

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

**APPLICATION PACKET**  
**ADMINISTRATIVE DEVELOPMENT PERMITS**

Pursuant to Sec. L-II 5.5.1 of Zoning Regulations, Administrative Development Permits (ADPs) provide an administrative review process for those smaller development projects that are consistent with Code standards. The ADP review process is applicable to the following low intensity land uses and development:

- Conversion of an existing structure to a more intensive different use or occupancy that is consistent with zoning.
- Additions to lawfully existing structures, that are no more than 50% of existing gross floor area, or 2,500 square feet, whichever is less; except that a Zoning Administrator public hearing is required if the site is within the Sphere of Influence of a City; if the project entails grading in excess of 10,000 cubic yards, or if Levels of Service will be exceeded.
- 2-4 Multiple family dwelling units if not in conjunction with construction of 2 or more structures during a 2-year period
- Minor Communication Facility equipment, pursuant to Sec. L-II 3.8 of Zoning Regulations (minor antennas and minor expansion of equipment structures).
- A single public utility structure, pursuant to Sec. L-II 3.14.D of Zoning Regulations.
- Produce Stands and Farmers Markets pursuant to Sec. L-II 3.3 of Zoning Regulations.

Other low intensity uses that are also subject to an Administrative Development Permit, include Home Businesses, Temporary Commercial Permits, Large Family Day Care Homes, Off-site Directional Signs, Produce stands and/or Farmstores, except that a separate application packet is provided for each of those permits.

Projects that are authorized by an ADP must be determined to be in compliance with the County Land Use and Development Code, all applicable State laws, and ordinance requirements of any affected special districts. The project must be denied if it is determined to be inconsistent with the Nevada County General Plan or does not comply with the provisions of this all applicable County codes or other applicable laws.

Administrative Development Permits are subject to Design Review by the Zoning Administrator unless specifically exempted from review by County Zoning Regulations. ADP projects are subject to all applicable development fees at the time of construction, including those for roads, recreation and fire protection.

Applications for an ADP must be filed in person in the Planning Department before 4:30 p.m. If all required application documents are attached and all forms completed, your application will be distributed to all applicable agencies who will have 21 days to respond. Within 10 days of receiving agency comments, the Planning Department will determine if the application meets the required development standards by approving the project, approving it with conditions, or denying the application if not in conformance with applicable requirements. Prior to application submittal applicants are advised to contact all agencies which might have jurisdiction (County Departments of Transportation and Sanitation, and Environmental Health, Special Districts, Cal Trans, etc.) for conditions that may be incorporated within the project approval. ADP projects are subject to all applicable development fees at the time of construction, including those for roads, recreation and fire protection.

**ADMINISTRATIVE DEVELOPMENT PERMIT  
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.
- ( ) 2. Filing fees pursuant to the most recently adopted Resolution of the Board of Supervisors.
- ( ) 3. The signed and completed Agreement to Pay Form.
- ( ) 4. Two copies of the property Grant Deed, verifying ownership and the legal description of each affected parcel.
- ( ) 5. If grading that will require a permit is anticipated, submit a profile showing the cut and fill and the height of any needed retaining walls.
- ( ) 6. The Hazardous Waste Statement forms.
- ( ) 7. Photos of the site and a site plan reduction indicating where photos were taken.
- ( ) 8. For commercial and multi-family projects, the completed Project Information Questionnaire form.
- ( ) 9. For commercial and multi-family projects, a preliminary landscaping plan pursuant to Sec. L-II 4.2.7.E. of Zoning Regulations.
- ( ) 10. For commercial and multi-family projects, two sets of building elevations and floor plans, including square footage calculations. Plans must be drawn to a recognizable scale.
- ( ) 11. For communications facilities, provide elevations showing location of proposed equipment on existing structures, showing dimensions and colors of proposed equipment and adjacent structures.
- ( ) 12. 8 folded copies of a site plan drawn per instructions (additional copies may be required if the project needs review by State agencies). All **plans must be folded** to a maximum 8½" X 14" size. Unfolded plans will not be accepted.
- ( ) 13. One 8½" x 11" reduction of the site plan.

**FORM/CONTENT OF SITE PLAN**

The following information shall be provided on all site plans, where applicable:

**A. General** (applicable to all ADPs)

- ( ) 1. A site plan shall be drawn on white, unlined paper (unless they are blue-line prints), shall be fully dimensioned, showing all property lines, and drawn to a commonly recognized architect's or engineer's scale. The legal lot size shall be shown.
- ( ) 2. Provide a vicinity map showing the general project location (1" = 2000' scale) in relationship to the surrounding area with the mileage from the nearest County road shown.
- ( ) 3. Provide a North arrow and the scale to which the plan is drawn.
- ( ) 4. Provide a legend which includes:
  - a. Project proposal (ADP for a .....)
  - b. Property owner/applicant name(s)
  - c. Applicant's representative
  - d. Date of Site Plan preparation
  - e. Assessor's Parcel Number
  - f. The water source, method of sewage disposal, the fire protection agency, and public utilities.
- ( ) 5. Show the location and purpose of all existing public and private utility easements.
- ( ) 6. Show the location and names of all abutting roads, including rights-of-way boundaries, road centerlines, width of traveled way, type of surfacing and grades.

**B.** In addition, all **Multiple-Family Residential Projects** shall provide the following:

- ( ) 1. A chart with the following computations on the site plan:

a. Building coverage	_____ square feet	_____ %.
b. Surfaced area	_____ square feet	_____ %.
c. Landscaped area per Sec. L-II 4.2.7:		
interior parking	_____ square feet	_____ %.
residential buffer	_____ square feet	_____ %.
street buffers	_____ square feet	_____ %.
d. Natural area/open space, per Sec. 4.2.10:	_____ square feet	_____ %.
<b>TOTALS</b>	_____ square feet	_____ 100 %

- ( ) 2. Show topography with sufficient detail for proper study of building site, drainage, sewage disposal and road improvements.
- ( ) 3. Show deeded access if property does not front on a County road.
- ( ) 4. Show radius of all curves on existing and proposed roads.
- ( ) 5. Provide a typical cross section of proposed roads, showing any improvements proposed in the road right of way.
- ( ) 6. Show all other road improvements (sidewalks, gutters, ditches, cross walks, etc.).
- ( ) 7. Show location of and size of existing culverts on and abutting the property.
- ( ) 8. Show proposed direction of surface drainage with arrows.
- ( ) 9. Show any drainage channels through or adjacent to the property;
- ( ) 10. Show location of sewage disposal systems and wells and their required setbacks.
- ( ) 11. Show all required setbacks for buildings, waterways, sewage disposal and well sites.

**Building(s)**

- ( ) 1. Show location of all existing, proposed and proposed to be removed, structures on the property; show their setbacks from property lines and label their use.
- ( ) 2. Show the size of any buildings (gross square footage by floor).
- ( ) 3. Show exterior lighting on any buildings.

**Parking , Landscaping and Sidewalks**

- ( ) 1. Show all off-street parking, driveway access points, per Sec. L-II, 4.2.9 of Zoning Regulations.
- ( ) 2. Per Sec. L-II 4.2.7 of Zoning Regulations, show and indicate total area devoted to:
  - a. Interior parking lot landscaping,
  - c. Area required for street buffer yard landscaping.
  - d. Designate the type of perimeter landscape curb or border.
- ( ) 3. Delineate pedestrian trails, sidewalks or other pathways that link the site to adjacent properties (see Sec. L-II 4.1.8 of Zoning Regulations).

# 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: \_\_\_\_\_

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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 provided.**



**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: _____

I would like to opt out of receiving County emails related to this project.

NCCDA Staff is authorized to consult with necessary governmental agencies concerning this project. They are also authorized to consult with the following individuals concerning my 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: \_\_\_\_\_

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

## PROJECT INFORMATION QUESTIONNAIRE

*The information provided in this questionnaire will be used for preparation of the project Initial Study, where applicable, and for overall project review. All of the questions must be answered completely with legible responses, typed or in black ink. Attach additional pages if necessary.*

**1. Earth:**

- 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 (10-20%)    \_\_\_\_\_ sq. ft/acres    \_\_\_\_\_ % of site

Steep (more than 20%)    \_\_\_\_\_ sq. ft/acres    \_\_\_\_\_ % of site

- 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?

\_\_\_\_\_

\_\_\_\_\_

- f. Describe site grading, including how many cubic yards of soil will be imported, exported or moved on site; material sources or disposal sites; transport methods and haul routes; the maximum proposed depth and slope of any excavation and the type, location and height of any proposed retaining walls.

\_\_\_\_\_

\_\_\_\_\_

**2. 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).

\_\_\_\_\_

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**3. 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.

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- 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? If so, explain and attach a copy of the map.

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- c. Describe any discharge to surface waters that will result from this project, including any waste waters other than storm water runoff that may be present in the discharge. Propose methods for treating and controlling runoff before it enters the drainage area or watercourse.

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- d. Are there any wetlands or riparian areas on this site:      \_\_\_\_\_ yes      \_\_\_\_\_ no

**If yes;**

Will wetlands be effected 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

How do you propose to protect the wetlands:

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**4. Plant & Animal Life:**

- a. Is the required Biological Inventory attached?      \_\_\_\_\_ yes      \_\_\_\_\_ no
- b. If required by the Inventory, is a Habitat Management attached?      \_\_\_\_\_ yes      \_\_\_\_\_ no
- c. Is a Tree Protection Plan attached?      \_\_\_\_\_ yes      \_\_\_\_\_ no
- d. Specify the location and type of existing trees on the site, as shown on site plan. Indicate the number of native oaks and how many have trunk diameters of 36" or more, measured at breast height (4').

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e. Number, size, type and location of trees being removed (as shown on site plan):

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f. If any wetlands have been identified on your Biological Inventory, how do you plan to protect them?

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**5. 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 generator.

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

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**6. Land Use:**

a. Is this property within an Agricultural Preserve (Williamson Act)? \_\_\_\_\_

b. Will this project result in the reduction of any agricultural production?

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c. Describe surrounding land uses:

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d. Does this project have the potential to change the character of the surrounding area, including the loss of open space?

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e. Will this project displace any residential units?

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f. Will this project result in an increase in population in the immediate project area?

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g. Does this project have a relationship to a larger project or series of projects?

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**7. *Natural Resources:***

a. Does this project have the potential to preclude the future use of any natural resource i.e. forests or water, or deplete any non-renewable resource (minerals)?

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

a. Does this project propose the handling, storage or transportation of any potentially hazardous materials toxic substances, flammables or explosives? Include any information that is not adequately provided on the Hazardous Materials/Waste form:

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b. Does this project propose fuel tanks, either above or below ground? What quantities?

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c. Is this project site within two miles of an airport? \_\_\_\_\_

d. Is there any evidence of surface or subsurface mining activity on this site? If so, describe.

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**9. Public Services:**

- a. 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?

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- b. As a result of this project will there be significant amounts of solid waste, including stumps or inert matter?

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**10. Transportation/Circulation:**

\_\_\_\_ A traffic study is attached.

- a. Describe the access roads serving this project, including right of way width, surfacing and grade.

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- b. Who provides road maintenance on all roads accessing your project?

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- c. Is the access road a dead-end road and, if so, what is the distance to the nearest through road?

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- d. Will this project result in substantial or cumulative impacts to the circulation system in this area? Explain:

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- e. What road improvements are proposed?

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**11. Aesthetics:**

- a. Will there be a change in any important ridgelines or scenic viewsheds?

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- b. Is this project visible from a scenic highway or large population center?

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**12. Cultural Resources:**

- \_\_\_\_\_ A letter from the North Central Information Center is attached, recommending that,  
\_\_\_\_\_ adequate information is on file and no field survey is required, or  
\_\_\_\_\_ an on-site Cultural Resources Inventory be conducted; that Inventory is attached.



**15. Signage:**

Number of signs: \_\_\_\_\_ Total square footage: \_\_\_\_\_  
Style (wall sign, monument, free-standing): \_\_\_\_\_  
Illuminated? \_\_\_\_\_

**16. Describe existing and proposed lighting, including number of fixtures; type (mercury vapor, high pressure sodium, etc.); type of mounting (wall or pole); and how spill on adjacent properties or roadways will be prevented.**

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**17. Residential Projects ONLY**

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 \_\_\_\_\_

NEVADA COUNTY

HAZARDOUS MATERIALS / WASTE STATEMENT

APN: \_\_\_\_\_ Property Owner: \_\_\_\_\_

**Hazardous sites:** General Plan policy requires the County pursue the cleanup of sites contaminated by mine waste or other hazardous materials prior to approving land use projects. Where hazardous waste or hazardous materials may occur on a project site, a Phase I site assessment may be required prior to processing or approving your project. Respond to the following questions and provide the requested information:

1. Is there evidence of any past, potentially hazardous use on or near the project site, including underground fuel storage tanks, dumpsites, artillery ranges, surface or subsurface mining activity?

( ) **Yes Provide a Memo from the County Dept. of Environmental Health that adequate information is on file to accept the project for processing.**

( ) **No List the research and/or source of information justifying your response.**

\_\_\_\_\_  
\_\_\_\_\_

**Hazardous use.** It is the applicant’s responsibility to understand the definition of “hazardous material” and “hazardous waste,” as defined in the California Health & Safety Code, Chapter 6.5. The storage of hazardous materials and the generation of hazardous waste are regulated under federal, state and county codes. The storage of hazardous materials in quantities equal to or greater than, a total weight of 500 pounds, or a total volume of 55 gallons, or 200 cubic feet at standard temperature and pressure for compressed gas; or the generating of hazardous wastes in any quantity, requires a permit from the Nevada County Department of Environmental Health.

2. **Will hazardous materials be used, or will hazardous waste be generated from the facility resulting from this project? Check the appropriate response and provide the listed information.**

( ) **Yes** A Hazardous Materials Inventory Statement (HMIS), obtained from the Department of Environmental Health, must be filed with this project application.

( ) **No** Explain why no hazardous materials are used for the proposed use or business:

\_\_\_\_\_  
\_\_\_\_\_