



ADMINISTRATIVE PERMIT APPLICATION CHECKLIST

- Completed administrative permit application. All information should be filled as completely as possible
- administrative permit application fee
- Detailed written project description
- Applicant's signature / owner's signature or letter of authorization
- Approved onsite division land use review completed through the Onsite/wastewater department. Application enclosed
- Completed fire flow clearance form from Cal Fire Station 81. (**Location:** 767 Birch Street, Paradise. **Contact:** 530-872-6264) Application enclosed.
- If new construction is proposed, submit the following:
 1. Copy of current (within 6 months) title report and all supporting documents and showing current property owner
 2. Side elevation profile(s) of proposed buildings/additions, indicate building materials, colors, etc.
- Electronic copy of all maps, plans, building elevation, signs, etc. on flash drive/memory stick
- Detailed plot plan drawn to common engineer's scale (5 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 the surrounding area.
 - North Arrow
 - Existing topography, improvements and proposed new construction on the site and within 100 feet of the property boundary, including:
 1. *Buildings, including improvements and appurtenant structures*
 2. *Finished floor elevations*
 3. *Building setbacks*



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



APPLICANT'S GUIDE TO PROCEDURES FOR ADMINISTRATIVE PERMIT

INTRODUCTION:

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 BY TOWN:

The total time for processing an administrative permit application from the date it is determined to be complete is *usually two to three weeks*, which includes staff review and final action on the application. If the proposed project is not exempt from the requirements of the California Environmental Quality Act (CEQA), an additional several weeks may be required to process the application. If an Environmental Impact Report (EIR) is required for the project, an additional six months to one year may be required for processing.

ENVIRONMENTAL REVIEW FEES

If the project is not exempt from the requirements of CEQA, the project applicant will be required to pay an additional \$2764.00 fee assessed by and payable to the California Department of Fish and Wildlife (DFW) in addition to a \$50.00 recording fee assessed by and payable to the Butte County Clerk Recorder. If these additional fees are required, they must be paid by the applicant prior to approval of the project. DFW and recording fees associated with a project for which an EIR is required are \$3839.25 and \$50.00, respectively. Consult with Town staff for additional information regarding DFW and recording fees.

APPLICATION REQUIREMENTS AND PROCEDURE

1. Submit a completed Town of Paradise Application for Administrative permit and a detailed plot plan, drawn to scale, along with payment of the processing fee in effect at the time of the application. If an applicant is not the property owner, a proof of agency must be supplied in writing to legally process the application.
2. Submit material evidence of an approved Town of Paradise Onsite Wastewater Management Zone Land Use Review (Onsite sanitation division) of your proposed project. Consult staff for projects with no wastewater considerations.
3. Submit a completed drainage impact analysis if requested by the Community Development Department
4. Submit a completed fire flow clearance form (contact fire department at 530-872-6264)
5. Pay fees in cash, credit card, or by check payable to "Town of Paradise".
6. Fill in all items on the application form as completely as possible. 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 title report, no older than 6 months, and all supporting documents and showing current property owner.
 - b. Side elevation profile(s) of the proposed building(s) or other addition(s). Include building materials, colors, etc.
8. Submit five (5) hard copies of a detailed plot plan (18" x 26", folded to 8-1/2" x 11"). See the attached 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 owners(s), and the Assessor's Parcel Number of the property
 - b. A site location sketch indicating the location of the proposed project in relation to the surrounding area
 - c. A scaled drawing of the parcel boundaries; showing a 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:
 - i. Buildings, including improvements and appurtenant structures
 - ii. Building setbacks
 - iii. Location and distance to nearest existing fire hydrants
 - iv. Existing and/or proposed road access (if proposed, indicate type or road improvement standard)
 - v. Streets and roads bordering property
 - vi. Septic tanks and leach fields
 - vii. Easements of record
 - viii. Wells
 - ix. The location and dimensions of any proposed signs
 - x. Sufficient information to indicate drainage, slope, water courses and ravines
 - xi. Areas subject to inundation or storm water overflow
 - xii. Trees which will be removed and/or affected by project
 - xiii. Areas to be graded (including volume of soil to be displaced in cubic yards)

- xiv. For new commercial land use projects, show the location and outline of existing structures within 100 feet of the project site, identified by type
 - xv. Onsite parking layout (indicate the proposed type of surfacing and show number of spaces)
 - xvi. Location of trash enclosures
9. Submit an electronic copy of any plot plans, map, improvement plans, building elevations and other illustrative materials associated with the project application on a flash drive / memory stick.

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

Town staff initially 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 for processing. If the application is incomplete, the applicant will be instructed how to make the application complete. Staff will facilitate environmental review (if necessary) for complete project applications, develop staff recommendation(s), and schedule the project for decision-making.

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 AN ADMINISTRATIVE PERMIT DECISION MUST BE MADE WITHIN SEVEN (7) DAYS.



TOWN OF PARADISE APPLICATION FOR ADMINISTRATIVE PERMIT

[Project Number (to be filled by town staff): PL____ - _____]

Applicant _____ Phone _____

Email _____ Mailing Address _____

Applicant Interest in Property (Owner, Lessee, other) _____
(If applicant is *not* the property owner, the owner's signature or owner-signed letter of authorization *must* accompany this application)

Owner _____ Phone _____

Owner mailing address _____

Property Address _____ Parcel Acreage _____

Engineer (Name, Address) _____ Phone _____

Engineer Phone _____ Email _____

AP Number(S) _____ Zone _____ Existing Use _____

Detailed project description (Attach additional sheets if necessary) _____

_____ Approximate no. yards cut and fill _____

Radial distance to nearest billboard _____ Sq. ft. of proposed structure/project _____

Percent increase in area of structures on site (i.e., a 250 Sq. Ft. addition to a 1,000 sq. ft. building = 25%) _____

Distance to nearest fire hydrant _____ Distance from centerline _____

Days of operation _____ Hours of operation _____ Proposed no. of employees _____

Residential Density _____ Max. Occupancy _____ Max. height of proposed structure _____

Describe exterior design and finish (attach additional sheets 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 payment of fees to the Northeastern Information Center for an archaeological records inventory search)

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's Signature _____ Date _____
(If applicable)

PLEASE ALLOW 6-8 WEEKS FOR PROCESSING; LONGER IF THE PROJECT IS SUBJECT TO ENVIRONMENTAL REVIEW

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.

TOWN OF PARADISE
ONSITE WASTEWATER MANAGEMENT ZONE APPLICATION
 PHONE: (530) 872-6291 ~ FAX (530) 877-5059

OWNER'S NAME _____

ASSESSORS PARCEL: _____

OWNER ADDRESS: _____

CITY, STATE, ZIP _____

APPLICANT'S NAME: _____

APPLICANT'S PHONE NO: _____

APPLICANT'S ADDRESS _____

EMAIL ADDRESS FOR PRIMARY CONTACT PERSON _____

CONSTRUCTION SITE ADDRESS: _____

DESIGN ENGINEER: _____

APPLICATION TYPE:

- | | | |
|---|---|--|
| <input type="checkbox"/> Well Clearance | <input type="checkbox"/> Graywater | <input type="checkbox"/> Extension Request |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Septic Tank | <input type="checkbox"/> Absorption Field |
| <input type="checkbox"/> Repair/Construction | <input type="checkbox"/> Abandonment | <input checked="" type="checkbox"/> Land Use Review |
| <input type="checkbox"/> Upgrade/Alteration | <input type="checkbox"/> Permit Renewal | <input type="checkbox"/> Building Clearance |
| <input type="checkbox"/> Minor Repair (tees, risers, lids, floats, building sewer and etc.) _____ | | <input type="checkbox"/> Land Division w/application |

System Proposal:

Tank Size: _____ gal Absorption Field: _____ ft. Rock Under Pipe: _____ in
 Circle one: Concrete or Fiberglass or plastic Pump Type _____ Pump Size _____

Comments: _____

TYPE OF STRUCTURE SERVED BY PROPOSED SYSTEM:

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Single Family Residence; No of Bedrooms: _____ | Water Supply: |
| <input type="checkbox"/> Mobile Home Park; No of units served by System: _____ | <input type="checkbox"/> Community |
| <input type="checkbox"/> Commercial; Type of Occupancy: _____ | <input type="checkbox"/> Well |

PLOT PLAN REQUIREMENTS: Indicate all of the following:

1. Plot plan must be drawn to a 1" = 20' Scale. Provide all dimensions to setbacks.
2. Property lines, required setbacks, easements, all existing and proposed structures, and location of septic system (existing and proposed). Provide North Arrow.
3. Location of large trees, rock outcrops, escarpments and cutbanks.
4. Location of any well, spring, drainage way, creek or pond located within 200 feet of the proposed septic system on proposed or adjacent parcels.
5. Slope orientation and degree of slope.
6. All utilities, i.e. water mains and service lines, gas lines, electric service lines, etc.
7. Proposed septic system and, if required, septic system repair area(s).
8. Trench section detail, type and location of distribution boxes and section detail of such proposed distribution, i.e. equal serial, step down.
9. Floor plan of proposed structure and all appurtenant structures (commercial, new construction and building clearance).

SIGNATURE OF APPLICANT

DATE



TOWN OF PARADISE

Paradise Fire & Rescue

767 Birch Street, Paradise, CA 95969

(530) 872-6264

FIRE FLOW/HYDRANT LOCATION REQUEST FORM

DATE: _____ [] CASH [] CHECK NO. _____

SITE ADDRESS: _____ AP#: _____

[] Basic (Parcel less than 1 acre) [] Intermediate (Parcel 1 acre or more) [] Complex (Land Division)

Construction: [] Residential [] Commercial Type: [] New [] Remodel [] Addition

Purpose: [] Dwelling [] Garage/Shop [] Other: _____ (Planning Application)

Type of Exterior: [] Wood [] Stucco [] Other: _____

Total Size of Construction: Square Feet _____ [Include all stories, attached structures (including garage), and structures that are within 20 feet of each other for Commercial construction.]

Manufactured home? [] Yes [] No

Site plan provided [] Yes [] No [] N/A

Does existing structure have automatic sprinkler system? [] Yes [] No [] N/A

Is proposed building attached to existing structure? [] Yes [] No [] N/A

Important Note: Access ways more than 150 feet in length will require a turn-a-round in accordance with the Town of Paradise Road Standards. Both single family dwellings and Land Use Entitlements, minor land division or parcel map applicants are required to meet with the Town of Paradise Road Standards and the Fire Code for accessibility.

I understand that the information herein provides only the fire flow for this site and does not address the specific requirements for a certain project on the site, ***including access.*** [] **Fire Department does not have a site plan showing access to my property it is my responsibility to ensure that access is provided as required by code.** Any changes to the above listed total square footage or construction type will require that the Fire Department be notified to re-evaluate the fire flow.

THIS INFORMATION IS GOOD FOR ONE YEAR FROM THE DATE OF THE FLOW TEST. Applicant will be required to apply again for the Fire Flow information after this expiration date.

AUTOMATIC SPRINKLER SYSTEM PLANS SHALL BE SUBMITTED AND APPROVED BEFORE INSTALLATION OF THE SYSTEM OR ANY SITE INSPECTIONS. APPLICANT ALSO NEEDS TO CONTACT PARADISE IRRIGATION DISTRICT FOR "BACK FLOW PREVENTION DEVICE" INSTALLTION REQUIREMENTS.

Fees: Parcel size less than 1 acre - \$86.12 1 acre or more - \$255.80 All Commercial - \$255.80

Please make checks payable to Town of Paradise

Person/Agency Requesting Flow: _____
(Please print)

Signature: _____ Phone: _____ Cell: _____

Email: _____

Mailing Address (Required) _____

THE PERSON REQUESTING THIS REPORT IS RESPONSIBLE FOR GIVING THE INFORMATION IN THIS REPORT TO THE OWNER/CONTRACTOR/PERMIT HOLDER.