



COUNTY OF LAKE
Community Development Department
PLANNING DIVISION
 Courthouse - 255 N. Forbes Street
 Lakeport, California 95453
 Phone (707) 263-2221 FAX (707) 263-2225

| INITIAL FEES: | |
|------------------------------|----------|
| DR | \$735.00 |
| CE | \$190.00 |
| | |
| Sub Total: | \$925.00 |
| Technology recovery 2% Cost | \$18.50 |
| General Plan Maintenance Fee | \$50.00 |
| Total: | \$993.50 |

Planning Division Application
(Please type or print)

Project name: _____
Assessors Parcel # : _____ - _____ - _____
 _____ - _____ - _____

Zoning: _____
 General Plan: _____
 Receipt # _____
 Initial: _____

APPLICANT:

NAME: _____
 MAILING ADDRESS: _____
 CITY: _____
 STATE: _____ ZIP: _____
 PRIMARY PHONE: () _____
 SECONDARY PHONE: () _____
 EMAIL: _____

PROPERTY OWNER (IF NOT APPLICANT):

NAME: _____
 MAILING ADDRESS: _____
 CITY: _____
 STATE: _____ ZIP: _____
 PRIMARY PHONE: () _____
 SECONDARY PHONE: () _____
 EMAIL: _____

PROJECT LOCATION

ADDRESS: _____
 PRESENT USE OF LAND: _____

DESCRIPTION OF PROJECT:

SURROUNDING LAND USES:

North: _____
 South: _____
 East: _____
 West: _____

PARCEL SIZE(S):

Existing: _____
 Proposed: _____

Existing/Proposed Water Supply: _____
 Existing/Proposed Sewage Disposal: _____
 Fire Protection District: _____
 School District: _____

At-Cost Project Reimbursement

I, _____, the undersigned, hereby authorize the County of Lake to process the above referenced permit request in accordance with the County of Lake Code. I am paying an initial fee of \$_____ as an estimated cost for County staff review, coordination and processing costs related to my permit (Resolution No. 2017-19, February 7, 2017). **In making this initial fee, I acknowledge and understand that the initial fee may only cover a portion of the total processing costs. Actual costs for staff time are based on hourly rates adopted by the Board of Supervisors in the most current County fee schedule. I also understand and agree that I am responsible for paying these costs even if the application is withdrawn or not approved.**

I understand and agree to the following terms and conditions of this Reimbursement Agreement:

1. Time spent by County of Lake staff in processing my application and any direct costs will be billed against the available initial fee. **"Staff time" includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or correspondence to inquiries from the applicant, the applicant's representatives, neighbors and/or interested parties, attendance and participation at meetings and public hearings, preparation of staff reports and other correspondence, processing of any appeals, responding to public records act requests or responding to any legal challenges related to the application. "Staff" includes any employee of the Community Development Department.**
2. If processing costs exceed the available initial fee, I will receive invoices payable within 30 days of billing.
3. As the owner of the project location, I have the authority to authorize and I hereby do authorize the County of Lake or authorized representative(s) to make inspections at any reasonable time as deemed necessary for the purpose of review and processing this application.
4. If I fail to pay any invoices within 30 days, the County will stop processing my permit application. All invoices must be paid in full prior to issuance of the applied for permit.
5. If the County determines that any study submitted by the applicant requires a County-contracted consultant peer review, I will pay the actual cost of the consultant review. This cost may vary depending on the complexity of the analysis. Selection of any consultant for a peer review shall be at the sole discretion of the Community Development Director or his designee.

6. I agree to pay the actual cost of any public notices for the project as required by State Law and the Lake County Zoning Ordinance.
7. I may, in writing, request a further breakdown or itemization of invoices, but such a request does not alter my obligation to pay any invoices in accordance with the terms of this agreement.
8. I agree to pay all costs related to permit condition compliance as specified in any conditions of approval for my permit/entitlement including compliance monitoring.
9. I agree not to alter the physical condition of the property during the processing of this application by removing trees, demolishing structures, altering streams, and/or grading or filling. I understand that such alteration of the property may result in the imposition of criminal, civil or administrative fines or penalties, or delay or denial of the project.
10. Applicant shall defend, indemnify and hold harmless the County and its agents, including consultants, officers and employees from any claim, action or proceeding against the County or its agents, including consultants, officers or employees to attack, set aside, void, or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification obligation shall include, but not be limited to, damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, including any claim for private attorney general fees claimed by or awarded to any party against the County, and shall also include the County's costs incurred in preparing the administrative record which are not paid by the petitioner. The County shall promptly notify the applicant of any claim, action or proceeding. Notwithstanding the foregoing, the County shall control the defense of any such claim, action or proceeding unless the settlement is approved by the applicant and that the applicant may act in its own stead as the real party in interest in any such claim, action or proceeding.
11. I have checked the current Hazardous Waste and Substances Sites List pursuant to Government Code Section 65962.5(f). www.envirostor.dtsc.ca.gov/public/ The proposed project site is or is not included on the most recent list.
12. I understand that pursuant to State Fish and Games Code Section 711.4, a filing fee is required for all projects processed with a Negative Declaration or Environmental Impact Report unless it has been determined by the California Department of Fish (CDFW) that the project will have no effect on fish and wildlife. The fees are collected by the County Community Development Department, Planning and Environmental review Division (PER) for payment to the State. I understand that I will be notified of the fee amount upon release of the environmental document for the project.

13. I hereby agree that any drainage studies and/or drainage models that are provided to the County as part of the technical studies for this entitlement process will be provided with a license or other satisfactory release allowing the County to duplicate, distribute, and/or publish the studies and models to the general public without restriction. I understand that failure to provide such license or release to the satisfaction of the County may result in comment that the study and or model is inadequate to support the entitlement request.

The signature(s) below signifies legal authority and consent to file an application in accordance with the information above. The signature also signifies that the submitted information and accompanying documents are true and accurate, and that the items initialed above have been read and agreed to.

Note: This agreement does not include other agency review fees or the County Clerk Environmental Document filing fees.

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE(S) OF LEGAL PROPERTY OWNERSHIP
OR OFFICIAL AGENT/AUTHORITY TO FILE (circle one)**

Ownership

Contract to Purchase*

Letter of Authorization*

Power of Attorney*

**Must Attach Evidence*

Name of Property Owner or Corporate Principal Responsible or Appointed Designee for Payment of all At-Cost Project Reimbursement Fees:

(Please Print)

Name of Company or Corporation *(if applicable)*:

(Please Print)

Mailing Address of the Property Owner or Corporation/Company responsible for paying processing fees:
(If a Corporation, please attach a list of the names and titles of Corporate officers authorized to act on behalf of the Corporation)

Name: _____

Date: _____

Email address: _____

Phone Number: _____

Signature of Owners/Agent* Name

Date

Signature of Applicant

Date

6. The project is in conformance with any applicable community design criteria.
7. The streets, highways and pedestrian facilities are adequate to safely accommodate the proposed development.
8. No violation of the Lake County Code exists on the property, unless the purpose of the permit is to correct the violation, or the permit relates to a portion of the property that is sufficiently separate from the portion of the property in violation.

In approving a design review permit, the Design Review Committee may include such conditions as are deemed reasonable and necessary under the circumstances, to ensure that the above findings can be made. Such conditions may include time limitations, design criteria, drainage improvements, installation of landscaping, and the construction and maintenance of parking areas with an all-weather surface.

When it is approved, the permit, including any conditions, will be available for your signature within one to two days. The design review process does not involve environmental review. Any action of the Design Review Committee can be appealed to the Planning Commission within seven calendar days of that action. A completed appeal form along with a fee of \$298 must be submitted to the Planning Division on or before the seventh calendar day following the action of the Design Review Committee.

For additional information on Design Review, please contact the Planning Division.

**Want to start up a new business,
construct an apartment building, or
put up a new sign?**

You may need

DESIGN REVIEW



COUNTY OF LAKE
COMMUNITY DEVELOPMENT DEPARTMENT
Planning Division
COURTHOUSE - 255 N. FORBES STREET
LAKEPORT, CALIFORNIA 95453
TELEPHONE 707/263-2221 FAX 707/263-2225

Lake County does not require a business license for any businesses, new or old. However, if you would like to build a new building for a new business, add on to an existing building, or otherwise make major structural modifications, you will probably first need to obtain a design review permit.

WHAT IS DESIGN REVIEW?

Design review is required in all commercial, industrial and multi-family residential zoning districts for the following:

- New buildings for businesses or industries
- New apartment buildings
- Substantial additions to existing commercial buildings

Design review involves a review of your plans by the Design Review Committee and a permit issued by that committee. The review is intended to ensure that your development will be consistent with the County's adopted standards and any adopted community plan guidelines, and may cover the following issues:

- Traffic and circulation
- Building arrangement
- Architectural design
- Setbacks
- Walls and fences
- Noise emissions
- Parking
- Grading and drainage
- Landscaping
- Lighting
- Signs
- Public services and utilities

Design review is also intended to assist you in ensuring that your proposal will actually work. Your parking area, for example, will need to have sufficient long-term capacity for you, your employees and your customers. Design review can give you that assurance.

WHO'S ON THE DESIGN REVIEW COMMITTEE?

The Design Review Committee consists of five members representing the County's Environmental Health Division, Department of Public Works, and the Building & Safety and Planning Divisions of the Community Development Department. The Community Development Director or their designee chairs the Committee.

WHAT PLANS NEED TO BE SUBMITTED WITH THE APPLICATION?

The plans that are required depend on what you are applying for. A site plan is required with all design review proposals. The information required on a site plan varies with the type of application. A typical site plan should include:

- Location of existing and proposed structures, including signs, fences and lights
- Location of existing and proposed parking spaces
- Setback distances
- Existing and proposed landscaping, including size and type of plants and irrigation method
- Location of water, sewer and utility lines
- Adjacent streets or roads

Site plans must be accurate and drawn to scale. A detailed handout on how to prepare a site plan is available from the Planning Division.

If you will be constructing a new building or adding on to an existing one, floor plans will also be required.

If your application includes a sign, the sign plan should include a site plan showing where on the property you propose to put the sign, and a scaled diagram of the sign.

HOW DOES THE PROCESS WORK?

You submit a completed application form to the Community Development Department, along with a fee. Meetings can typically be scheduled within four weeks of submittal of a complete application. Design Review Committee meetings take place in one of the conference rooms on the 3rd floor of the County Courthouse at 2:00 p.m. on Wednesday afternoons (when applications are received). An agenda is posted prior to each meeting. There may be two or three applications per agenda.

At the meeting, the Committee members will let you know what concerns they have and any conditions of approval that may be necessary. The County Zoning Ordinance provides that a design review permit may be granted when the Design Review Committee finds that:

1. The proposed use is permitted in the district.
2. The site is adequate in size, shape, location and physical characteristics to accommodate the proposed development.
3. There are adequate services, including fire protection, water supply and sewage disposal.
4. The proposal is consistent with all applicable zoning and land use plans.
5. The placement and design of structures are compatible with existing development.

**INFORMATION REQUIRED FOR
DEVELOPMENT/DESIGN REVIEW APPLICATION**

Submittal of the following items is essential to insure rapid processing of your application. Please provide six (6) sets of the following plans, when applicable:

- 1. Building plans, including elevations.**
- 2. Site plan: Please refer to the Site Plan Checklist for further information.**
- 3. Landscape plan: Landscaping standards are outlined in Lake County Zoning Ordinance Section 41.9.**
- 4. Sign plan: Sign standards are outlined in Article 45 of the Lake County Zoning Ordinance.**
- 5. Parking plan: Parking standards are outlined in Article 46 of the Lake County Zoning Ordinance.**



COUNTY OF LAKE

COMMUNITY DEVELOPMENT DEPARTMENT

Courthouse - 255 N. Forbes Street

Lakeport, California 95453

Telephone 707/263-2221 FAX 707/263-2225

SITE PLAN CHECKLIST

In accordance with the Zoning Ordinance (L.C.C. Section 21-55.2), all projects requiring Planning Division processing must include a site plan drawn to scale. Plans shall include the following unless waived by the Planning Division:

1. A north arrow and scale of drawing.
2. The site address.
3. Lot dimensions and boundaries, including the total area of the property in square feet or acres.
4. Location, function, height and size of all existing and proposed structures on the property. Gross and net floor area for all commercial and multi-unit development.
5. Location of driveways and required parking areas. Type of covered parking to be provided.
6. Distance from proposed and existing structures and parking to property lines, and to centerline of street or alley. Distance between principal and accessory buildings and structures. Include any established building setback lines.
7. Adjacent right(s)-of-way including street names, route numbers, width of right-of-way, existing center line and existing center line and existing surfacing.
8. Location and nature of all existing and proposed public and private easements.
9. Location of wells or statement that the property is to be served by public water. Location of water courses. Location of drainage facilities including stormwater runoff from all structures. Location of flood zones.
10. Location of septic tanks and leach fields including expansion area or statement that the property is to be served by public sewer.
11. One (1) copy of a reduced site plan no larger than 11"x17".
12. Contour lines of sufficient intervals to indicate the topography of the entire parcel. For sites with slopes of less than 5%, a statement may be provided that the project site is relatively level. Calculation of the average cross slope.
13. Other pertinent data as may be required by the Planning Division.

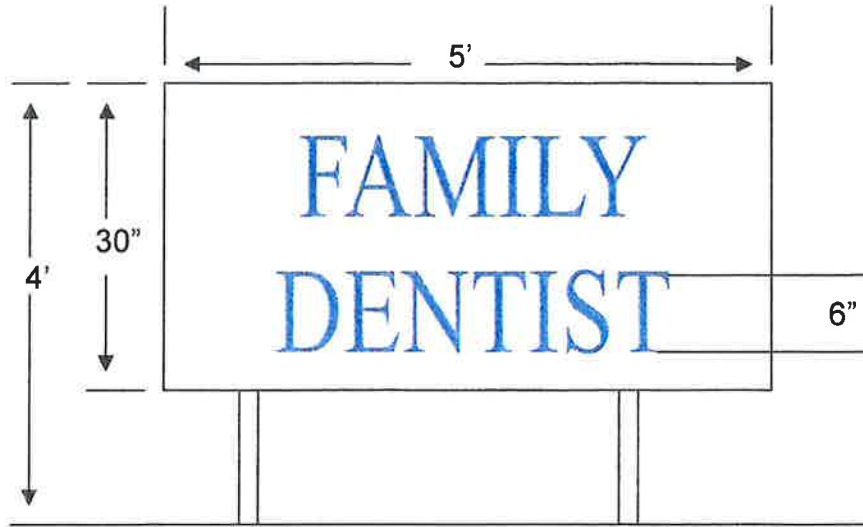
For all multi-unit residential projects and commercial projects, the following additional information should be submitted, as applicable:

- ___ 14. Location of driveways, ingress and egress points, drive-thru lanes or drive-in facilities, off-street parking and loading facilities and service and pedestrian access routes. Include dimensions of spaces/parking area, number of spaces, turning radius, internal circulation pattern and treatment of surface areas. For additional information, see sample parking plan.
- ___ 15. Location of walls and fences and an indication of their height and construction material. Location of any areas to be used for outdoor storage, sales, or display. Total amount of outdoor storage, sales or display in square feet or as a percentage of the gross floor area of the principal building.
- ___ 16. Location of trash enclosures and type and number of trash storage bins or containers. Type of screening proposed.
- ___ 17. Adjacent land uses on all sides. Adjacent structures if relevant.
- ___ 18. Location of open space. Location of all undistributed areas and treatment for landscaping or weed control.
- ___ 19. Location of existing mature trees or designation of areas covered by uniform vegetation (brush, grassland, oaks, conifers, etc.)
- ___ 20. Location, setback, size, and height of all existing and proposed signs. Proposed method if illumination.
- ___ 21. Proposed right-of-way dedications and proposed improvements.
- ___ 22. Proposed landscape plan to show the general location, type, character, size and spacing of trees, shrubs and ground cover. A description and layout of the proposed irrigation system.
- ___ 23. Location of earthquake fault zones.

Optional for all projects:

- ___ 24. For large-scale projects or difficult to locate sites, a copy of a vicinity map at a legible scale showing site in relation to the nearest major points of reference such as state or county highways, cross streets, communities or cities, major streams, lakes, etc., including a north arrow.

SAMPLE SIGN PLAN



Scale

