

CITY OF WILLITS

CITY HALL – 111 East Commercial Street, (707) 459-4601 • Fax (707) 459-1562
POLICE DEPARTMENT – 125 E. Commercial St., (707) 459-6122 • Fax (707) 459-0405
Willits, CA 95490

USE PERMITS

The City of Willits (City) Zoning Ordinance specifies permitted and conditional uses allowable in each land use zone. Permitted uses are allowed as a right because they are consistent with the General Plan and compatible with the character and quality of the land use zone and surrounding uses. Conditional uses may be consistent and compatible under certain conditions. Conditional uses are listed for each zone, but the City may use its discretion for issuing a Use Permit for a conditional use. The City must find that the proposed project is consistent with the General Plan and compatible with the land use zone and surrounding uses, and that it is not detrimental to the health, safety and general welfare of the people. In order to guarantee the findings, the City may impose conditions and/or modifications on the project. This brochure describes the procedure for processing a Use Permit.

STEP 1: APPLICATION

The applicant must submit an application for a Conditional Use Permit before the City commences formal review of the project. An application includes the following:

- A. 10 copies of the **Use Permit application** form including a Site Plan and Project Description Questionnaire.
- B. 10 copies of a **Vicinity Map** (showing project site in relationship to surrounding parcels and land uses)
- C. 10 copies of the **Site Plan**, including existing and proposed property lines. (NOTE: See attached example describing Site Plan. **IT IS RECOMMENDED THAT THE APPLICANT SUBMIT 1 COPY FOR STAFF TO REVIEW FOR COMPLETENESS BEFORE SUBMITTING THE REQUIRED MULTIPLE COPIES**).

FORM: If the Site Plan is larger than 8 ½ x 11” one 8 ½ x 11” reproducible copy of the site plan shall be submitted with the application.

CONTENT OF SITE PLAN: The Site Plan shall contain the following information.

- 1. North arrow and scale (if the plan is not to scale, accurate dimensions must be shown).
- 2. Dimensions of the property boundaries.
- 3. Locations, dimensions, and setbacks of all existing and/or proposed buildings and accessory structures including water lines, sewer lines, and power poles and lines.

4. Locations, dimensions and number of all existing and/or proposed on-site parking and loading spaces, roads, driveways, and turn-arounds.
 5. Locations and types of lighting that will be used to illuminate any outdoor areas.
 6. The locations of any outdoor storage areas such as storage areas for fuel, raw materials, and/or waste products.
 7. The locations and dimensions of all existing and proposed easements for ingress/egress, drainage, or utilities.
 8. The location of any proposed landscaping including appurtenant irrigation system.
- D. 10 copies of **Building Elevations** (from all four directions) of any new buildings or substantially remodeled buildings. Descriptions of the exterior materials and colors must also be provided.
- D. **Filing Fee** : Check with planner for appropriate filing fee.
- E. If extensive landscaping is planned, a **Landscape Plan** will be required.
- F. If extensive grading or additional impervious surfaces are planned, or if the site is in an area known to be unstable or have high erosion potential, a **Grading and Drainage Report** will be required.
- G. REQUIREMENTS FOR SUBMITTAL OF APPLICATION PACKETS:
1. All application material must be collated into individual application packets.
 2. All maps, plans, etc. (except reproducible) larger than 8 ½ by 11 inches shall be folded into 8 ½ by 11 inch packets.
 3. One 8 ½ by 11 reproducible site plan shall be submitted with the application.
 4. Any application not meeting the above criteria will be considered incomplete and will be returned to the applicant. Illegible maps or incomplete responses to the questions may be cause for delays in project review.

STEP 2: REVIEW FOR COMPLETENESS

Staff will review the applicant for completeness. If the application is incomplete, the applicant will be notified of the deficiencies and no further action will be taken until a complete application is submitted. Once the application is deemed complete, it will be scheduled for review by the City Technical Advisory Committee (TAC).

STEP 3: TAC REVIEW OF PROJECT

The TAC reviews the project for engineering, fire, police, water, sewer, building, legal, fiscal, environmental, planning and zoning aspects to make certain that the project complies with city, county, state and federal regulations and codes. Staff will make a recommendation to the Planning Commission of the TAC's findings.

Note: The original 10 application packets are for distribution to TAC and other affected agencies. Changes to the plans may be necessary to respond to issues raised in the TAC review process. Additional copies of the final application package will be required for distribution to the Planning Commission/City Council prior to the public hearing on the application.

STEP 4: ENVIRONMENTAL REVIEW

All projects needing discretionary permits require environmental review as mandated by the California Environmental Quality Act (CEQA), unless they are found to be exempt from CEQA requirements. The purpose of the Environmental Review is to 1) determine the effect of the project on the environment; 2) inform the decision makers and the public of the environmental impacts; 3) identify ways which impacts can be avoided or mitigated; and 4) disclose to the public why a project causing significant impacts was approved.

The environmental coordinator conducts an Initial Study to determine potential adverse environmental impacts. Based on the Initial Study the environmental coordinator will prepare an environmental document for the project. One of several actions may be appropriate for projects which have or may have significant adverse environmental impacts:

1. Preparation and adoption of an **Environmental Impact Report (EIR)** for the proposed project;
2. Adoption of a **Previously Certified EIR** which sufficiently documents the environmental impacts of the proposed project;
3. Preparation of a **Negative Declaration**: Conditions of approval or revisions to the project plan which incorporate mitigation measures which would avoid a potential significant adverse impact or to reduce it to a level of insignificance; or
4. Preparation of **Addition Studies** to augment the Initial Study for specific potential impacts. (A Negative Declaration or an EIR must then be prepared.)

Applicants should be prepared to provide additional environmental information upon request. Delay in providing such information will cause delay of the environmental review and action on the project.

STEP 5: PLANNING COMMISSION/CITY COUNCIL NOTICE AND HEARING

At least 10 days (minimum of 21 days if subject to environmental review) prior to a public hearing before the City Council acting as the Planning Commission, a Notice of the public hearing is 1) printed in a newspaper of general circulation, 2) mailed to all property owners within 300 feet of the site undergoing review, and 3) posted at prominent locations around the site. The Planning Commission/City Council will hear and consider staff recommendations and testimony from interested persons who wish to comment on the project.

STEP 6: PLANNING COMMISSION/CITY COUNCIL ACTION

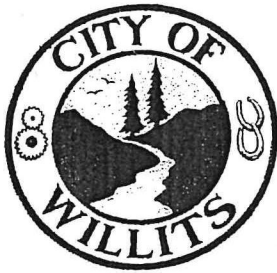
The Planning Commission/City Council will act by approving (with conditions, if necessary), denying or continuing the project for further study. In order to approve a Use Permit, the Planning Commission/City Council must find that the project is consistent with the General Plan and compatible with the character and quality of the land use zone and surrounding uses and that it is not detrimental to public health, safety and general welfare. If the project is subject to environmental review, the Planning Commission/City Council must also approve a Negative Declaration or an EIR before acting on the Use Permit. The Planning Commission/City Council decision is final. Final City decisions may be appealed in County Court.

STEP 7: ISSUANCE OF USE PERMIT

To be valid, the Use Permit and conditions must be signed and on file at the City. The applicant may prearrange to appear in person at the City planning office to sign the Use Permit and set of conditions, or the City will mail them to the applicant.

A Use Permit expires if not exercised within the time specified or within one year if a time is not specified. An application for renewal must be filed before the Use Permit expires.

The City may at any time review a project for which a use permit was granted to verify the City, County, State and Federal laws are not violated and that the specific conditions set forth in the Use Permit have been met. Any violation of law or non-compliance of the conditions of the Use Permit may result in revocation or suspension of the Use Permit.



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CONDITIONAL USE PERMIT APPLICATION

The undersigned applies for a **CONDITIONAL USE PERMIT** for the following use(s), said permit to be issued solely on the basis of information contained herein, and with the knowledge that the falsification of any fact or statement submitted with or within this application, or, the deletion of any pertinent information, shall render this application null and void.

1. NAME OF APPLICANT _____
ADDRESS OF APPLICANT _____
PHONE NUMBER _____
2. NAME OF PROPERTY OWNER _____
ADDRESS OF PROPERTY OWNER _____
PHONE NUMBER _____
3. STREET ADDRESS _____; LOT(S) _____
ASSESSOR'S PARCEL NUMBER(S) OF THE PROPOSED USE: _____
4. PRESENT ZONING CLASSIFICATION _____
5. DESCRIBE, IN DETAIL, THE NATURE OF THE PROPOSED USE _____

6. In order to be processed, the applicant must attach ^{TEN (10)} ~~twenty (20)~~ copies of a detailed Site Plan, at a scale no smaller than one inch equals two hundred feet (1" = 200'), which contains all of the following items of information:
 - a. North point (arrow
 - b. The exact dimension of the property where the proposed use will be located.
 - c. The exact location, dimensions, and setbacks of all existing and/or proposed buildings.
 - d. The exact location, dimensions, and setbacks of all existing and/or proposed accessory structures.

- e. The location and width of all existing and/or proposed points of ingress and egress.
 - f. The location, number, and dimensions of all existing and/or proposed off-street parking and loading spaces.
 - g. The location and type of lighting which will be used to illuminate areas of existing and/or proposed parking, loading, and traffic circulation.
 - h. The location of outside storage areas such as storage areas for fuel, raw materials, and/or waste products.
 - i. The location and identification of all existing and/or proposed easements.
 - j. Elevations of any new or substantially remodeled structures from all four directions.
 - k. A general landscape plan.
7. What percentage of the lot is proposed to be covered by buildings, driveways, and parking areas? _____

Applicant's Signature

Date

Property Owner's Signature

Date

APPLICATION FEE \$ _____ RECEIPT NO. _____ RECEIVED BY _____

DATE _____ REVIEWED BY _____

APPROVED/DENIED _____ CONDITIONAL USE PERMIT NO. _____

ALL DECISIONS OF THE CITY COUNCIL SITTING AS THE PLANNING COMMISSION ARE FINAL AND NON-APPEALABLE. HOWEVER, MODIFICATIONS TO A CONDITIONAL USE PERMIT MAY BE POSSIBLE THROUGH THE RESUBMISSION AND REVIEW OF A NEW APPLICATION.

CERTIFICATION AND SITE VIEW AUTHORIZATION

1. I hereby certify that I have read this completed application and that, to the best of my knowledge, the information in this application, and all attached appendices and exhibits, is complete and correct. I understand that the failure to provide any requested information of any misstatements submitted in support of the application shall be grounds for either refusing to accept this application, for denying the permit, for suspending or revoking a permit issued on the basis of such misrepresentatives, or for seeking of such further relief as may seem proper to the City.
2. I hereby grant permission for City staff and hearing bodies to enter upon and site view the premises for which this application is made in order to obtain information necessary for the preparation of required reports and render its decision.

Owner/Authorized Agent

Date

NOTE: IF SIGNED BY AGENT, OWNER MUST SIGN BELOW

AUTHORIZATION OF AGENT

I hereby authorize _____ to act as my representative and to bind me in all matters concerning this application.

Owner

Date

MAIL DIRECTION

To facilitate proper handling of this application, please indicate the names and mailing addresses of individuals to whom you wish correspondence and/or staff reports mailed if different from those identified on Page One of the application form.

Name	Name	Name
Mailing Address	Mailing Address	Mailing Address

Type of loading facilities proposed: _____

5. Will vegetation be removed on areas other than the building sites and roads? ☐ Yes ☐ No

6. Will the project involve the use or disposal of potentially hazardous materials such as toxic substances, flammables, or explosives? ☐ Yes ☐ No If yes, explain:

7. How much off-street parking will be provided?

	Number	Size
Number of covered spaces		
Number of uncovered spaces		
Number of standard spaces		
Number of handicapped spaces		
Existing Number of Spaces		
Proposed Additional Spaces		
Total		

8. Is any road construction or grading planned? ☐ Yes ☐ No If yes, grading and drainage plans may be required. Also, describe the terrain to be traversed (e.g., steep, moderate, slope, flat, etc.).

9. For grading or road construction, complete the following:

- | | | |
|--|-------|-------------|
| A. Amount of cut | _____ | cubic yards |
| B. Amount of fill | _____ | cubic yards |
| C. Maximum height of fill slope | _____ | feet |
| D. Maximum height of export | _____ | feet |
| E. Amount of import or export | _____ | cubic yards |
| F. Location of borrow or disposal site | _____ | |

10. Will the development provide public or private recreational opportunities? ☐ Yes ☐ No If yes, explain below:

11. Will there be any exterior lighting? ☐ Yes ☐ No If yes, describe below and identify the location of all exterior lighting on the plot plan and building plans

12. Utilities will be supplied to the site as follows:

A. Electricity:

☐ Utility Company (service exists to the parcel)

☐ Utility Company (requires extension of service to site: _____ feet)

☐ On Site Generation – Specify _____

B. Gas:

☐ Utility Company

☐ Tank

☐ None

C. Telephone: ☐ Yes ☐ No

D. Cable Television: ☐ Yes ☐ No

13. What will be the method of sewage disposal?

☐ City Sewer

☐ Septic Tank

☐ Other – Specify _____

14. What will be the domestic water source?

☐ City Water

☐ Well

☐ Spring

☐ Other – Specify _____

15. Are there any associated projects and/or adjacent properties under you ownership?

☐ Yes ☐ No If yes, explain (e.g., Assessor's Parcel Number, address, etc.):

16. List and describe any other related permits and other public approval required for this project, including those required by other City departments, county, regional, state, and federal agencies:

THE SITE

17. Describe the location of the site in terms of readily identifiable landmarks (e.g., mailboxes, mile posts, street intersections, etc.):

18. Are there existing structures on the property? ☐ Yes ☐ No

If yes, describe below, and identify the use of each structure on the plot plan or tentative map if the proposal is for a subdivision.

19. Will any existing structures be demolished? ☐ Yes ☐ No
Will any existing structures be removed? ☐ Yes ☐ No

If yes to either question, describe the type of development to be demolished or removed, including the relocation site, if applicable.

20. Project Height. Maximum height of existing structures _____ feet. Maximum height of proposed structures _____ feet.

21. Gross floor area of existing structures _____ square feet (including covered parking and accessory buildings). Gross floor area of proposed structures _____ square feet (including covered parking and accessory buildings).

22. Lot area (within property lines): _____ ☐ square feet ☐ acres.

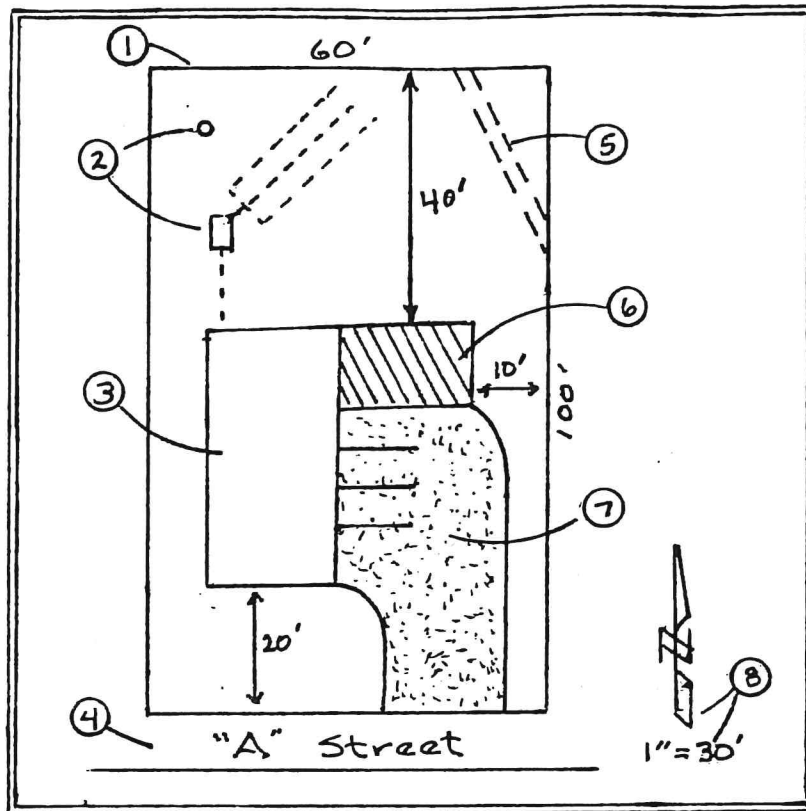
23. Briefly describe the project site as it exists before the project, including information on existing structures and their uses, slopes, soil stability, plants and animals, and any cultural, historical or scenic aspects. Attach any photographs of the site that you feel would be helpful.

24. Briefly describe the surrounding properties, including information on plants, animals and any cultural, historic or scenic aspects. Indicate the type of land use (use chart below) and its general intensity. Attach any photographs of the vicinity that you feel would be helpful.

25. Indicate the surrounding land uses:

	North	East	South	West
Vacant				
Residential				
Agricultural				
Commercial				
Industrial				
Institutional				
Timberland				
Other:				

SAMPLE PLOT PLAN



1. Parcel shape and dimensions
2. Any existing septic system or wells
3. Existing buildings
4. Adjacent streets
5. Easements and utility lines (power, sewer, water, etc.)
6. Proposed structure or addition
7. Driveways, parking and loading areas
8. North arrow and scale

SAMPLE LOCATION MAP

