



## **CONDITIONAL USE PERMIT APPLICATION CHECKLIST**

- Completed conditional use permit application. All information should be filled as completely as possible
- Conditional use permit application fee
- \$75 check for archaeological records search (if requested by community development department)
- 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 division
- Completed fire flow/hydrant location request form completed through the Paradise Fire Department, Station 81
- Completed drainage impact analysis (if requested by community development department)
- 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:

*Town of Paradise Building Resiliency Center (BRC)  
6295 Skyway Paradise Ca, 95969*



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 CONDITIONAL USE PERMIT**

## **INTRODUCTION:**

The conditional use permit process is designed to provide the Town sufficient discretion to determine whether a specific land use on a certain site will be compatible with the surrounding environmental setting, the Town's General Plan, the zoning assigned to the site and surrounding land uses. In evaluating the conditional use permit application, the Planning Director or the Planning Commission will evaluate such issues as building placement and size, traffic generation, sewage disposal, compatibility of the project with nearby properties and other related development impacts. The Planning Director or the Planning Commission may impose standards and conditions related to landscaping, parking, and fencing requirements, exterior building design, etc. Such conditions may be necessary to ensure that the proposed land use will be compatible with and not adversely affect the environment and nearby properties.

## **ESTIMATED PROCESSING TIME BY TOWN:**

The total time for processing a conditional use permit application from the date it is determined to be complete is *usually* six to eight weeks, which includes staff review and comments and a required public hearing. 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. DFG 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 conditional use permit form and 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.
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. The location and outline of existing structures within 50 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.

If, after any environmental review is conducted, a determination is made that the project will not have a significant adverse effect upon the environment, the Planning Director shall facilitate the preparation of a negative declaration to be certified by the Town decision-making body acting upon the conditional use permit.

If an environmental impact report (EIR) is required for the project by the Planning Director or the Planning Commission, the applicant will be notified in writing that the project application cannot be acted upon until the EIR is prepared and publicly reviewed. If the applicant chooses to pursue the project, the Planning Director shall facilitate the preparation of the EIR at the applicant's expense.

Once the environmental documents are completed and circulated, a notice of public hearing and a staff report shall be prepared by Town staff and the conditional use permit application shall be scheduled for a public hearing to be acted upon by the Planning Director or Planning Commission. Upon payment of an appeal fee, the applicant may appeal any decision to the Planning Commission or the Town Council, as appropriate.



At least 10 days prior to public hearing, mailed notice of Public Hearing shall be sent to the applicant and to property owners within 300 feet of the affected area, and a notice may also be published in a newspaper of general circulation.

IF ANY USE FOR WHICH A CONDITIONAL USE PERMIT APPROVAL HAS BEEN GRANTED IS NOT ESTABLISHED WITHIN THREE (3) YEARS OF THE DATE OF THE FINAL APPROVAL ACTION OF THE APPROVING BODY, THE CONDITIONAL USE PERMIT APPROVAL MAY BECOME SUBJECT TO REVOCATION PROCEEDINGS AS SET FORTH IN THE PARADISE MUNICIPAL CODE (ZONING CODE SECTION 17.45.480).

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



**TOWN OF PARADISE APPLICATION FOR CONDITIONAL USE PERMIT**

[Project Number (to be filled by town staff): PL\_\_\_\_ - \_\_\_\_\_]

Applicant \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ 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.