



## **ADMINISTRATIVE PERMIT APPLICATION CHECKLIST**

- Completed administrative permit application. All information should be filled as completely as possible**
- administrative permit application fee (\$372.14)**
- Detailed written project description**
- Applicant's signature / owner's signature or letter of authorization**
- 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. *Building setbacks*
    3. *Existing and/or proposed road access (if proposed, indicate type of road improvement standard)*
    4. *Streets or roads bordering property*
    5. *Existing and/or proposed 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 existing or proposed 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*



## **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 \$2,156.25 fee assessed by and payable to the California Department of Fish and Game (DFG) 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. DFG and recording fees associated with a project for which an EIR is required are \$2,995.25 and \$50.00, respectively. Consult with Town staff for additional information regarding DFG 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.