

**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

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**INSTRUCTIONS FOR FILING APPLICATION FOR**  
**CONDITIONAL USE PERMIT**

The Glenn County Planning and Community Development Agency advises the Applicant to request a Pre-Application Review to be reviewed by the pertinent agencies prior to applying for projects requiring development permits or projects that propose substantial land use changes. Application fees are only for the processing of the application and not a guarantee that the project will be approved. There is a Non-Refundable deposit which will be credited toward the application fee if the application is submitted within six (6) months of the pre-application review. Fees are accepted by check, cash, or credit card. Checks should be made payable to Glenn County.

It is advisable to obtain Building Department and Health Department requirements prior to applying for a Conditional Use 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.

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 County of Glenn will refer your application to the Northeast Information Center (NEIC) of the California Historical Resources Information System (CHRIS) for a Records Search to identify the potential existence of historical and/or cultural resources located at the project site. This is a state requirement as of March 1, 2005. A separate non-refundable fee is required. The check or money order (no cash) should be made out to CSU, Chico Research Foundation. The NEIC will provide a recommendation of whether further archeological survey of the project site is warranted. If further archeological survey work is required, the County will work with the applicant to see that it is accomplished, according to set standards, by a qualified archaeologist. The applicant can be provided with a list of qualified archaeologists. The applicant shall bear all costs associated with further archeological survey work required to continue processing the application.
3.  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.
4.  Preliminary Title Report (issued within 90 days) and Current Deeds.
5.  The attached Environmental Information Form must be properly filled out and signed.
6.  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.
7.  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.

8.  **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 reproducible reduction of the site plan is also required if presented on sheets larger than 11 inches by 17 inches. In addition, a digital copy of the map and aerial photographs are encouraged. 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)  Existing and proposed off-street parking and loading areas. 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. Off-street parking and loading areas shall comply with Chapter 15.610 of the Glenn County Code unless otherwise approved.
- (m)  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.
- (n)  Locations and dimensions of open and outdoor storage. Outdoor storage shall comply with Glenn County Code Section 15.560.110 unless otherwise approved. Also show locations of any trash enclosures.
- (o)  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)
- (p)  Identify adjacent land uses and distances to any residential dwellings within 500 feet of subject property.
- (q)  Locations of any hazardous material or chemical storage. Include locations of above or below ground storage tanks.
- (r)  Show lines indicating the direction of the slope of the land and the approximate percent grade, including all drainage features. A separate Drainage Plan may be required. Include locations of any proposed grading and drainage. Areas subject to inundation or overflow shall be indicated. Include contour lines at sufficient intervals to provide for a proper study of drainage and indicate the direction of flow.
- (s)  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.

- (t)  A small inset map indicating the location of the land in relation to the nearest major roads and/or significant features in the surrounding area or region.
  - (u)  Identify any other information on the site plan which may be pertinent to the specific project or site.
9.  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 Conditional Use Permit, 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 are allowed with approval of a Conditional Use Permit. Any deviations from the performance standards will need to be specifically addressed and approved during the Conditional Use Permit process. The performance standards shall not be construed as preventing the review authority, as part of any discretionary approval, to require more restrictive standards as deemed necessary. 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 and Community Development 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 and Community Development 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.

**Pursuant to Board of Supervisors Resolution No. 96-12**

For complex projects, an estimate of the Planning and Community Development Agency time and expense shall be prepared by the Glenn County Planning Division within thirty days of application submittal. The Applicant shall be notified of the amount of deposit required in writing.

The Applicant shall be required to deposit the amount of money specified in the estimate in a Planning and Community Development Agency Trust Account for the specific application.

No work shall be performed by the Planning and Community Development Agency on the project in excess of the allotted hours listed above until funds are deposited in a Planning and Community Development Agency Account. Funds shall be deposited prior to determining that the application is complete for processing. At the time of final project approval, any excess funds remaining in the Trust Account shall be returned to the applicant.

**Additional Fee: California State Fish and Game Code Section 711.4:**

Pursuant to California Fish & Game Code §711.4, the County of Glenn is required to collect filing fees for the Department of Fish and Game for all projects processed with a Negative Declaration or Environmental Impact Report unless a fee exemption is provided in writing from the Department of Fish and Game. These filing fees are collected to defray the costs of managing and protecting fish and wildlife resources including, but not limited to, consulting with public agencies, reviewing environmental documents, recommending mitigation measures, and developing monitoring programs.

California Fish & Game Code §713 requires the Department of Fish and Game to adjust the filing fees annually. The annual fee adjustments are based on changes in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services, as published by the U.S. Department of Commerce. As the filing fees are adjusted annually, you will be notified of the fee amount upon release of the environmental document for the project. You may go to <http://www.dfg.ca.gov/habcon/ceqa/> for more information and to see a list of the current filing fees.

Pursuant to California Fish & Game Code §711.4(d) and California Code of Regulations Title 14, Chapter 3, Article 6, Section 15075(a), the filing fee is required to be submitted prior to the noticing or approval of any project. All checks should be made payable to Glenn County. Under Section 711.4 (c)(3) of the Fish and Game Code, any approvals granted for any project are not vested until the filing fee is paid.

**Additional Fees:**

If additional fees are required for environmental review of a project, the applicant shall be responsible for these fees. The applicant shall also be responsible to pay the cost for obtaining any necessary permits from any other agencies.

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

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

**APPLICATION FOR CONDITIONAL USE PERMIT**

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. *Example - number of employees, hours of operation, number of truck deliveries/loadings per day:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 (Existing): \_\_\_\_\_ sq.ft.  
Total Square Footage (Proposed): \_\_\_\_\_ sq.ft.

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