



CONDITIONAL USE PERMIT APPLICATION INSTRUCTIONS FOR FILING

Development Code Chapter 11.57 (Ordinance #1556)

Conditional Use Permits (CUP) require a public hearing before the decision-making authority. Minor Conditional Use Permits, the decision-making authority shall be the Development Review Committee and for Major Conditional Use Permits the decision-making authority shall be the Planning Commission.

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.** 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 **original 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 and shall be submitted with the application. The Site Development Plan must be drawn to scale and clearly indicate all dimensions and pertinent information including but not limited to the following:
 - a) Property dimensions and acreage.
 - b) All existing and proposed buildings structures including location from property lines, size and height, and proposed use.
 - c) Open spaces areas including yards and recreation sites.
 - d) Walls and fences including location height, and construction materials.
 - e) Off-street parking and loading areas designed in conformance with the provisions of Chapter 11.25 Parking & Loading of the Yuba County Development Code.
 - f) Access points for pedestrian, vehicular, and service traffic including points of ingress and egress; type of surfacing and the internal circulation.
 - g) Names of all adjoining streets.
 - h) Location and nature of all utilities including septic tanks, leach fields, community sewage systems, and potable water sources in accordance with requirements of the Yuba County Environmental Health Department.
 - i) A landscape plan prepared in accordance with the provisions of Chapter 11.24 Landscape of the Yuba County Development Code.
 - j) A scale and north arrow.
 - k) A location/vicinity map identifying the project site within and identifiable geographic area.
3. **Design Review Approval:** Design Review is required for properties within the Plumas Lake Specific Plan. Please provide approved Design Review documents for your project if the property is located within the Plumas Lake Specific Plan. Refer to the *Plumas Lake Design Review Permit* document for design review requirements.
4. **Landscape Plans:** One electronic copy of landscape & irrigation plans that meet applicable sections of Chapter 11.24, Landscape is required for new uses, a change of use, or expansions of a development by 25% or more. New projects are required to meet screening applicable standards indicated in section 11.19.080 *Screening* of the Yuba County Development Code.
5. **Project Description:** A detailed business operation plan that includes but not limited to: hours of operation, estimated number of employees, & other relevant details relevant to the project.

6. **Additional Submittal Requirements** for projects within the **Moderate, High, and Very High State Responsibility Area (SRA)**, pursuant to the Fire Risk Chapter in the General Plan Health and Safety Element (adopted September 2021):
- 1) Policy HS2.5: Road and building construction on slopes of more than 10 percent are strongly discouraged and will only be approved if consistent with County standards and the Yuba County Community Wildfire Protection Plan.
 - 2) Policy HS2.10: New developments shall provide access that will allow safe evacuation and movement of firefighting equipment during a wildfire—specifically, each new development shall not receive planning approval without having a minimum of two entry/exit points. Evacuation routes shall have the capacity to accommodate traffic in relation to the population served.
 - 3) Policy HS2.19 The County will discourage all new residential development within a Very High fire hazard severity zone or in the wildland-urban interface areas. The County shall require all new residential developments in these areas to demonstrate that the proposed development has incorporated sufficient fire hazard mitigation features, as outlined in Policy HS2.1, before the issuance of any permits.
 - 4) Policy HS 2.20: The County will require all new development occurring within the State Responsibility Area to prepare and submit a fire protection plan to assess and mitigate fire risks in these areas. The plan should include 1) risk analysis; 2) fire response capabilities assessment; 3) fire safety requirements (i.e., defensible space, infrastructure, and building ignition resistance); 4) mitigation measures and design considerations for nonconforming fuel modification; 5) wildfire education strategies; and 6) plan maintenance and limitations.
7. **Required Findings for Approval:** A detailed answer, in response to the findings prompts listed in Development Code Section 11.57.060 *Use Permits*, is required. Please provide responses to sections (C), (D), (F), and (G); made in the affirmative in order. Findings are required to approve or conditionally approve a Use Permit application. Responses may be provided via email or as part of the written project description.
8. Projects within **OPUD’s Service Area** may be required to pay supplemental review fees not listed in the Fee Schedule.
9. Other information as may be required to facilitate a comprehensive evaluation of the application by the Community Development & Services Agency.

SUPPLEMENTAL REQUIREMENTS

The following types of projects may require a Conditional Use Permit & ***do*** require the submittal of additional project specific criteria. Please refer to the appropriate supplemental requirements checklist for additional information:

- Special Events Center
- Wireless Communication Facility

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 and any fees associated with completing the environmental review once the initial review of your project has been completed.***

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