmental Health Building Department Sanitation Department Dept. of Public Works Agricultural Commissioner

AGREEMENT TO PAY FORM

Nevada County Community Development Agency fees are based on Board of Supervisor approved fee schedules. Hourly fees and fees for services in excess of a minimum fee collected, including re-inspections, are billed to the applicant based on the Board approved fee schedule in effect at the time the work is performed by staff. This *Agreement To Pay Form* must be signed and original signatures submitted to the NCCDA along with the completed permit forms and the initial payment of fees. Copies of current fee schedules are available from our Customer Service Staff or on the web at <http://www.mynevadacounty.com>

I/We understand that the NCCDA will bill as services are rendered, and I/We agree to pay such billing within thirty (30) days of the mailing of such billing for the project/permit. If payments on outstanding invoices are not made within thirty (30) days after the date of the invoice, County staff may cease work on the project until the required payment is made, subject to any other provisions of the law. All fees must be paid prior to the granting of any permits, approvals, or any land use entitlement for which services are required. The collection of fees, however, does not guarantee the granting of any permits, approvals, or land use entitlements for which I/We are applying.

Site Information:

Invoices and/or notices to be mailed to:

APN: _____	Name: _____
Property Owner/Business Name (if applicable): _____	Address: _____
Address: _____	
	Telephone: _____
Email: _____	Email: _____

NCCDA Staff is authorized to consult with necessary governmental agencies and the following individuals concerning this project: _____

I certify under proof of perjury that I am the property owner or that I am authorized to enter into this fee agreement on his/her behalf. I have read the conditions concerning Nevada County Community Development Agency Fees and I understand that in the event that the billing party I have indicated does not pay required fees, I will be responsible for payment. I further agree to advise the department in writing should I no longer be associated with the above referenced project/property, rendering this agreement invalid as of the change of the date that the letter is received by the Nevada County Community Development Agency.

_____ Dated: _____ CDL# _____
Signature

_____ Tel #: _____
Printed Name

THIS SECTION FOR OFFICE USE ONLY

Service: _____ Program: _____ Job No: _____
DPW #: _____ Project File #: _____ Billing Code: _____
Amount Collected: \$ _____ Receipt #: _____ Date of Receipt: _____

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DPW #: _____ Project File #: _____ Billing Code: _____
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