

**CITY OF NEVADA CITY  
PLANNING DEPARTMENT**

317 Broad Street  
Nevada City, CA 95959  
Phone (530) 265-2496 Fax (530) 265-0187

**APPLICATION PACKET FOR A USE PERMIT/DEVELOPMENT PERMIT**

This packet contains filing forms and instructions for submitting a complete application for a Use Permit or a commercial/industrial/multi-family Development Permit. You must complete all forms and submit all required supplemental documents listed on the attached checklist or your application will not be accepted. If you have questions regarding the need for zoning-specific information that may be required by the zoning applicable to your project, you should discuss your zoning with the City Planner prior to filing an application.

Applications must be filed with the Planning Department at City Hall. If all information is complete and no issues arise that require additional time for review, your project will be scheduled for public hearing and/or environmental review. You will receive a Staff Report approximately 10 days prior to the hearing. That Report will contain a Staff Recommendation for the project including a list of recommended conditions of approval. **You or your authorized representative must attend the public hearing or no action will be taken.** Surrounding property owners will also be notified of the hearing. During the hearing, the Planning Commission will consider the staff recommendation, your comments and any input from the public. The hearing body will either, 1) approve your project, 2) approve it with conditions, 3) deny it, or 4) continue it for additional information if necessary.

**SUBMITTING A COMPLETE AND ACCURATE APPLICATION AND SITE PLAN WILL HELP TO MAINTAIN YOUR DESIRED HEARING SCHEDULE.**

**USE PERMIT/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 City Council.
- ( ) 3. The completed Land Use Application and Project Information form.
- ( ) 4. If grading is anticipated, submit a profile showing the cut and fill and the height of any needed retaining walls.
- ( ) 5. Photos of the site and a site plan reduction indicating where photos were taken.
- ( ) 6. 3 hard-copies and 1 digital copy of building elevations and floor plans including square footage calculations. Plans must be drawn to a recognizable scale, preferably to an engineer's scale.
- ( ) 7. 3 hard-copies and 1 digital copy of any comprehensive sign plan that includes the location, type, size and design of all proposed signs, including a color scheme.
- ( ) 8. 3 hard-copies and 1 digital copy of a Lighting Plan that depicts the location, height and positioning of All light fixtures and provides a description of the type and style of lighting proposed, including pole or building mounted area lights and sign lights.
- ( ) 9. 3 hard-copies and 1 digital copy of a site plan drawn per attached instructions. All **plans must be folded** to a maximum 8 ½" x 11" size.
- ( ) 10. Please submit a separate page describing the project in detail. Include discussion of such items as scope of work, operations of any business, including hours of operation, number of employees, etc

# 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.**

**CITY OF NEVADA  
PROJECT INFORMATION QUESTIONNAIRE**

*The information provided in this questionnaire will be used for preparation of the project Initial Study (environmental review) and for overall project review. All questions must be answered completely with legible responses, typed or in black ink, providing more than a simple "yes", "no" or "NA" response. Attach separate written discussion pages where needed to provide a complete response.*

**1. Project Description:**

- a. Describe the proposed project including any proposed phasing:

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- b. Are any exceptions to required standards proposed or required for this project (a Variance, a Petition for Exceptions or a Management Plan to encroach into any sensitive resources)? *If yes, identify the nature of the proposed variance, exception or management plan:*

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- c. **Code Violations:** To your knowledge, are there any Code violations occurring on this property, including the issuance of a Warning Notice or a Citation for the subject property?  yes  no *If yes, describe:*

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**2. Land Use:**

- a. Does this project have a relationship to a larger project or a series of projects?  
 yes  no *If yes, describe:*

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- b. Describe existing on-site land uses:

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- c. Describe surrounding land uses, indicating distance to nearest residence:

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- d. Describe project 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?  yes  no *If yes, describe:*

\_\_\_\_\_

f. Will this project result in a population increase in the immediate project area?  
 yes  no Explain:

\_\_\_\_\_

g. List any specialized plans or zoning restrictions applicable to this project site, e.g., an "SP" zoning, a Master Plan, a Specific Plan, an Area Plan, an Airport Land Use Plan?

\_\_\_\_\_

**3. Geology/Soils:**

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 (10-30%) \_\_\_\_\_ sq. ft/acres \_\_\_\_\_ % of site

Steep (more than 30%) \_\_\_\_\_ sq. ft/acres \_\_\_\_\_ % of site

\_\_\_ 30%> slopes are cross-hatched or highlighted on the site plan or tentative map

d. Does the project propose to encroach into slopes of 30% or greater?  
*If yes, is a Management Plan included in this application?*  yes  no

e. Is the site on filled land?  yes  no *If yes, explain:*

\_\_\_\_\_

f. Are there existing erosion problems or geologic hazards occurring on this site, such as landslides, mudslides, ground failures, earthquake faults or similar hazards? *If yes, describe:* \_\_\_\_\_

g. Will a grading permit be required?  yes  no  
*If yes, have you attached a preliminary grading plan?*  yes  no

Describe proposed site grading:

How many cubic yards of soil will be imported, exported or moved on site?

\_\_\_\_\_

Maximum proposed depth and slope of any excavation and the type: \_\_\_\_\_

\_\_\_\_\_

Grading material sources or disposal sites: \_\_\_\_\_

\_\_\_\_\_

Transport methods and haul routes: \_\_\_\_\_

\_\_\_\_\_

The location and height of any proposed or required retaining walls: \_\_\_\_\_

\_\_\_\_\_

**4. 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 and have you included a copy of that map with this application?     yes     no

- c. For development projects, describe impervious surfacing created by this project:

<b><u>Lot Coverage:</u></b>	<b><u>EXISTING</u></b>		<b><u>PROPOSED</u></b>	
building coverage	_____	%	_____	%
surfaced areas	_____	%	_____	%
landscaped areas	_____	%	_____	%
permanent open space (excluding <i>required</i> landscaping)	_____	%	_____	%
<b>Total</b>	<b>100</b>	<b>%</b>	<b>100</b>	<b>%</b>

- d. Describe any discharge to surface waters that will result from this project, including any wastewaters other than storm water runoff that may be present in the discharge:

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- e. Identify the water body or feature that receives runoff waters, describing proposed methods for treating and controlling runoff before it enters the drainage or watercourse.

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- f. Will a permit be required from the California Regional Water Quality Control Board?  
 yes     no    *If* application for a State permit has been made, provide the permit #: \_\_\_\_\_.

- g. Are there any wetlands or riparian areas on this site?     yes     no

*If yes*, describe: \_\_\_\_\_

Will wetlands be affected by the proposed project?     yes     no

Will an Army Corps of Engineers wetlands permit be required?     yes     no

*If yes*, is correspondence to or from the Army Corps attached?     yes     no

- h. Does this project propose to encroach into the required buffer from any perennial or seasonal waterbodies or riparian area?     yes     no

*If yes*, is a Management Plan included in this application?     yes     no

5. **Air Quality:**

- a. Describe any air pollutants, i.e. dust, smoke, fumes or odors, which may be generated by this project both during and after construction (short and long term impacts).

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- b. Is the project site mapped within an area known to contain naturally occurring asbestos?  
\_\_\_ yes \_\_\_ no Source of information: \_\_\_\_\_

6. **Transportation/Circulation:**

- a. A traffic study is included with this application. \_\_\_ yes \_\_\_ no  
b. Does this project require/include a Petition for Exceptions? \_\_\_ yes \_\_\_ no

- c. Describe the access roads serving this project:

<u>Road name</u>	<u>Right of Way width</u>	<u>Surfacing</u>	<u>Finish grade</u>
_____	_____	_____	_____
_____	_____	_____	_____

- d. Is the access road serving the site a dead-end road? \_\_\_yes \_\_\_no *If yes, what is the distance to the nearest through road?*

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- e. Who provides the road maintenance for each road accessing your project?

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- f. Will this project result in substantial or cumulative impacts to the circulation system in this area? \_\_\_ yes \_\_\_ no Explain:

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- g. What road improvements are proposed? \_\_\_\_\_

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- h. Describe how this project provides for pedestrian needs, pursuant to Sec. L-II 4.1.8 of Zoning Regulations and the Nevada County Non-Motorized Pedestrian Plan:

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- i. Describe how this project will provide transportation alternatives pursuant to Sec. L-II 4.1.9 and General Plan Policy RD-4.3.1, including:

- 1) The estimated number of employees or residents that will work/live on the project site. \_\_\_\_\_

- 2) Identify existing and potential alternatives to individual automobile use, including but not limited to, access to public transportation services, bicycle racks, or provisions for developer-sponsored carpooling or bussing.

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- 3) Proposals to incorporate one or more measures into the project to ensure use of viable alternatives.

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- 4) For projects employing 50 or more persons: describe feasible measures for reducing auto dependence.

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**7. Biological Resources:**

- a. Is the required Biological Inventory attached?  yes  no  
c. Is a Management Plan for encroachment into sensitive biological resources required?  
 yes  no *If yes, is it included in the Inventory?*  yes  no

c. How many native oaks exist on the project site? \_\_\_\_\_

d. How many oaks have trunk diameters of 36" or more, measured at breast height (4')?

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e. Number, size, type and location of trees that will require removal, including those for road and sewage disposal construction (as shown on site plan):

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f. Is a Tree Protection Plan for trees to be retained attached or addressed in your Biological Inventory?  yes  no

g. Does this project have the potential to preclude the future use of any natural resource i.e., forests or water?  yes  no *If yes, explain:*

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h. Has this site been logged site in the last 10 years?  yes  no

If yes, was a Timber Harvest Plan approved?  yes  no

Is there an active Timber Harvest Plan on file?  yes  no

*If yes to either, a copy of the approved and/or proposed Plan(s) is attached.*

**8. Mineral Resources:**

- a. Is this site mapped as an MRZ-2, Significant Mineralized Area, by the State Dept. of Conservation?  yes  no



b. Does this project have the potential to deplete any non-renewable minerals?

\_\_\_ yes \_\_\_ no *If yes, explain:*

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

a. Have you included the required Nevada County Hazardous Materials/Waste Statement with this application? \_\_\_ yes \_\_\_ no

b. Do you have knowledge, or is there evidence, of any past, potentially hazardous materials use, including underground fuel storage tanks, dumpsites, or surface or subsurface mining activity? \_\_\_ yes \_\_\_ no

*If yes, a Phase I Assessment must be submitted with this application. Contact the County Department of Environmental Health for information regarding what research must be conducted for the specified past use.*

c. Does this project propose the handling, storage or transportation of any potentially hazardous materials, toxic substances, flammables or explosives? \_\_\_ yes \_\_\_ no

*If yes, briefly describe the potentially hazardous materials:*

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d. Will the proposed project include the use of hazardous materials in quantities greater than 55 gallons, 200 cubic feet or 500 pounds? \_\_\_ yes \_\_\_ no

*If yes, have you attached a Hazardous Materials Inventory Statement with this application? \_\_\_yes \_\_\_no*

e. Does this project propose, or will this project result in, the generation of hazardous waste as defined by the California Health & Safety Code, Chapter 6.5? \_\_\_yes \_\_\_ no

f. Does this project propose fuel tanks, either above or below ground? *If yes, in what quantities?*

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g. Is this project site within two air miles of an airport? \_\_\_ yes \_\_\_ no

*If yes, is the project site mapped with the boundaries of an airport Comprehensive Land Use Plan (CLUP)? \_\_\_ yes \_\_\_no*

**10. Noise:**

a. Is a Noise Study attached? \_\_\_ yes \_\_\_ no

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

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- c. Describe any noise that will be generated by this project both during and after construction; identifying the noise source and the hours of operation for the noise generating use, including any outdoor activity areas, i.e., storage yards, outdoor music, playgrounds, animals pens.

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**11. Public Services:**

- a. List agencies providing the following public services to your project site:

Fire Protection: \_\_\_\_\_

Domestic water: \_\_\_\_\_

Sewage disposal: \_\_\_\_\_

Road maintenance: \_\_\_\_\_

Other special districts: \_\_\_\_\_

- b. If public sewer is proposed, how many EDUs are allocated to this site? \_\_\_\_\_

- c. How many EDU's are required for the proposed use? \_\_\_\_\_

- d. Is trash and recycling service available to serve the project site? \_\_\_\_ yes \_\_\_\_ no

- e. As a result of this project will there be significant amounts of solid waste generated, including stumps or inert matter? \_\_\_\_ yes \_\_\_\_ no *If yes, describe how the solid waste will be handled/removed:*

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- f. Within what Fire Severity zone is the project site mapped (Moderate, High or Very High) on the CalFire Fire Severity Hazard maps? \_\_\_\_\_

- g. 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?

\_\_\_\_yes \_\_\_\_no *If yes, describe:*

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**12. Utilities & Services Systems:**

- a. List the public utilities that are available to serve the project site and the entities that provides service:

Telephone: \_\_\_\_\_

Electricity: \_\_\_\_\_

Gas (propane or natural gas) \_\_\_\_\_

High speed internet service: \_\_\_\_\_

- b. Will this project require the extension of service for any energy source?

\_\_\_\_ yes \_\_\_\_ no *If yes, describe:*

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- c. Will this project require the recording of a new utility easement?  
 \_\_\_ yes \_\_\_ no *If yes, the proposed easement must be shown on the site plan.*
- d. Describe how this project maximizes energy efficiency, i.e., utilizes alternative energy sources, pursuant to General Plan policies EC-8.6.1, EC-8.6.4 & 14.2:  
 \_\_\_\_\_  
 \_\_\_\_\_
- e. What type of sewage disposal system is proposed for this project (public sewer, individual septic systems, community system, centralized system)?  
 \_\_\_\_\_

**13. Aesthetics:**

- a. Will there be a change to any highly visible ridgelines or any scenic viewsheds?  
 \_\_\_ yes \_\_\_ no  
*If yes, is a Management Plan included in this application? \_\_\_ yes \_\_\_ no*
- b. Is this project visible from a scenic highway, a large population center, or a public recreation area? \_\_\_ yes \_\_\_ no *If yes, describe:*  
 \_\_\_\_\_  
 \_\_\_\_\_
- c. Does this project propose any outdoor storage, activity or use (other than parking)?  
 \_\_\_ yes \_\_\_ no *If yes, describe the use:*  
 \_\_\_\_\_  
 \_\_\_\_\_
- d. Does this project propose new fencing? \_\_\_ yes \_\_\_ no *If yes, describe fence type, height, materials and colors:*  
 \_\_\_\_\_  
 \_\_\_\_\_
- e. Will this project require the installation of new overhead utility lines, visible from public roadways or adjacent properties? \_\_\_ yes \_\_\_ no *If yes, describe:*  
 \_\_\_\_\_
- f. Is any new exterior lighting proposed? \_\_\_ yes \_\_\_ no  
*If yes:*  
 Is the location of all exterior lighting shown on the site plan? \_\_\_ yes \_\_\_ no
- Is a comprehensive Lighting Plan included in this application, which describes existing and proposed lighting, the number and type of light fixtures, i.e., compact-fluorescent, metal-halide, incandescent; the location (wall-mounted, pole); and type of shielding to prevent off-site light spill? \_\_\_ yes \_\_\_ no

**14. Agriculture:**

- a. Is this project site mapped on the State Dept. of Conservation Important Farmlands Map, as Prime, Unique or a Farmland of Statewide or Local Importance?  
 yes  no *If yes, is a Management Plan for encroachment into important agricultural lands included with this project?*  yes  no
  
- b. Is this project site, or an adjacent site, contracted for an Agricultural Preserve (Williamson Act),  yes  no
  
- c. Is there a Conservation Easement recorded for the project site, or an adjacent site?  
 yes  no
  
- d. Is there an agricultural use established on or adjacent to this parcel?  
 yes  no *If yes, describe the use:*  
\_\_\_\_\_  
\_\_\_\_\_
  
- e. Is the project site irrigated?  yes  no  \_\_\_\_\_  
*If yes, what is the water source (well, treated, raw water, or?):*  
\_\_\_\_\_
  
- f. Has the site ever been evaluated under the LESA (Land Evaluation & Site Assessment) system?  yes  no  \_\_\_\_\_  
*\_\_\_\_\_ If yes, a copy of the evaluation is attached.*
  
- g. Will this project prohibit or decrease agricultural production, on or off-site?  
 yes  no *If yes, describe:*  
\_\_\_\_\_

**15. Cultural Resources:**

- a.  A letter from the North Central Information Center is attached, recommending whether an on-site Cultural Resources Inventory be conducted.
  
- b.  An Inventory was conducted and is attached.
  
- c.  An Inventory is not attached because:  
 The North Central Information Center determined that an inventory is not required due to project size or sensitivity level (see letter).  
 An on-site inventory was conducted for a previous project and is on file with the Planning Department, County File No#: \_\_\_\_\_.

**16. Recreation:**

- a. Describe any public recreational facilities existing or proposed on the project site, including trails. Describe any known historic, public use of this site.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Development project information (not applicable to Tentative Maps)**

**17. Proposed use:**

- a. Proposed use/occupancy type: \_\_\_\_\_
- b. Building type & hazard classification: \_\_\_\_\_
- c. Days & hours of operation: \_\_\_\_\_
- d. Total number of employees: \_\_\_\_\_
- e. Describe any outdoor activity proposed, including area square footage:  
\_\_\_\_\_  
\_\_\_\_\_

- f. Number of parking spaces, pursuant to Sec. L-II 4.2.9.f. of Zoning Regulations:

	<u>Required</u>	<u>Proposed</u>
Regular stalls:	_____	_____
Compact stalls:	_____	_____
Wheelchair accessible:	_____	_____
<b>TOTAL:</b>	_____	_____

- g. Are loading bays or drop off areas proposed or required? \_\_\_\_\_  
\_\_\_\_\_

**18. Building Characteristics of each proposed building:**

- a. Building size in square feet (existing and proposed):  
1st floor \_\_\_\_\_ 3rd floor \_\_\_\_\_  
2nd floor \_\_\_\_\_ 4th floor \_\_\_\_\_

- b. If assembly area without fixed seats, state UBC and/or designed occupancy: \_\_\_\_\_

- c. Building height, measured from average finished grade to highest point \_\_\_\_\_

- d. Proposed exterior building:

	<u>Materials</u>	<u>Colors</u>
Roofing:	_____	_____
Siding:	_____	_____
Trim:	_____	_____
Windows:	_____	_____

- e. Describe proposed architectural features or details (roof overhangs, offsets, wainscoting, etc) incorporated to comply with applicable County Design Guidelines:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**19. Building Permits:** List any building or grading permits related to this project that have been applied for and/or issued.  
\_\_\_\_\_  
\_\_\_\_\_

20. **Signage:**

- A Comprehensive Sign Plan been submitted that identifies:
  - a. Number of signs
  - b. Total sign square footage
  - c. Sign style (wall sign, monument, free-standing)
  - d. Sign lighting
  - e. Sign placement/location
  - f. Design, e.g., colors, materials, lettering style

21. **Residential Projects**

- 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 _____
- c. Does this project include a conversion of residential real property to a condominium project?  yes  no

If yes, have you provided tenant notice pursuant to Sec. 66427.4 of the Subdivision Map Act, and attached a report on the impact to tenants are required by Sec. 66427.4?  
 yes  no

If yes, you must provide verification of such notice.  
 Is that documentation attached?  yes  no

.....  
***I understand that failure to provide a complete and accurate response to all questions on this form may deem this application incomplete and may result in project processing delays.***

Signature of ( ) Property Owner(s) or ( ) Authorized Representative that completed this document:

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