Administrative Use Permits require approval by the Zoning Administrator and public notice pursuant to Development Code Chapter 11.57 Use Permits. Following a public notice, the Zoning Administrator may waive the requirement for a public hearing if one is not requested. If a public hearing is requested, the Zoning Administrator shall schedule and notice the application request for a public hearing before the Development Review Committee. If a public hearing is required, the applicant or the applicant’s representative must be present at the public hearing to answer questions.

Applications shall be reviewed for compliance with the Application Submittal Requirements and may not be accepted for processing if incomplete. All fees as listed on the adopted fee schedule must be received at the time of filing.

**SUBMITTAL REQUIREMENTS**

1. One (1) copy of the completed Project Application form with original signatures and associated application fees.

2. **Development Plan:** Seven (7) full size copies of the site development plan drawn to scale and folded to a size of no greater than 8” x 14” prior to acceptance. Additionally, one (1) reduced copy of the site development plan (either 8 1/2” x 11” or 11” x 17”) shall be submitted with the application. The site development plan shall clearly indicate all dimensions and other pertinent information including the following:
   a) A scale and north arrow.
   b) Property dimensions and acreage for entire property.
   c) A location vicinity map identifying the project site within an identifiable geographic area.
   d) All existing and proposed buildings and structures including location from property lines, size, height and proposed use(s).
   e) Walls and fences including location, height and construction materials.
   f) Names of all adjoining streets.

3. Prior to application submittal, consult with the various Community Development & Services Agency Departments to determine if other submittal requirements are applicable. Some areas within the County have unique submittal requirements such as areas covered by a specific plan or community plan.

4. Other information as may be required to facilitate a comprehensive evaluation of the application and CEQA determination by Yuba County CDSA Staff.

**SUPPLEMENTAL REQUIREMENTS**

In addition to the submittal requirements above, the following types of projects require the submittal of supplemental information. Please refer to the appropriate supplemental requirements checklist for additional information.

- Agricultural Labor Housing
- Animal Raising & Keeping
- Employee Housing
- Home Occupations
- Ranch Marketing
- Wireless Communication Facilities
- Temporary Uses & Special Events
- Wineries & Tasting Rooms
ENVIRONMENTAL REVIEW

All projects are subject to environmental review in accordance with the California Environmental Quality Act (CEQA). This environmental review is required in order to determine if the project will have an impact on the environment. You will be notified of the environmental determination once the initial review of your project has been completed. In the event that the project is not deemed exempt from CEQA, the project cannot be processed as an Administrative Use Permit and shall be processed as a Minor Conditional Use permit. Any fees paid towards the Administrative Use Permit will be credited towards the fees required for processing a Minor Conditional Use Permit.