



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)



---

**INSTRUCTIONS FOR FILING APPLICATION FOR  
SITE PLAN REVIEW  
(COMMERCIAL/INDUSTRIAL)**

Prior to or concurrent with the application for a building permit, the applicant shall submit to the Glenn County Planning & Public Works Agency a complete site plan and all necessary supporting documentation for review by the agency to ensure compliance with all the requirements of the Glenn County Code.

This application form is to be used for those proposals which are to be located within the following zones: "LC", "CC", "C", "SC", "HVC", "M", "MP", and "AV".

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. ☐ If applicable, one set of building plans shall be required at the time of application submittal. The plans shall show elevations to scale which show all sides of any proposed building or structure. The elevations shall identify exterior materials. The plans shall also include a detailed scaled drawing of the floor plan for each proposed building or structure. The floor plan shall show uses within each proposed building or structure.

5. ☐ One copy of the current County Assessor's Map with the property for the proposed project delineated on the map shall be submitted with the application.

6. ☐ **SITE PLAN REQUIREMENTS:**

Fifteen (15) 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. For complex projects, it is recommended that the site plan be prepared by a professional engineer. 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 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 site plan and the date of preparation (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 (i.e. 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. Any existing buildings or structures proposed to be removed shall be identified.

- (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) ☐ The widths, location, and purpose of all existing and proposed easements on-site and show or describe off-site access easements serving the project.
- (j) ☐ Existing and proposed walls and fences including location, height, and construction material.
- (k) ☐ Locations and dimensions of all existing and proposed utilities including pipelines, sewer lines, irrigation and drainage facilities, fire hydrants within 300 feet on the project site, water wells, septic tanks and drain (leach) fields. Include a list of all firms and/or public districts supplying utility services. Sewage disposal and water supply shall comply with the Health standards (Chapter 15.660 & 15.670 of the Glenn County Code).
- (l) ☐ Locations of any existing or proposed on-site restrooms in accordance with Glenn County Code Section 15.560.150. Restrooms open for public use shall be provided by all retail sales, entertainment or open to the public recreational uses when gross building floor area exceeds three thousand (3,000) square feet in area per use, and for all attended retail fuel sales uses (Glenn County Code §15.560.150).
- (m) ☐ Existing and proposed off-street parking and loading areas in accordance with Chapter 15.610 of the Glenn County Code. The locations, number of spaces, dimensions, type of surfacing, and internal circulation pattern shall be shown. Areas to be reserved for disabled parking shall be indicated. Include any concrete curbing, retaining walls, and on-site lighting.
- (n) ☐ The locations and dimensions of any proposed signs. Indicate on a separate detailed drawing, the size, height aboveground if free standing, and what will be on the face of the sign(s). Also, indicate if the sign(s) will be illuminated and how. Signs shall comply with the standards of Chapter 15.620 of the Glenn County Code.
- (o) ☐ Locations and dimensions of open and outdoor storage. Outdoor storage shall comply with Glenn County Code Section 15.560.110. Also show locations of trash enclosures.

- (p) ☐ Existing and proposed landscaping in accordance with Chapter 15.570 of the Glenn County Code. A Landscaping Plan, either as an overlay of the proposed Site Plan or a separate drawing, shall be submitted to the planning authority for review and approval by the Director. The Landscaping Plan shall include: the location of all landscaped areas with the proposed shrubs, trees, and other plant materials clearly labeled with information on size, type, and spacing. A description and layout of the proposed irrigation system is also required. (Note: no use shall commence nor occupancy permit issued until the Landscaping Plan has been implemented and approved)
  - (q) ☐ Identify adjacent land uses and distances to any residential dwellings within 500 feet of subject property.
  - (r) ☐ Locations of any hazardous material or chemical storage. Include locations of above or below ground storage tanks.
  - (s) ☐ Show the nature of existing and final topography, including proposed grading and drainage. The direction of flow shall be indicated.
  - (t) ☐ 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.
  - (u) ☐ Identify any other information on the site plan which may be pertinent to the specific project or site.
7. ☐ A clear and legible written narrative shall be submitted on a separate sheet of paper which details the proposed project. The narrative shall include: proposed uses, number of employees, proposed hours of operation, traffic count, types and quantities of any storage of material, any processing of material, etc. Additionally, explain why the establishment, maintenance or operation of the use of the proposed project, will not, under the circumstance of the particular case, be detrimental to the health, safety (including traffic safety), and general welfare (peace, morals) of persons residing or working in the vicinity, or injurious to property and improvements in the vicinity.

In order to consider approval of the Site Plan Review, the application should demonstrate that the proposed project would meet all applicable minimum requirements as established in Glenn County Code Title 15, Development Standards, Part 1 Performance Standards, Chapters 15.560 through 15.620. Uses which are not in compliance with all applicable performance standards at the time of zoning clearance shall require a conditional use permit.

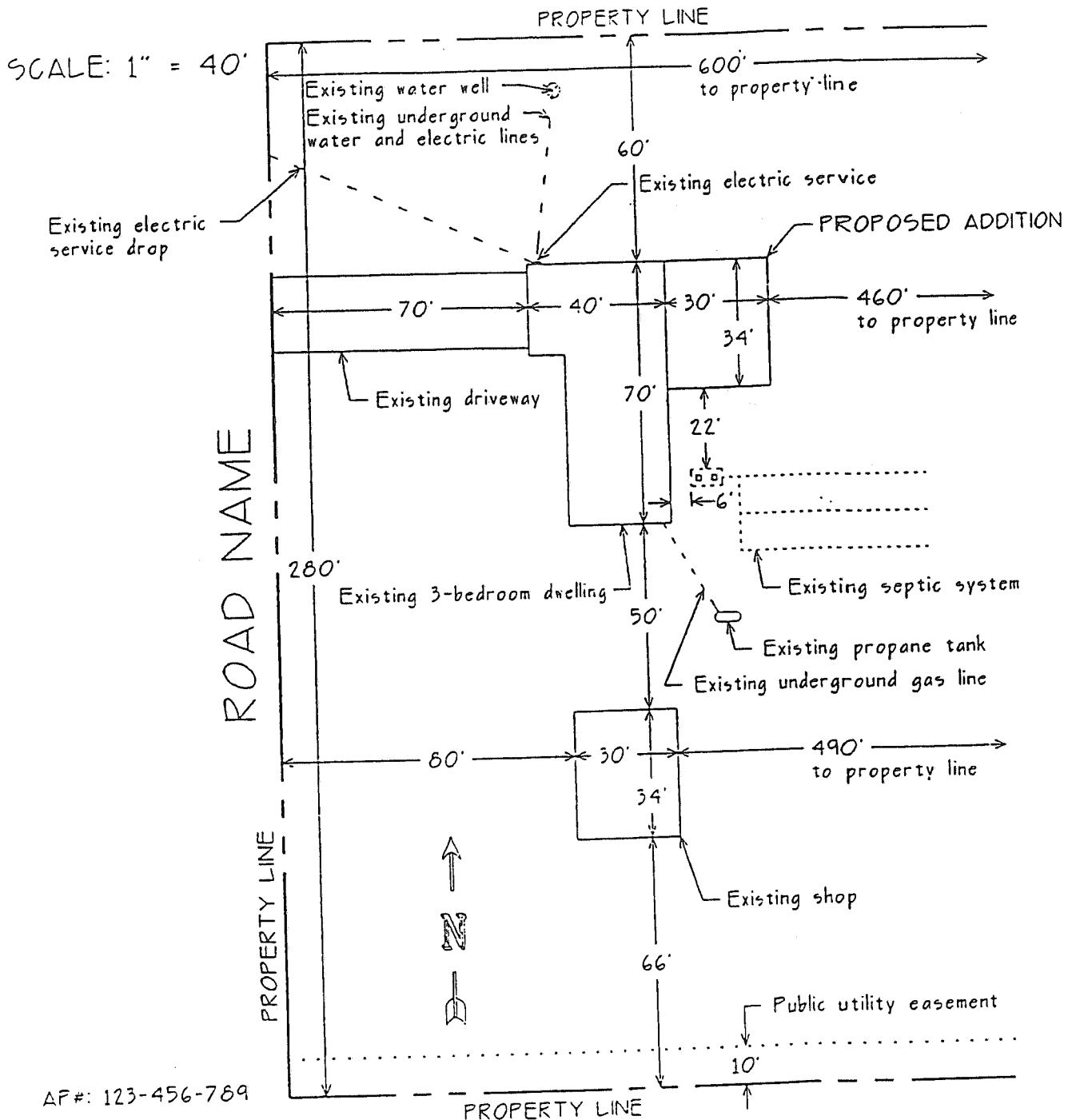
According to Section 65943 of the California Government Code, your application shall be reviewed by the County within 30 days from the filing date to determine the completeness of the application. You shall receive written notice if the application is determined to be incomplete. Please note that acceptance 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 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.

# EXAMPLE OF A PLOT PLAN

Must be drawn to 1" = 40' or 1" = 20' scale



—Location and distance between proposed and existing buildings—

—Building setbacks from property lines—

—Location of sewage systems (proposed or existing), own water supply or well location —

—Easements (roads or utility)—

—North direction, scale and street names—

Make a complete plot plan even if you are only building an addition to an existing building. Show accessory buildings as well as the proposed addition, as this is important in determining your compliance with lot coverage regulations.

SPR\_\_\_\_\_

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)

**APPLICATION FOR SITE PLAN REVIEW**  
**(COMMERCIAL/INDUSTRIAL)**

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

1. Applicant(s):

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

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

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

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

2. Property Owner(s):

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

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: \_\_\_\_\_

\_\_\_\_\_

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

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

8. Existing Zoning: \_\_\_\_\_

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

10. Provide any additional information that may be helpful in evaluating your 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: \_\_\_\_\_