

ADMINISTRATIVE LIVESTOCK PERMIT CHECKLIST

- _____ Completed administrative permit application
- _____ 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 engineers scale** (5 copies)
- _____ Complete all information on application form as completely as possible

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
- _____ Existing topography, improvements and proposed new construction on the site and within 100 feet of the property boundary, including:
 - (1) Buildings, including all site improvements and fencing
 - (2) Building setbacks
 - (3) Existing and/or proposed road access
 - (4) Streets and roads bordering property
 - (5) Septic tanks and leach fields
 - (6) Easements of record
 - (7) Wells
 - (8) Areas to be graded (include volume of soil to be displaced in cubic yards)
 - (9) Sufficient information to indicate drainage, slope, & water courses
 - (10) Areas subject to inundation or storm water overflow
 - (11) 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 **THREE TO FOUR 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 and the project applicant will be required to pay an additional \$2,280.75 fee assessed by the California Department of Fish and Game (DFG) in addition to a \$50.00 recording fee assessed by the Butte County Clerk Recorder. If these additional fees are required, they must be paid prior to approval of the administrative permit. Consult with town staff for additional information on DFG and recording fees.

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 (no older than 6 mos.) and all supporting documents, showing current property owner.
 - b) Side elevation profile(s) of proposed building(s) or other addition(s). Include building materials, color, etc.
8. Submit **FIVE (5)** copies of a **detailed plot plan** (folded to 8-1/2" x 11"). 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 all site improvements and fencing

- (2) Building setbacks
- (3) Existing and/or proposed road access
- (4) Streets and roads bordering property
- (5) Septic tanks and leach fields
- (6) Easements of record
- (7) Wells
- (8) Areas to be graded (include volume of soil to be displaced in cubic yards)
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THE APPLICATION SHALL BE CONSIDERED INCOMPLETE UNTIL ALL OF THE ABOVE REQUIRED INFORMATION IS SUBMITTED TO THE DEVELOPMENT SERVICES DEPARTMENT.

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.

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.

DEPARTMENTAL USE ONLY:

Receipt No. _____ Fee _____
Project No. _____

**TOWN OF PARADISE
APPLICATION FOR ADMINISTRATIVE LIVESTOCK PERMIT**

Applicant _____ Phone _____

Applicant's Mailing Address _____

Applicant's email _____ Fax _____

Applicant's Interest in Property (Owner, Lessee*, Other*) _____

Owner's Name _____ Phone _____

Owner's Mailing Address _____

Property Address _____ Parcel Size _____

AP Number(s) _____ Zone _____ Existing Use _____

Detailed project description:(attach additional sheets if necessary) _____

Purpose of project: _____

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 street/road centerline _____

Describe exterior design and exterior finish of buildings to be constructed for this use: _____

(Attach additional sheet(s) if necessary.)

***NOTE: If the 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 AT LEAST 3-4 WEEKS FOR PROCESSING ADMINISTRATIVE LIVESTOCK PERMITS

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