



## USE PERMIT APPLICATION INSTRUCTIONS

**A pre-application meeting is required prior to submitting the application. A pre-application meeting consists of the City Department Heads meeting with the project applicant to answer questions concerning the project and review the application. Please anticipate an hour for the meeting**

**\*\*This application must be prepared and submitted by a Registered Civil Engineer, Licensed Land Surveyor, Licensed Architect or Professional Planner\*\***

### **IMPORTANT NOTICE TO ALL APPLICANTS FOR A USE PERMIT**

#### What is a Use Permit?

A use permit is an entitlement to a property owner to use property, subject to the imposition of conditions, in a manner that assures no adverse impact upon adjoining properties nor the creation of a public nuisance.

#### Purpose of Use Permit:

The purpose of the use permit is to allow special consideration of uses not specifically permitted or prohibited in the zoning classification. The permit process is designed to provide the City sufficient flexibility to determine whether a specific land use on a certain site will be compatible with its environs, the General Plan, and the zoning on adjacent parcels.

In reviewing a use permit application, the staff and Planning Commission will evaluate such items as building placement and size, traffic generation, compatibility of use with adjoining properties, and other related development impacts. Conditions may be imposed as necessary to ensure that the proposed use will be compatible and not adversely affect their environs.

#### What Kind of Information Must I Provide on the Application Forms?

Basic information is requested such as name, address, location, Assessor's parcel number, access, square footage or acreage of the parcel and existing utilities. You are also asked to describe your proposed use, provide photographs of the property, a location sketch and a full plot plan showing everything that exists on the parcel (buildings and uses, parking area, driveways, setbacks, lot dimensions) and proposed uses and improvements including signs, exterior lighting and landscaping. Should the structure or use involve an unusual height, be sure and list the height also.

#### All Use Permit requests are subject to California Environmental Quality Act (CEQA).

Depending on the details of the project a Notice of Exemption, Mitigated Negative Declaration or at times, an Environmental Impact Report (EIR) is needed. City staff will determine if the application, as submitted, is exempt. This may require a report to be prepared by a qualified firm selected by the City with costs payable by the applicant to assure the six items that preclude the use of an exemption are not present. If a Mitigated Negative Declaration or EIR is required, the City will contract with a firm to prepare the CEQA documents, the cost of which shall be the applicants responsibility.

## Process for Use Permit:

### 1. Project Consideration

Early in the consideration of a potential use, the applicant should carefully review what the zoning ordinance and General Plan call for in the location or area affected. It is important that the proposed use is consistent with the City General Plan and zoning ordinance for the area and compatible with its environment. In addition, local utilities and other special agencies should be contacted regarding requirements for future development in the area, if necessary.

### 2. Filing of Application

Applications are available at City Hall. The completed application should be submitted to the Secretary of the Planning Commission. The application cannot be officially accepted if the submittal is incomplete.

Planning Commission meetings are held the third Wednesday of each month. It is advisable that the applicants attend the Planning Commission meeting. Acceptable applications must be submitted no later than four weeks prior to the meeting date. The applicant will be required to pay certain fees with the application.

### 3. Planning Commission Review

For approval the Planning Commission must make the findings that the establishment, maintenance or operation of the use or building applied for will not, under the circumstances of the particular case, be materially detrimental to the health, safety, peace, morals, comfort and general welfare of persons residing or working in the neighborhood of such proposed use or be materially detrimental to property or improvements in the neighborhood or the general welfare of the City.

The Planning Commission may designate such conditions in connection with the use permit as it deems necessary to secure the purposes of the zoning classification and may require that such conditions will be complied with by the applicant.

### 4. Appeal of Planning Commission Decision

Decisions by the Planning Commission may be appealed within five days after rendition of the decision.

A public hearing shall then be set before the City Council. The Planning Commission shall submit a report to the Council setting forth the reasons for the action taken by the Commission. A public hearing will be held on the appeal.

At the public hearing the applicant or other interested parties may present testimony in support or opposition to the request.

The City Council may reverse, set aside, affirm, amend or modify the action of the Planning Commission for further study or action not more than forty-five days after the close of the hearing.



**CITY OF WEED**  
P. O. Box 470, Weed, CA 96097  
530.938.5020 530.938.5096 (FAX)

APN \_\_\_\_\_

PROJECT NO. \_\_\_\_\_

**Conditional Use Permit Application**  
(Print or Type in Black Ink Only)

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- |                                                              |                                                                                                       |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Conditional Use Permit \$150</b> | <input type="checkbox"/> Special Animal Permit \$25                                                   |
| <input type="checkbox"/> Architectural Review / Design \$100 | <input type="checkbox"/> Second Dwelling Unit \$150                                                   |
| <input type="checkbox"/> Subdivision (4 or Less) \$200*      | <input type="checkbox"/> Boundary / Lot Line Adjustment \$100                                         |
| <input type="checkbox"/> Subdivision (5 or More) \$500*      | <input type="checkbox"/> Variance \$150                                                               |
| <input type="checkbox"/> Zone Amendment \$160                | <input type="checkbox"/> Tree Cutting Permit – Residential \$25 / Commercial \$75 / Home Firewood \$0 |
| <input type="checkbox"/> General Plan Amendment \$500        | If not listed, check with Planner for fees and description                                            |
| <input type="checkbox"/> Home Occupation Permit \$75         |                                                                                                       |
| <input type="checkbox"/> Sign \$75                           |                                                                                                       |
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**In addition to the above fees, applicants shall be required to reimburse the City of Weed for any additional costs of issuing permit, including but not limited to, extraordinary fees for legal counsel and/or consultant costs.**

**\* Engineering and planning consultant fees are assessed on a per hour basis. An initial fee, based on an estimated number of hours for the individual project will be determined at the start of the project, and must be paid by the applicant in addition to the application fee prior to commencement of the application process.**

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**USE PERMIT APPLICATION**

**OWNER AND REPRESENTATIVE**

Applicant: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Landowner: Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Representative: Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

DESCRIBE IN DETAIL YOUR PROPOSED PROJECT  
(INCLUDING ALL PROPOSED USES)

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LOCATION:

Township \_\_\_\_\_, Range \_\_\_\_\_, Section(s) \_\_\_\_\_

Zoning: \_\_\_\_\_ Deed Reference: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

List of Assessor's Parcel Numbers of Properties on which this Use Permit is proposed.

| AP #  | Owner | Address |
|-------|-------|---------|
| _____ | _____ | _____   |
| _____ | _____ | _____   |
| _____ | _____ | _____   |

ATTACH A COPY OF YOUR GRANT DEED WITH THIS APPLICATION

PROPERTY FOR WHICH THE USE PERMIT IS BEING REQUESTED

\_\_\_\_\_ Acres \_\_\_\_\_ Square Feet

ACCESS TO THE PROPERTY: (show access on the map)

\_\_\_ City Street \_\_\_\_\_ (Name)

\_\_\_ State Highway \_\_\_\_\_ (Name)

\_\_\_ Recorded Private Road Easement Official Record No. \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

FLOOD WATER DRAINAGE CONTROL

Are there any natural or man-made water sources on the property?

\_\_\_ Yes \_\_\_ No If yes show high water mark on the map.

IS THE PROPERTY SUBJECT TO SATURATION DUE TO:

|         |        |                    |
|---------|--------|--------------------|
| ___ Yes | ___ No | Springs            |
| ___ Yes | ___ No | Seeps              |
| ___ Yes | ___ No | Irrigation Ditches |
| ___ Yes | ___ No | Surface Water      |
| ___ Yes | ___ No | Other              |

If you answer yes to any of the above, show location on the map.

ARE THERE ANY BUILDINGS LOCATED ON THE PROPERTY:

\_\_\_ Yes, If the answer is yes, indicate location on map and label according to use.  
\_\_\_ No

APPROXIMATE PERCENTAGE SLOPE OF PROPERTY

\_\_\_ 0-5% \_\_\_ 5-10% \_\_\_ 10-15% \_\_\_ 15-20% \_\_\_ 20-25%

\_\_\_ 25-35% \_\_\_ over 30% (show direction and percentage on map)

DESCRIBE THE PRESENT USE BEING MADE OF THE PROPERTY

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DESCRIBE ANY GRADING AND/OR CONSTRUCTION THAT MUST BE DONE TO  
ESTABLISH YOUR PROJECT FOR WHICH THIS USE PERMIT IS BEING REQUESTED

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DO POWER AND TELEPHONE LINES EXIST TO THE PROPERTY

\_\_\_\_\_ Yes          \_\_\_\_\_ No      If not, how far must each be extended?

Power: \_\_\_\_\_ Telephone: \_\_\_\_\_

ARE YOU PROPOSING TO DO ANY BURNING DURING THE ESTABLISHMENT OR  
OPERATION OF YOUR PROJECT?

\_\_\_\_\_ Yes          \_\_\_\_\_ No

If yes, check with Air Pollution Control Office to verify that proposed burning operation  
conforms to their rules. Burn Permit is required.

ATTACH PHOTOGRAPHS OF THE PROPERTY TAKEN FROM ALL DIRECTIONS  
(north, south, east and west)

**FILING FEES:**

\$ 150.00 Make your check payable to the City of Weed.

**\*\*Your application will not be accepted by the Planning Department unless the appropriate filing fee accompanies it\*\***

**\*\*If the project is approved other fees may include the following\*\***

| <b>CEQA Document</b>                                                     | <b>Fees Effective<br/>January 1,<br/>2026</b> |
|--------------------------------------------------------------------------|-----------------------------------------------|
| Negative Declaration (ND)                                                | \$3,043.75                                    |
| Mitigated Negative Declaration (MND)                                     | \$3,043.75                                    |
| Environmental Impact Report (EIR)                                        | \$4,227.50                                    |
| Environmental Document pursuant to a Certified Regulatory Program (CRP)* | \$1,437.25                                    |

\$ 50.00 payable to the Siskiyou County Clerk.

**\*\*These fees are not paid until the City adopts the environmental determination and paid at the County Clerk's office upon filing\*\***

**PROPERTY OWNER SIGNATURE REQUIREMENTS:**

I hereby certify that the facts, statements, and information presented within this application form are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the City. I hereby certify that I have read and fully understand all the information required in this application form. I certify that I have read and understand Chapter 18.32.020, 030, and 040 of the Weed Municipal Code; Use Permit.

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Signature of Owner(s)

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Address

In addition to those items indicated, Use Permit Plot Plan and diagrams shall be no larger than

24" x 36". (It is preferred that copies be reduced to 8.5" x 11"). Plans must be clear, fully dimensioned, drawn to scale (please include bar scale on drawing) but combine the following data:

Exterior boundary lines of the property indicating easements, dimensions and lot size

Label all adjacent streets or rights of way

Location, elevations, size, height, dimensions, materials and proposed use of all buildings and structures (including walls, fences, signs, lighting and hooding devices) existing and intended to be on the site

Distances between all structures and between all property lines or easements and structure

Any nearby buildings relevant to application

All existing trees on the site giving circumference, type and location, and any significant plant material

Any existing significant natural features such as rock outcroppings or water courses

Location, number of spaces, and dimensions of off-street parking spaces, loading docks and maneuvering areas; indicate internal circulation

Pedestrian, vehicular and service points of ingress and egress, driveway widths and distances between driveways

Proposed landscaping; include on diagram quantity, location, varieties and container size

Proposed grading plan (for sites having over five-foot grade differential) showing direction and path of drainage on, through and off the site; indicate any proposed drainage channels or facilities

Required and existing street dedications and improvements such as sidewalks, curb, gutter and pavement

Note scale, north arrow and bar scale

Vicinity map indicating nearby cross streets in relation to the site (need not be to scale)

Other such data as may be required to permit the Planning Commission to make the required findings for approval of the specific type of application

## Minimum Plan Requirements

### **Site plans**

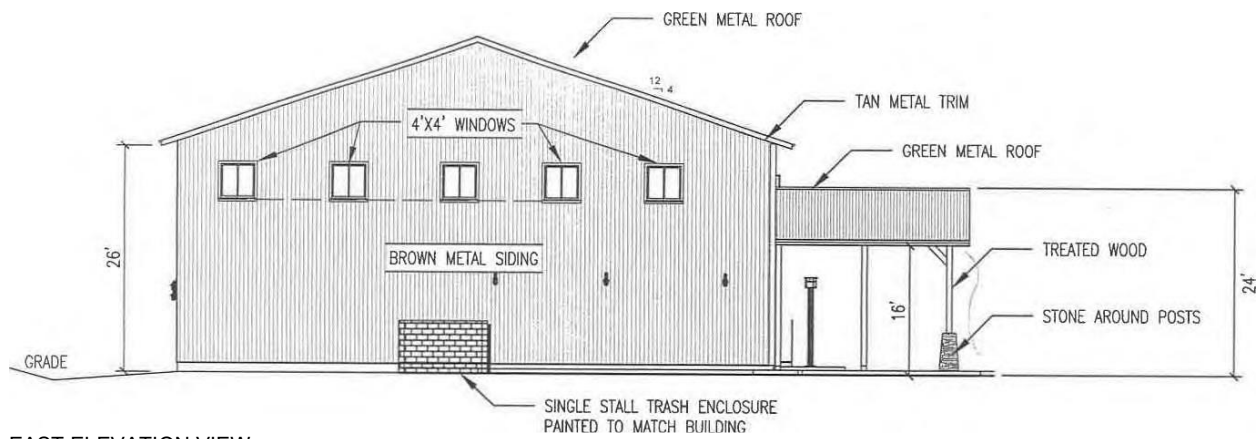
Drawn to scale, including bar scale, and ensure they are reproducible all of the following:

1. Outline dimensions of property: Show total extent of the surface of the parcel in square footage. Show the total area of the lot which is covered by buildings or structures in a percentage.
2. Dimension and location of existing buildings including distances between (label each according to its existing use).
3. Setbacks: show front, rear and side
4. Approximate location of existing and new water and sewer lines including size and location of meter, laterals, clean outs, shutoff and backwater valve(s),
5. Location and width of any roads fronting on/and or providing access to the property.
6. Location and width of driveways, parking area and number of spaces, including curb, gutter, sidewalks and pave outs
7. Location of any recorded easements

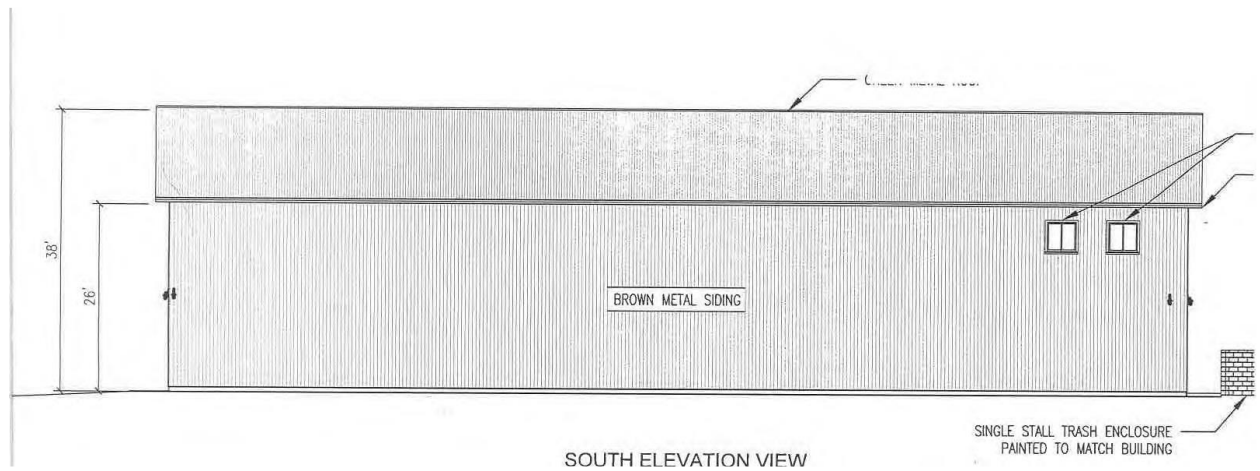
### **For commercial uses include:**

1. Signs: show locations, size, height, and maintenance plans
2. Trash enclosure with gates
3. Landscaping and irrigation (identify type and location): The placement of light standards must be taken into consideration when considering location and maturity height and width of trees.
4. Lighting: Open parking lots providing more than ten (10) parking spaces for use by the general public, shall be provided with a maintained minimum of one (1) foot candle of light on the parking surface from dusk until the termination of business every operating day. Light fixtures shall be weatherproof and vandalism resistant.
5. On-site snow storage area (uncovered by fences or other structures)
6. Gas/propane storage tanks

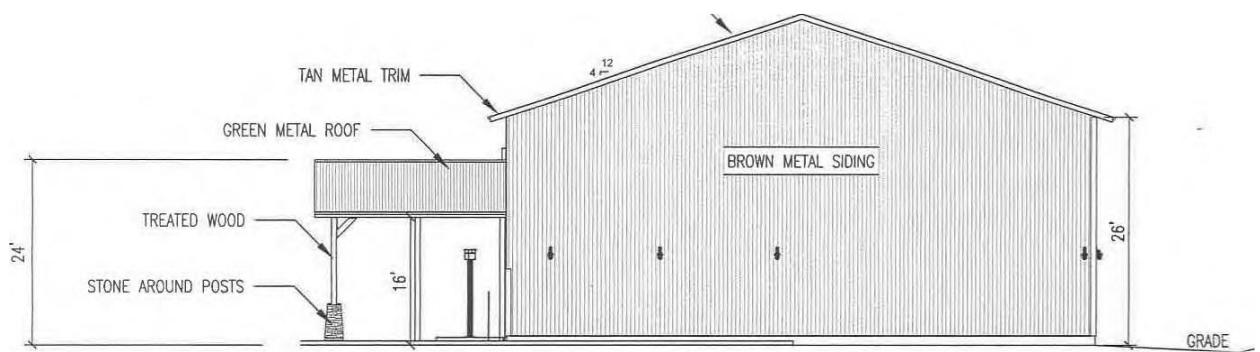
# EXAMPLES OF ELEVATIONS FOR ARCHITECTURAL REVIEW.



EAST ELEVATION VIEW  
1/16" = 1'



SOUTH ELEVATION VIEW



WEST ELEVATION VIEW  
1/16" = 1'

EXAMPLE OF PLOT PLAN

