

**GLENN COUNTY**  
**Planning & Community Development Services Agency**

225 North Tehama Street  
Willows, CA 95988  
530.934.6540  
[www.countyofglenn.net](http://www.countyofglenn.net)



Donald Rust, Director

---

**INSTRUCTIONS FOR FILING APPLICATION FOR  
ADMINISTRATIVE PERMIT – RESIDENTIAL DWELLING**

It is advisable to obtain Building Department and Health Department requirements **PRIOR** to applying for an Administrative Permit. This application is for the use of the property and in no way guarantees the acceptability of the site for onsite sewage disposal systems.

All Conditional Use Permits or annual Administrative Permits required for the placement of travel trailers, mobile homes or manufactured housing shall be applied for by and issued to the owner of land upon which it is proposed to be placed (Glenn County Code §15.590.060).

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:**

Three (3) 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 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 (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 of 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)  Existing and proposed off-street parking areas in accordance with Chapter 15.610 of the Glenn County Code. Include any concrete curbing or retaining walls. Garages and carports will count as off-street parking.
- (m)  Locations and dimensions of open and outdoor storage. Outdoor storage shall comply with Glenn County Code §15.560.110.
- (n)  Location of proposed and existing landscaping.
- (o)  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.
- (p)  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 proposed residence would meet all minimum residential construction standards as listed under Section 15.590.020 of the Glenn County Code.

**15.590.020 Standards:**

- A. *All dwelling units shall be at least fourteen feet in width or diameter (excluding eaves) and at least seven hundred square feet in gross floor area.*
- B. *Mobile homes shall be certified under the National Manufactured Home Construction and Safety Standards Act of 1974 and be at least constructed after 1979. All mobile homes on engineered Tie-down Systems shall have skirting approved by the building inspection division to be installed within sixty (60) days from the date of issuance of the Certificate of Occupancy by the building inspection division.*
- C. *All units shall be attached to a permanent foundation or permanent foundation system, pursuant to Health and Safety Code Section 18551. A mobile home used for a watchman or caretaker, who is employed by an on-going business on that parcel, in any commercial or industrial zone shall not be required to be attached to a permanent foundation system.*
- D. *All units shall be designed so that exterior walls look like wood or masonry or stucco regardless of their actual composition and must be framed with a minimum of two inch by four inch studs.*
- E. *The roofing materials shall be designed to look like composition roofing, tile, shakes, shingles, or tar and gravel, or architectural metal roof sheathing with factory applied color coatings.*
- F. *Unit siding shall extend to the ground level (wood excluded) except that when a solid concrete or masonry perimeter foundation is used, then siding need only extend one and one-half inches below the top of the foundation.*
- G. *The slope of the main roof shall not be less than two (2) inches of vertical rise for twelve (12) inches of horizontal run. Ramadas encompassing manufactured housing shall be prohibited.*
- H. *All units shall have a perimeter roof overhang perpendicular to the axis of the roof line of not less than one foot measured from the vertical side of the home.*

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 & Community Development Services 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 application fee as listed in the Glenn County Master Fee Schedule.

The Planning & Community Development Services 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.

**GLENN COUNTY  
PLANNING AND COMMUNITY  
DEVELOPMENT SERVICES AGENCY**  
225 North Tehama Street  
Willows, CA 95988  
(530) 934-6540  
[planning@countyofglenn.net](mailto:planning@countyofglenn.net)

**APPLICATION FOR ADMINISTRATIVE PERMIT - RESIDENTIAL**

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

1. Applicant(s):

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

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

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

2. Property Owner(s):

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

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

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

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

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

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

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

6. Request or Proposal:

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

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

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

9. Existing Zoning (<http://gis.gcppwa.net/zoning/>):\_\_\_\_\_

10. Provide any additional information that may be helpful in evaluating your proposal.

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

11. Setback Dimensions (Distance from property line to proposed structure):

North:\_\_\_\_\_ ft. South:\_\_\_\_\_ ft.

East:\_\_\_\_\_ ft. West: \_\_\_\_\_ ft.

Other Setback/s:\_\_\_\_\_ ft.

12. Provide the following information:

Size of Assessor Parcel: \_\_\_\_\_sq.ft. \_\_\_\_\_acres

Mean height of structure: \_\_\_\_\_ft. Peak height of structure: \_\_\_\_\_ft.

Dimensions of proposed including overhangs: \_\_\_\_\_ft. x \_\_\_\_\_ft.

Total Square Footage (Proposed): \_\_\_\_\_sq.ft.

Roof Overhang Length: \_\_\_\_\_ Exterior Stud Size:\_\_\_\_\_

Siding Material:\_\_\_\_\_ Roof Material:\_\_\_\_\_

13. Total Residence Currently on Property:\_\_\_\_\_

14. Mobile Home: Yes  No

Model Year\_\_\_\_\_ Model Number\_\_\_\_\_

Manufacture\_\_\_\_\_

**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: \_\_\_\_\_