



GLENN COUNTY  
PLANNING AND PUBLIC WORKS AGENCY  
777 North Colusa Street  
Willows, CA 95988  
(530) 934-6540  
FAX (530) 934-6533  
[www.countyofglenn.net](http://www.countyofglenn.net)



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## **INSTRUCTIONS FOR FILING APPLICATION FOR ADMINISTRATIVE PERMIT- COLLECTOR**

It is advisable to obtain Building Department and Health Department requirements **PRIOR** to applying for an Administrative Permit.

An administrative collector's permit shall be obtained for parcels having three to five accumulation vehicles and a conditional use permit for six or more accumulation vehicles (Glenn County Code §15.560.160.F)

An accumulation vehicle is defined under Glenn County Code §15.020.020(A3) as *the accumulation and storage of abandoned, wrecked, dismantled, inoperative or nonregistered vehicles, travel trailers, unoccupied mobilehomes, or parts thereof, on private or public property.*

The following list is intended to meet the requirements of State of California Government Code Section 65940.

### **APPLICATION CHECKLIST:**

1.  The applicant shall pay the required application fee. Fees are accepted by check, cash, or credit card. Checks should be made payable to Glenn County. The current Application Fee is as listed in the Glenn County Master Fee schedule.
2.  The application form shall be properly filled out and signed by the applicants and ALL property owners. All property owners shall sign (husband and wife) or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign the application. If the property owner is a corporation, a Resolution from the corporation authorizing this application shall be submitted. The Resolution shall indicate an individual or individuals who are authorized to sign the application on behalf of the corporation.
3.  One copy of the current Grant Deed. The grant deed must include a legal description of the property for which the project is being proposed.

4.  One copy of the current County Assessor's Map with the property for the proposed Administrative Permit delineated on the map shall be submitted with the application.

5.  **SITE PLAN REQUIREMENTS:**

Five (5) copies of a clear and legible site plan shall be submitted with the application. Additional copies of the site plan shall be submitted to the County upon request. The site plan shall be at least 8.5 inches by 11 inches. It shall be large enough to show all information clearly and shall be drawn using an engineer's scale. A legible and reproducible reduction of the site plan is also required if presented on sheets larger than 11 inches by 17 inches. The site plan shall contain the following information unless it doesn't apply to the specific project or project location:

- (a)  Name, mailing address, and phone number of applicant(s).
- (b)  Name, mailing address, and phone number of property owner(s).
- (c)  Name, mailing address, and phone number of engineer or person who prepared the map (if applicable).
- (d)  Current Glenn County Assessor's Parcel Number(s) and property address (if applicable).
- (e)  North arrow and scale. The site plan shall be drawn so that north faces the top of the page and shall be drawn to a scale. The scale of the site plan shall be indicated (graphic bar scale, verbal scale, representative fraction).
- (f)  All property dimensions and acreage. Parcels less than one acre in area may be noted in square feet.
- (g)  Locations of all existing and proposed buildings and structures including their dimensions (LxW), height (H), and distances to all property lines (setbacks). The distances between all proposed and existing buildings and structures shall also be shown. Proposed buildings and structures shall be clearly differentiated from existing buildings and structures. All buildings and structures shall be labeled according to their type of use.
- (h)  Names, locations, and dimensions of all existing adjoining/adjacent streets or roads, width of road right-of-ways, and location of center of roads. Also show the locations and dimensions of existing and proposed driveways, on-site curbs, gutters, sidewalks, road surface widths, and possible future street continuations.

- (i)  Existing and proposed walls and fences including location, height, and construction material.
- (j)  Locations and dimensions of all existing utilities including pipelines, sewer lines, irrigation and drainage facilities, fire hydrants within 300 feet of the project site, water wells, septic tanks and drain (leach) fields. Sewage disposal and water supply shall comply with the Health standards (Chapter 15.660 & 15.670 of the Glenn County Code).
- (k)  Locations of all watercourses including FEMA 100-year floodplain, reservoirs, rivers, creeks, ponds, and irrigation canals. Also illustrate mature trees, rock outcroppings, and similar natural features.
- (l)  Identify any other information on the site plan which may be pertinent to the specific project or site.

In order to consider approval of the Administrative Permit, the application should demonstrate that the proposal will meet all permit requirements as listed under Section 15.770.010 of the Glenn County Code.

**15.770.010 Permit Requirements:**

*An administrative permit for the collection of a specified number of antique or hobby accumulation vehicles provided the following standards are met:*

- A. *An administrative collector's use shall be a residential accessory use in the "RE" zoning district;*
- B. *All outdoor storage shall be completely screened to a height of six feet by a solid wood or masonry fence when not completely enclosed in a building. All fences and/or buildings shall be continuously maintained;*
- C. *There shall be no outdoor storage in any required yard area;*
- D. *Storage shall only occur in those areas shown on the approved plot plan;*
- E. *All requirements of the fire marshal shall be met. The property shall be kept in a weed-free condition;*
- F. *A conditional use permit shall be required for automobile collectors of six or more accumulation vehicles;*
- G. *A use permit shall be required for collectors of antique or hobby accumulation vehicles on parcels smaller than two acres or when the standards of an administrative collector's permit cannot be met;*
- H. *In all cases, the administrative collector permit shall not be issued or held for the purposes of conducting a business.*

According to Section 65943 of the California Government Code, your application shall be reviewed by the County within 30 days from the filing date to determine the completeness of the application. You shall receive written notice if the application is determined to be incomplete. Please note that acceptance of the application as complete is not an indication of approval.

If the application is deemed incomplete for further processing, the applicant may appeal this decision to the Planning Commission by filing a Notice of Appeal with the Planning & Public Works Agency within ten (10) days from the date of the written notice (Glenn County Code §15.050.040). The Notice of Appeal shall be submitted in writing and accompanied by the appeal fee as listed in the Glenn County Master Fee schedule.

The Planning & Public Works Agency or any other reviewing agency may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application. According to Section 65944(C), additional information may be requested in order to comply with Divisions 13 of the State of California Public Resources Code.

ADM\_\_\_\_\_

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**APPLICATION FOR ADMINISTRATIVE PERMIT –  
COLLECTOR**

NOTE:FAILURE TO ANSWER APPLICABLE QUESTIONS AND REQUIRED ATTACHMENTS COULD DELAY THE PROCESSING OF YOUR APPLICATION.

1. Applicant(s):

Name:\_\_\_\_\_

Mailing Address:\_\_\_\_\_

Phone:(Business)\_\_\_\_\_ (Home)\_\_\_\_\_

Fax:\_\_\_\_\_ E-mail:\_\_\_\_\_

2. Property Owner(s):

Name:\_\_\_\_\_

Mailing Address:\_\_\_\_\_

Phone:(Business)\_\_\_\_\_ (Home)\_\_\_\_\_

Fax:\_\_\_\_\_ E-mail:\_\_\_\_\_

3. Engineer/Person who Prepared Site Plan (if applicable):

Name:\_\_\_\_\_

Mailing Address:\_\_\_\_\_

Phone:(Business)\_\_\_\_\_ (Home)\_\_\_\_\_

Fax:\_\_\_\_\_ E-mail:\_\_\_\_\_

4. Name and address of property owner's duly authorized agent (if applicable) who is to be furnished with notice of hearing (Section 65091 California Government Code).

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

5. Request or Proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Address and Location of Project: \_\_\_\_\_

6. Current Assessor's Parcel Number(s): \_\_\_\_\_

7. Existing Zoning: \_\_\_\_\_

8. Existing Use of Property: \_\_\_\_\_

9. Provide any additional information that may be helpful in evaluating this proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION UNDER PENALTY OF PERJURY**

(Must be signed by Applicant(s) and Property Owner(s))  
(Additional sheets may be necessary)

The Applicant(s) and/or Property Owner(s), by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against the foregoing individuals or entities, the purpose of which is to attack, set aside, void or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to, damages, costs expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement whether or not there is concurrent passive or active negligence on the part of the County.

Applicant(s):

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

I am (We are) the owner(s) of property involved in this application and I (We) have completed this application and all other documents required.

I am (We are) the owner(s) of the property involved in this application and I (We) acknowledge the preparation and submission of this application.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Property Owner(s):

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_