

ADMINISTRATIVE PERMIT APPLICATION CHECKLIST

- _____ Completed administrative permit application
- _____ Administrative permit application fee
- _____ Detailed written project description
- _____ Applicant's signature/owner's signature or letter of authorization
- _____ Completed onsite division land use review
- _____ Completed fire flow clearance form
- _____ Complete all information on application form as completely as possible
- _____ Provide name, address and telephone number of all key individuals associated with this project and designate a project manager

If new construction is proposed submit the following:

- _____ Copy of current (w/in 6 mos) preliminary title report and all supporting documents and showing current property owner
- _____ Side elevation profile(s) any proposed building/or additions, indicate building materials, color, etc
- _____ Detailed plot plan drawn to common engineers scale (10 copies)

Plot plans shall contain the following information:

- _____ Name, address of owner(s) and Assessor's Parcel number of property.
- _____ A site location sketch indicating the location of the proposed project in relation to surrounding area.
- _____ North arrow
- _____ Location and dimensions of existing and proposed: (if applicable)
 - (1) Buildings, including improvements and appurtenant structures
 - (2) Building setbacks
 - (3) Existing and/or proposed road access (if proposed, indicate type of road improvement standard)

- (4) Streets and roads bordering property
- (5) Septic tanks and leach fields
- (6) Easements of record
- (7) Wells
- (8) The location and dimensions of any proposed signs
- (9) The location and distance to nearest existing fire hydrant(s)
- (10) The location of trash enclosures
- (11) Areas to be graded (include volume of soil to be displaced in cubic yards)
- (12) Onsite parking layout (include the proposed type of surfacing and number of spaces)
- (13) Sufficient information to indicate drainage, slope, water courses and ravines
- (14) Areas subject to inundation or storm water overflow
- (15) Trees which will be removed and/or affected by the project

TOWN OF PARADISE

APPLICATION FOR ADMINISTRATIVE PERMIT

APPLICANT'S GUIDE TO PROCEDURES

PURPOSE

The purpose of an administrative permit application is to provide the Town of Paradise with an opportunity to review the establishment of proposed land uses that are generally considered to be appropriate for the zoning district in which the project site is situated. In evaluating the administrative permit application, the Planning Director (or Planning Commission in the case of referral) shall solely base the decision action upon the use and/or application of existing Town of Paradise adopted development standards, criteria, policies, and regulations.

ESTIMATED PROCESSING TIME

The total time for processing an administrative permit application is usually **TWO TO THREE WEEKS**, which includes staff review and final action on the application. If the project is not exempt from the requirements of the California Environmental Quality Act, an additional four to six weeks may be required to process the application.

APPLICATION REQUIREMENTS AND PROCEDURE

1. Submit to the Community Development Department a completed **Town of Paradise Application for Administrative Permit** form and **detailed plot plan DRAWN TO SCALE**, along with **payment** of fee in effect at time of application. If applicant is other than owner, a proof of agency must be supplied in writing in order to legally process the application.
2. For administrative permit applications with onsite wastewater considerations, town Onsite Sanitation Division review is required. Include material evidence of an **APPROVED** Town of Paradise Onsite Wastewater Management Zone Land Use Review for the proposed project. Consult staff for projects with no wastewater considerations.
3. Completed fire flow clearance form (contact fire department @ 872-6264)
4. Completed drainage impact analysis, if applicable (refer to Planning Process Reforms).
5. Pay fees in cash or by check payable to "Town of Paradise."
6. Fill in all items on the application form. If item is not applicable, please indicate by the term **"N/A."**
7. If new construction is proposed, submit the following:
 - a) A copy of a preliminary title report (w/in 6 mos) and all supporting documents and showing current property owner.
 - b) Side elevation profile(s) of proposed building(s) or other addition(s). Include building materials, color, etc.
8. Submit **TEN (10)** copies of a **detailed plot plan** (18" x 26", folded to 8-1/2" x 11"). [See Example of Development Application Plot Plan for detail.] All plot plans are to be **DRAWN TO SCALE**, dated and signed. Plans should clearly show the nature of the request (i.e., differentiate between proposed new structures/additions and existing structures). Additional copies shall be made available by applicant upon request by the Community Development Department. The plot plans shall contain the following information:
 - a. Name, address of owner(s), and Assessor's Parcel number of property.
 - b. A site location sketch indicating the location of the proposed project in relation to surrounding area.
 - c. A scaled drawing of the parcel boundaries; show north arrow. Use adequate engineering scale (**recommend 1" = 40, 50' or = 100'; or as accepted by Planning Director**).
 - d. Location and dimensions of existing and proposed:
 - (1) Buildings, including improvements and appurtenant structures
 - (2) Building setbacks
 - (3) Location and distance to nearest existing fire hydrants

- (4) Existing and/or proposed road access (if proposed, indicate type of road improvement standard)
- (5) Streets and roads bordering property
- (6) Septic tanks and leach fields
- (7) Easements of record
- (8) Wells
- (9) The location and dimensions of any proposed signs
- (10) Sufficient information to indicate drainage, slope, water courses and ravines
- (11) Areas subject to inundation or storm water overflow
- (12) Trees which will be removed and/or affected by project
- (13) Areas to be graded (include volume of soil to be displaced in cubic yards)
- (14) For new commercial land use projects, show the location and outline of existing structures within 50 feet of the project site, identified by type
- (15) Onsite parking layout (indicate the proposed type of surfacing and show number of spaces)
- (16) Location of trash enclosures

9. THE APPLICATION SHALL BE CONSIDERED INCOMPLETE UNTIL ALL OF THE ABOVE REQUIRED INFORMATION IS SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT.

10. Staff reviews the application for completeness. The staff shall contact applicant within thirty (30) days of receipt of application and determine whether it is complete or incomplete.

11. Administrative permit applications are normally acted upon by the Planning Director. At the discretion of the Planning Director, any administrative permit application may be directed to the Planning Commission for consideration and decision-making action. Referral to the Planning Commission may extend the processing time for the application by up to two weeks.

ANY APPEAL OF THE ADMINISTRATIVE PERMIT DECISION MUST BE MADE WITHIN SEVEN (7) DAYS.

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DEPARTMENTAL USE ONLY:

Receipt No. _____ Fee _____
Project No. _____

TOWN OF PARADISE

APPLICATION FOR ADMINISTRATIVE PERMIT

Applicant _____ Phone _____
Applicant's Mailing Address _____
Applicant's Interest in Property (Owner, Lessee*, Other*) _____
Owner's Name _____ Phone _____
Owner's Mailing Address _____
Property Address _____ Parcel Size _____
Engineer (Name, Address) _____
AP Number(s) _____ Zone _____ Existing Use _____

Detailed project description: (attach additional sheets if necessary)

Purpose of project: _____

Radial distance to the nearest billboard: _____

Sq. ft. of proposed structure/project _____ Approx. no. yards of cut/fill _____

Percentage increase in area of structures on site _____
(For example: A 250 sq. ft. addition to a 1,000 sq. ft. building = 25%)

Distance to nearest fire hydrant _____ Distance from centerline _____
Times of operation: Days _____ Hours _____ Proposed no. of employees _____
Density _____ Max. occupancy _____ Max. height of proposed structure/project _____
Describe exterior design and exterior finish: _____

(Attach additional sheet(s) if necessary.)

Method of sewage disposal? _____

Is the proposed project site considered sensitive for archaeological resources?
Yes _____ No _____ (Please consult staff.)

[NOTE: IF YES, PLEASE SUBMIT A CHECK IN THE AMOUNT OF \$30.00 TO "NORTHEASTERN INFORMATION CENTER" FOR ARCHAEOLOGICAL RECORDS INVENTORY SEARCH.]

*NOTE: If applicant is NOT the property owner, the owner's signature or attached letter of authorization signed by owner MUST accompany this application.

I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS AND ATTACHED PLOT PLAN ARE TRUE, ACCURATE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature _____ Date _____

Property Owner Signature _____ Date _____
(If applicable)

PLEASE ALLOW 6-8 WEEKS FOR PROCESSING.

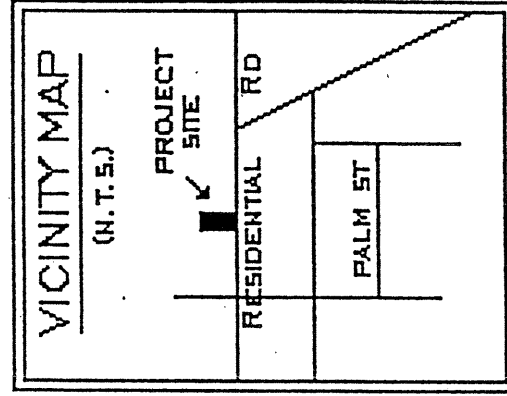
NOTE: By signing this application form, the applicant is indicating that the project site is not included on any state or local list of hazardous waste sites compiled pursuant to California Government Code Section 65962.5, effective July 1, 1987.

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Example Plot Plan

for Residential Projects

ALL PLOT PLANS MUST SHOW PROPERTY DIMENSIONS AND SLOPES, LOCATIONS OF EXISTING AND PROPOSED STRUCTURES, SEPTIC TANKS, LEACH FIELDS AND REPLACEMENT AREAS, STREAMS AND DRAINAGE AREAS, AND DISTANCES BETWEEN STRUCTURES, FEATURES AND PROPERTY LINES. INDICATE ALL BUILDING SETBACK LINES AND BUILDING EXCLUSION AREAS. SHOW ALL EASEMENTS OF RECORD AFFECTING THE PROPERTY. PLANS MUST BE DRAWN TO A COMMON ENGINEER'S SCALE.



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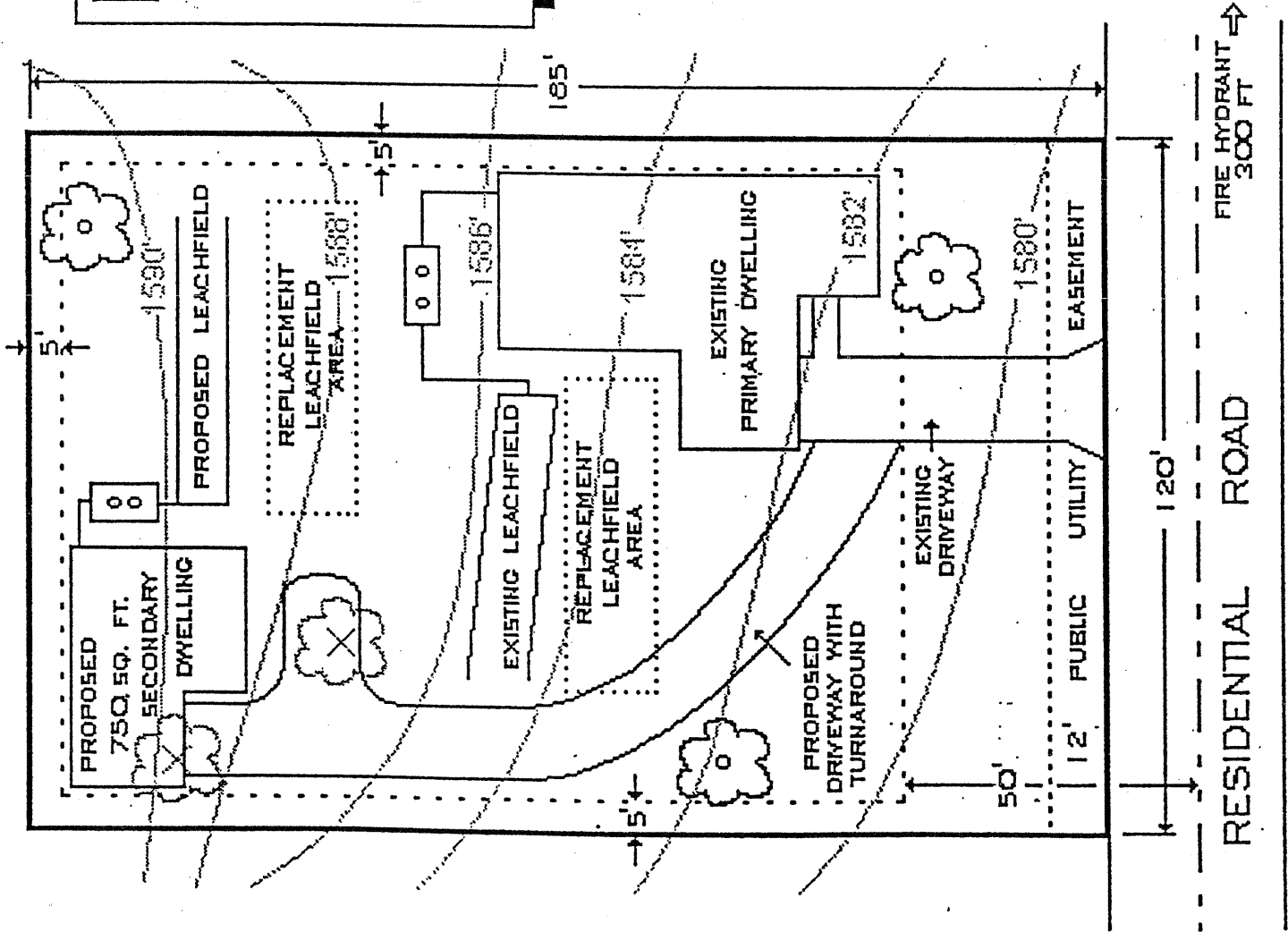
PLOT PLAN FOR:

JOHN Q. PUBLIC
700 RESIDENTIAL ROAD
PARADISE, CA

3000



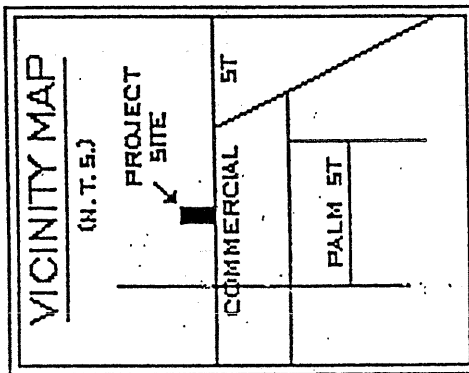
ASSESSOR PARCEL NUMBER 055-730-001



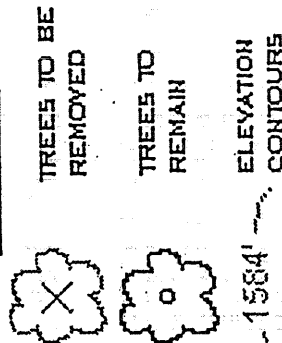
Example Plot Plan

for Commercial Projects

ALL PLOT PLANS MUST SHOW PROPERTY DIMENSIONS AND SLOPES, LOCATIONS OF EXISTING AND PROPOSED STRUCTURES, SEPTIC TANKS, LEACH FIELDS AND REPLACEMENT AREAS, STREAMS AND DRAINAGE AREAS, AND DISTANCES BETWEEN STRUCTURES, FEATURES AND PROPERTY LINES. INDICATE ALL BUILDING SETBACK LINES AND BUILDING EXCLUSION AREAS. SHOW ALL EASEMENTS OF RECORD AFFECTING THE PROPERTY. PLANS MUST BE DRAWN TO A COMMON ENGINEER'S SCALE.



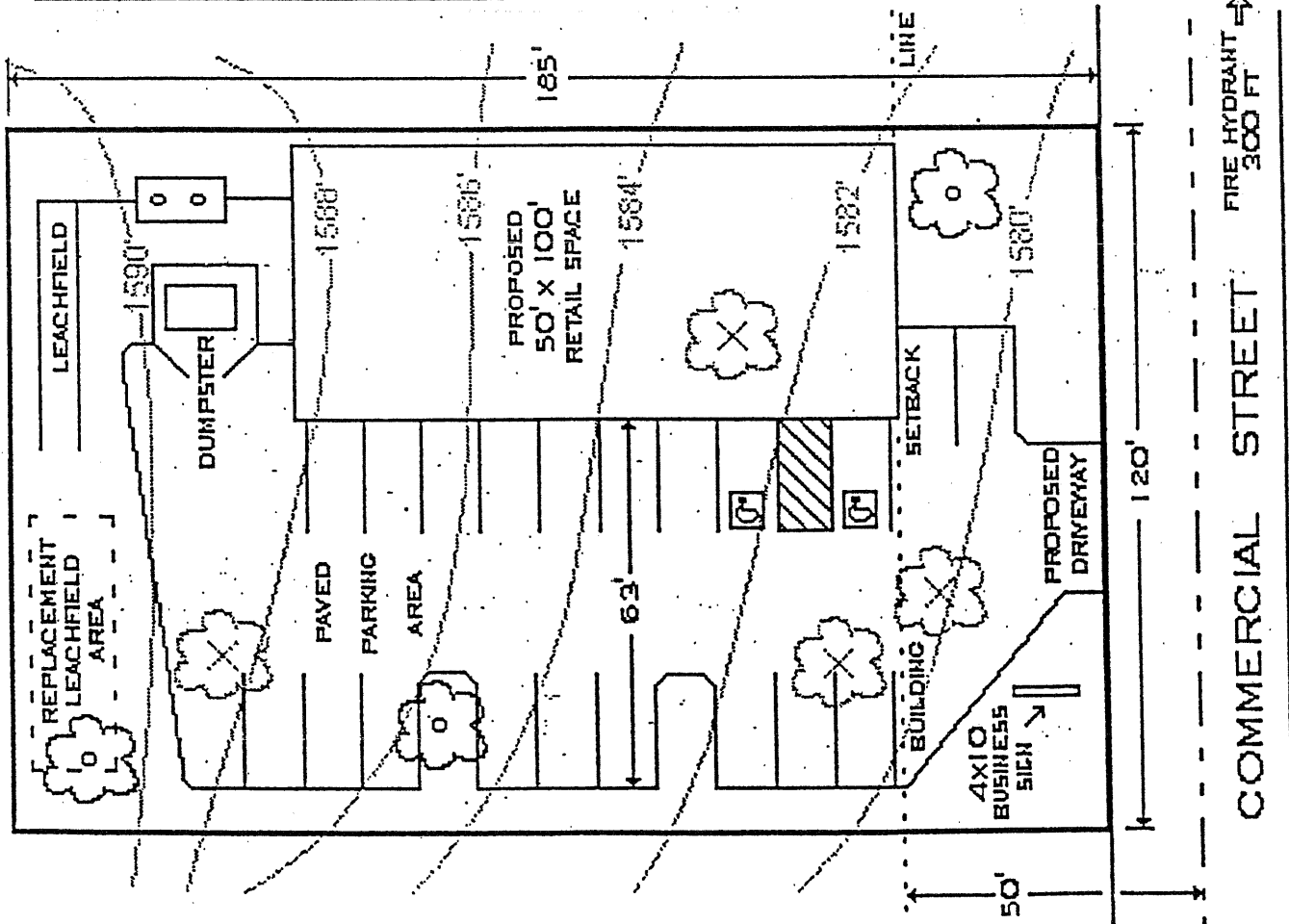
LEGEND



PLOT PLAN FOR:

JOHN Q. PUBLIC
700 RESIDENTIAL ROAD
PARADISE, CA

ASSESSOR PARCEL NUMBER 055-730-001



TOWN OF PARADISE
PLANNING PROCESS REFORMS
AND POLICY DOCUMENT

1. As the "first step" in the planning process it shall be mandatory that the developer/applicant of all parcel or subdivision Map projects, multi-family residential development projects (including mobile home parks), or moderate-large scale (i.e. 5,000 square feet or greater developed area) commercial or industrial development projects that require procurement of a formal Town of Paradise discretionary land use entitlement, shall receive in one of the following ways **A PRE-APPLICATION ORIENTATION** as to the Town's planning policies, requirements and development regulations:

Details:

- a. All developer/applicants will receive, free of charge, one of the new Planning Process handbooks that will fully explain the Town's planning policies and requirements. If, after reviewing the handbook, the developer/applicant has any further questions concerning the planning process, they may elect to meet with a knowledgeable member of staff who can answer their questions, or request a more comprehensive pre-application meeting as described below. All pre-application orientation meetings, either with a single staff member or with a full committee shall be limited to a discussion of the planning process, and shall not be a discussion or review of the merits of the respective project.
- b. The pre-application meeting will serve to orient the developer/applicant on all policies, requirements and development regulations governing the Town's planning process, as well as the policies, requirements and regulations of the utilities providing service to the Paradise community.
- c. The orientation will include a thorough review of the more comprehensive information that will be required in a tentative subdivision map application or a multi-family residential, commercial, industrial, etc., development project application. The meeting will include representatives from the Town departments/divisions (ex. Planning, Engineering, Onsite Sanitation, Fire, etc.), and should also include representatives of utility providers (ex. PG&E, PID etc.).
- d. In addition, the pre-application orientation meeting will be a briefing on the planning and review process itself and the probable timelines (including worst case scenarios) involved with all of these processes. A printed planning process and procedures information list will be distributed to the developer/applicant during this meeting or shortly thereafter. The information list is based upon the requirements of

California Government Code section 65940.

- e. The pre-application orientation meeting will not be a discussion of the merits of the project. Minutes of the meeting will be taken and the cost of the secretarial support for the pre-application meeting will be borne by the developer/applicant. Copies of the minutes of the meeting will be provided to the developer/applicant at his/her cost and a copy will be placed in a public/counter file in the town Community Development Department labeled: "Project Pre-Application Orientations."
2. For purposes of fully disclosing as much information as possible for Town of Paradise development project application, decision-makers, as well as the public, all applications for subdivision maps, multi-family residential development, mobile home parks, moderate-large scale (i.e. 5,000 square feet or greater developed area) commercial development projects, etc., that also require procurement of a formal discretionary approval from the Town of Paradise will include the submittal of a written, detailed project description specifically stating what the developer/applicant is proposing to do in the project. All applications will be fully completed or they will be rejected as incomplete and returned to the developer/applicant within thirty (30) days of application submittal.

Details:

- a. Depending upon the type of development project application proposed, the required submittal of a written, detailed project description shall address but not be limited to the following types of specific information:
 - . Phased or non-phased development
 - . Details of proposed on-site or off-site road access improvements
 - . Proposed on- and/or off-site utility (water, power, etc.) improvements
 - . Proposed on- and/or off-site drainage facilities improvements
 - . Mode of project sewage treatment and disposal system
 - . Architectural design and occupancy type of building construction
 - . Proposed timing of project improvements (on- and/or off-site)
3. The Town of Paradise will not process nor approve any tentative parcel/subdivision map, multi-family residential development, mobile home parks or moderate-large scale (i.e. 5,000 square feet or greater developed area) commercial development applications involving land that does not possess sufficient width recorded deeded access linking the project site to a publicly maintained road. These specific types of development project applications shall include the submittal of a current preliminary title report as part of the

application process to enable the Town to be fully informed about the subject property as to its ownership, encumbrances, easements, and the disposition of its legally recorded deeded access linkage to public road right-of-way.

4. It shall be the policy of the Town of Paradise that no development project application proposing new or expanded land use development or a land division by tentative parcel/subdivision map will be determined complete for processing without evidence that an onsite appraisal by a qualified designer as defined within the Town of Paradise Manual for the Onsite Treatment of Wastewater showing compliance with the Town's wastewater disposal regulations and verified by the Onsite Division has been completed.
5. It shall be the policy of the Town of Paradise not to approve any development project application that requires procurement of a formal discretionary approval action by the Town of Paradise in association with any statutory requirement of adopting Paradise General Plan consistency findings without submittal of material evidence that capacity to serve the proposed project by local public service and utility providers or by an acceptable private method exists.
6. As an adjunct to the requirements of the California Environmental Quality Act (CEQA), any proposed development project application that is identified by the Town of Paradise Project Evaluation Committee to cause the potential of significant impacts off-site upon public facilities (ex. public street capacity, street circulation, stormwater drainage, traffic signalization, road or street access, water distribution supply and fire flow capacity, etc.) shall be required to be augmented with a nexus study or evaluation to determine the actual extent of the off-site impacts caused by the project, and the developer/applicants' appropriate share or cost of off-site improvements. The selection of an independent firm or company experienced in conducting such studies or evaluations shall be made by the Town and the cost of the study shall be borne by the developer/applicant.
7. The developer/applicant of any town approved project assigned mitigation monitoring and compliance shall be required to pay for the cost of a mitigation monitoring agent. The mitigation monitoring agent shall be selected, and contracted by the Town, and will perform his/her services at the direction of the Town.
8. It shall be the policy of the Town of Paradise that a written record be maintained of any meetings between Town staff and a developer/applicant, their agent(s), or any other interested party concerning a specific project in the Community Development Department. The written report of such meetings are to be filed in the pending project file for the respective project, which is available for public review.

9. It shall be the policy of the Town of Paradise to endorse and encourage the developer/applicant of a proposed development project to meet with affected neighbors and/or citizens at the beginning of the planning process in order to properly and fully inform them of the proposed project, and to address any issues or concerns they may have regarding the proposed project.
10. It shall be mandatory that all development project applications involving parcel or subdivision maps, multi-family residential development, mobile home parks, moderate-large scale (i.e. 5,000 square feet or greater developed area) commercial development projects, etc. that also require procurement of a formal discretionary approval from the Town of Paradise be reviewed and evaluated by the Town of Paradise Project Evaluation Committee in the presence of the developer/applicant or his/her agent.

Details:

- a. The Town of Paradise Project Evaluation Committee shall be chaired by the Planning Director or his/her professional designee. It shall be comprised of representatives from the Town of Paradise Police and Fire Departments, Building Division, Engineering/Public Works Division, Onsite Sanitation Division, Planning Division, Business and Housing Services Division, the Paradise Irrigation District, PG&E, etc.
- b. The purpose of the Committee is to provide the developer/applicant with a professional, staff level agency review of the proposed project, which accomplishes the following:
 - . Provides the developer/applicant with an initial evaluation and assessment of his/her proposed project based on the completed application, comprehensive project description and required information/studies/evaluations already submitted and/or completed.
 - . Benefits the developer/applicant by identifying at the outset of the planning process any and all possible issues and/or concerns relevant to the proposed project.
 - . Identifies for the developer/applicant, at the outset of the process, the need for any additional focused studies, focused E.I.R., or comprehensive E.I.R.
 - . Provides the developer/applicant with a more precise schedule of the planning process to follow, based on the nature and extent of the proposed development project.