



ZONING CLEARANCES & LAND USE CONFIRMATIONS INSTRUCTIONS FOR FILING

Development Code Chapter 11.55 (Ordinance #1545)

Zoning Clearances are approved administratively by the Zoning Administrator or his or her designee and do not require a public hearing or public notification.

General Information. If you need general information such as the Zoning or General Plan designation for a specific property and do not need the information in writing, you may come to the Planning Department during open counter hours (counter hours posted at www.co.yuba.ca.us/Departments/Community%20Development/Planning/default.aspx) otherwise you may call our main line at (530) 749-5470 or email us at planning@co.yuba.ca.us. Email inquiries are limited to providing general information such as zoning and General Plan designation. All other requests require submittal of an application and associated fee. You must have the exact address or Assessor's Parcel Number (APN) in order for us to look up information.

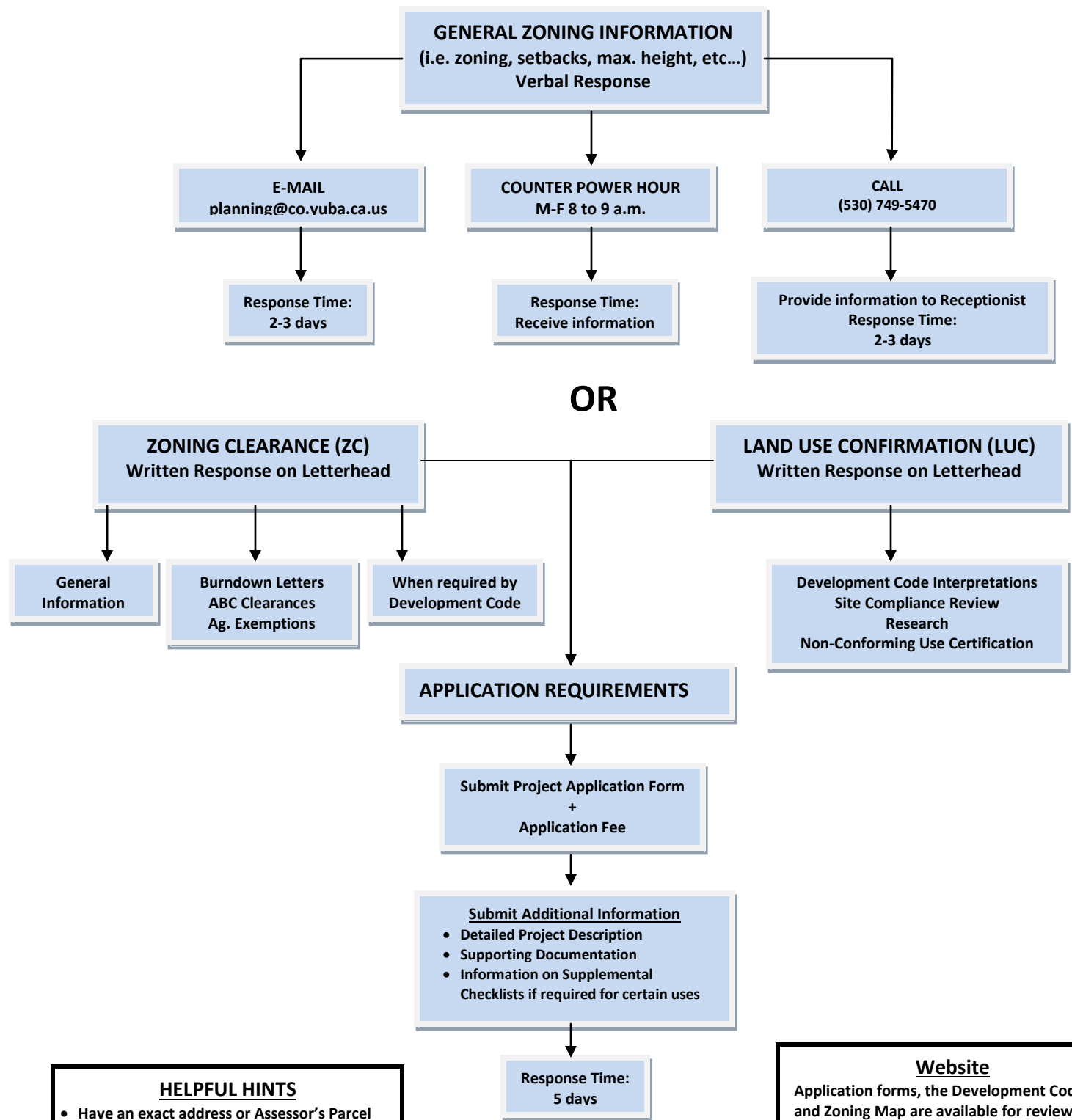
Written Zoning Clearances. Any person may request and the Planning Department shall issue a written zoning clearance certification stating the zoning and general plan for any parcel located within the unincorporated area of the County. Other types of frequently requested zoning clearances include: burndown/rebuild letters, agricultural operation exemption, and ABC License clearances. For these types of Zoning Clearances fill out the "Planning Department Project Application Form", check the "Zoning Clearance" box under the "Development Project" type and list the type of zoning clearance you are requesting in the project description. These types of Zoning Clearances are usually completed within 2-3 business days. Shorter review times will be accomplished where possible based on staffing and workloads.

Pursuant to the County's Development Code, a Zoning Clearance may be required for buildings or structures erected, constructed, altered, repaired or moved, the use of vacant land, changes in the character of the use of land or building, change of occupant or tenant on a parcel of land or building, or for substantial expansions in the use of land or building, that are allowed as a matter of right by this Code. The Land Use Tables located in Division II and VI of the Development Code identifies the types of uses that require approval of a Zoning Clearance (identified by the letter "Z" in the tables). Follow the process listed above for requesting a Zoning Clearance. Some uses such as Home Occupations, Second Dwelling Units, Recycling Collection Facilities, Drive Thru Facilities, or Special Events require additional information to be submitted. Supplemental requirement checklists for specific uses are available at our front counter or on our website under the applications tab at:

www.co.yuba.ca.us/Departments/Community%20Development/Planning/Default%20Pages/formsandfees.aspx

Zoning Clearance associated with a Building Permit. Plans submitted to the Building Department do not require submittal of a separate zoning clearance form. Zoning clearance will be evaluated as part of the review and issuance of the building permit.

Land Use Confirmations (LUC). If you require additional information than what is provided in a Zoning Clearance Letter you should request a Land Use Confirmation. Land Use Confirmations include but are not limited to requests for a written interpretation of a provision of the Development Code, review of a site for compliance with the Development Code (verification that structures meet setbacks, existing or proposed uses are allowed, etc...), or verification of a legal non-conforming use (based on documentation provided by applicant and any readily available information and records held by CDSA). Fill out the Planning Department Project Application Form, check the "Other" box and list "LUC" under the "Development Project" type and indicate the type of information you are requesting in the project description. Land Use Confirmations are usually completed within 5 business days. Shorter review times will be accomplished where possible based on staffing and workloads and complexity of the request. Complicated requests and research may take longer.



HELPFUL HINTS

- Have an exact address or Assessor's Parcel Number (APN)
- We only provide information for the unincorporated areas of the County
- Use Project Application Form if you want a written response or when Zoning Clearance is required by Development Code
- Include Application Fee

Processing times are estimates and reflect business days that the County is open. Shorter review times will be accomplished where possible based on workloads. Complicated requests and research may take longer.

Website

Application forms, the Development Code, and Zoning Map are available for review and download from the Planning Department's webpage.

www.co.yuba.ca.us

Under County Departments tab select Planning Department.

Additional information may also be found under the Community Development & Services Agency (CDSA) tab (Building, Code Enforcement, Environmental Health, & Public Works)