



ADMINISTRATIVE USE PERMIT INSTRUCTIONS FOR FILING

Development Code Chapter 11.57 (Ordinance #1556)

Administrative Use Permits (AP) are intended for minor land use actions having little to no effect on the environment. This process does require a public notice pursuant to Development Code Chapter 11.57 Use Permits. Following the public noticing procedure, 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 below 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 application submittal.** Please note **electronic** applications are preferred to be submitted via email or E-Filing (Egnyte). Please review the Instructions for E-Filing Applications for online submittals.

SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Project Application form with **current property owner signatures** and associated application fees.
2. **Development Plan:** Hard copy plans may be submitted following that one (1) full size copy of the site development plan is drawn to scale. Hard copies of the site development plan can be either (11" x 17") or (8 1/2" x 11") in dimension & shall be submitted with the application. The site development plan must also clearly indicate all dimensions and other pertinent information including the following:
 - a) A scale and north arrow.
 - b) Property lines & dimensions, with 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); including fences, signs or pools.
 - e) Walls and fences including location, height and construction materials.
 - f) Names of all adjoining streets.
3. **Project Description:** On a separate document, either electronic or hard copy, please provide a brief project description that includes: the applicant's request, any business or facility operation details, a description of any structures existing or proposed with the property & any other information that may be relevant to the request.
4. Prior to application submittal, the applicant should 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.
5. Other information may be required to facilitate a comprehensive evaluation of the application & CEQA determination (California Environmental Quality Act) by departments of the Community Development & Services Agency.

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***

Note: Please refer to the Cultural Resources Submittal Requirements and Biological Assessment Guidelines if those reports are requested by the assigned Planner.