



## **COUNTY OF YOLO**

### **GENERAL PLAN, ZONE CHANGE**

Planning and Public Works Department  
292 West Beamer Street  
Woodland, California 95695-2598

(530) 666-8775

Revised January, 2014



# County of Yolo

## PLANNING AND PUBLIC WORKS DEPARTMENT

**Ed Smith**  
DIRECTOR

292 West Beamer Street  
Woodland, CA 95695-2598  
(530) 666-8775 FAX (530) 666-8156  
www.yolocounty.org

## GENERAL PLAN AMENDMENT/ ZONE CHANGE

### REQUIRED MATERIALS

The following list specifies the information needed to submit the proposed application.

EXPLANATION	Required Number of copies
Application Fee(s): Please check with a planner regarding applicable fees	
Application Form (both sides, signed)	One (original)
Environmental / Project Site Questionnaire	One
Letter describing the purpose of, and providing justification for the project	One
Locations of all buildings and other structures, including existing fencing within 200 feet of the site.	Three
Location Map (May be combined with the Site Plan, below)	Three
Site Plan (See attached site plan sample and Site Plan Requirements)	Three
One 8½ x 11 reduction of all maps, plans, etc.	One
Assessor's Parcel Map (project site outlined)	One
Surrounding Property Owners List (one original & three gummed mailing labels) (See attached instructions)	One
Preliminary Title Report or Copy of Deed	One
Digital files in PDF or other format loaded on a CD, of all the application plans and materials, as available	One (CD)
Digital files in PDF or other format loaded on a CD, of all the application plans and materials, as available	One (CD)
Additional Information: Depending upon the exact nature of the application, additional information may be required after submittal of the project application	



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### APPLICATION

Applicant Information			
Applicant		Company (if applicable)	
Street Address			
City	State	Zip	Daytime Phone

Property Owner			
Street Address			
City	State	Zip	Daytime Phone

Project Information	
Assessor's Parcel No.	Parcel size
Property Address/Location	
Existing use of property	
Tax Rate Area(s) (taken from property tax bill):	
Request	

Required Signatures	
<p>I hereby make application for the above-referenced land use entitlement and certify that this application, other documents, and exhibits submitted are true and correct to the best of my knowledge and belief. <b>Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Yolo County may rescind any approval or determination, or take other appropriate action.</b></p> <p>I hereby acknowledge that I have been informed of my right to make written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.</p> <p>I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. If more than one, please attach a consent letter for each property owner. If owner refuses or is unable to sign, provide copy of lease, title report or other documentation. I understand that verification of property ownership or interests in the property or application may be required.</p>	
Applicant's/Owner's Signature	Date

For Office Use Only		
Received by:	Gen Plan:	Fee Received:
Date Received:	Gen Plan Designation:	Receipt #
Assigned Planner:	Zoning:	File # ZF

**PERMIT PROCESSING FEE AGREEMENT**

I the undersigned, hereby authorize the County of Yolo to process the permit request on the previous side of this application in accordance with the Yolo County Code. I (the land owner and/or the applicant) am depositing a fee to cover staff review, coordination and processing costs in accordance with the adopted Yolo County Fee Resolution. The fee may consist of a one-time "flat" fee for minor applications or a "deposit" fee which will be used as an initial deposit to open one or more Work Order accounts to pay for staff time spent processing the application billed on a "time and materials" basis. By signing below, I agree to pay all permitting costs, plus any accrued interest, if the applicant does not pay costs.

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 grading or filling. I agree not to start construction of any new structures prior to permit approval. I understand that such alteration or new construction may result in the imposition of criminal, civil or administrative fines or penalties, or may result in the delay or denial of the project application.

**FISH AND GAME REVIEW FEES:** I understand that my application and/or any applicable environmental document for my project may be referred to the California Department of Fish and Wildlife (CDFW) for review and comment in accordance with the provisions of the California Environmental Quality Act. Should this review be required, I understand that I must pay all fees for the cost of CDFW review as required by Section 711.4 of the Fish and Game Code (currently \$2,181.25 for Negative Declarations or \$3,029.75 for Environmental Impact Reports, plus \$50.00 County Clerk fee). Should these fees be required, I agree to remit a cashier's check or money order in the required amount, payable to the Yolo County Clerk, to the Planning Division prior to the posting of any Notice of Determination following project approval.

**PROJECT CONDITION COMPLIANCE DEPOSIT:** I understand that my project, if approved, will be subject to condition compliance monitoring by staff following approval. An additional deposit of \$1,232.00 will be required at that time to cover staff costs.

**MITIGATION FEES OR REQUIREMENTS:** I further understand that my project, if approved, may be subject to one or more mitigation fees including the following:

**Swainson's Hawk mitigation fee** - \$8,660 per acre of affected habitat

**Agricultural mitigation in lieu fee** - \$10,100 per acre of farmland converted (for projects less than five acres)

**Inclusionary Housing in lieu fee** – sliding scale for projects under 8 or 10 units (\$1,292 for single family house)

**AFFIDAVIT OF CERTIFIED PROPERTY OWNERS**

I further certify that the attached list of property owners contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within the area described on the attached application and for a distance of three hundred feet (300) from the exterior boundaries of the property described on the attached application.

I certify under penalty of perjury that the foregoing is true and correct.

**CERTIFICATION STATEMENT OF HAZARDOUS WASTE OR SUBSTANCE SITE**

Pursuant to the requirements of Section 63962.5 of the California Government Code, I certify that the project site for the above entitlement is not located on the State list of identified hazardous waste/or hazardous substance sites. I have reviewed the list kept at the Planning Division Public Counter.

**Required Signatures**

I hereby certify that I have read all the above information on this page. All this information is correct and I agree to abide by the requirements therein.

PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE:

NAME \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

# ENVIRONMENTAL / PROJECT SITE QUESTIONNAIRE

## A. PROPOSED PROJECT SITE

1. Assessor Parcel Number(s): \_\_\_\_\_
2. Location (nearest public road, cross street, community, etc): \_\_\_\_\_
3. Size of Assessor Parcel Areas(s): \_\_\_\_\_ sq. ft./acres \_\_\_\_\_
4. Existing Land Use(s): \_\_\_\_\_
5. Existing Building(s) and Structure(s): \_\_\_\_\_
6. Maximum Existing Slope Gradient (horizontal feet/each vertical feet):  
\_\_\_\_\_
7. Distinctive Physical Features (i.e. landslides, streams, faults): \_\_\_\_\_
8. Existing Vegetation: \_\_\_\_\_
9. Existing Access Routes (if any): \_\_\_\_\_
10. Existing Drainage Facilities/Direction: \_\_\_\_\_
11. Existing Water Supply (if any): \_\_\_\_\_
12. Existing Sanitation Facilities (if any): \_\_\_\_\_
13. List and Describe all Existing Easements: \_\_\_\_\_
14. Owner(s) of Mineral Rights: \_\_\_\_\_
15. Existing Land Conservation Contract and/or other deed restrictions (if any):  
\_\_\_\_\_

## B. SURROUNDING PROPERTIES AND LAND USES

1. Land Uses (including type of crops if agricultural).  
North: \_\_\_\_\_ South: \_\_\_\_\_  
East: \_\_\_\_\_ West: \_\_\_\_\_
2. Buildings and Structures (indicate distance from project site).

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

3. Distinctive Physical Features and Vegetation.

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

4. Noise characteristics of the surrounding area (include significant noise sources:

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**C. PROJECT DESCRIPTION**

1. Proposed use(s) in detail (please attach additional sheets if necessary):

2. Describe in detail the type of materials used, stored, sold and/or processed, and the processes to be involved the proposed operation (attach sheets if necessary):

3. Identify any potentially dangerous, explosive, flammable or hazardous chemical and/or processes to be used or any hazardous wastes to be generated (attach sheets if necessary). Contact the Environmental Health Division for assistance.

4. Describe any potential noise or vibration sources associated with the project (i.e. compressor, machine noise, heavy equipment). State the amount of noise to be generated dB(A). Also describe what methods would be used to reduce the noise or vibration (attach additional sheets if necessary):

5. Describe any uses or operations producing significant light, glare or heat. Describe what methods would be used to shield, enclose, or otherwise control light, glare or heat (attach sheets in necessary):

6. Describe source, type and amount of air pollutant emissions (smoke, odors, steam, gases, water vapor, dust, chemicals) from project. Describe what methods would be used to reduce emissions (attach additional sheets if necessary):

7. Total number of employees: \_\_\_\_\_

8. Hours of operation: \_\_\_\_\_

9. Estimated number of truck deliveries/loadings per day: \_\_\_\_\_

10. Estimated hours of truck deliveries/loadings per day: \_\_\_\_\_

11. How will security be provided? \_\_\_\_\_

12. Grading/Area to be graded/Total volume to be moved:

\_\_\_\_\_

Slope ratio of steepest finished slope (horizontal fee/each vertical foot:

Height of highest finished slope: \_\_\_\_\_

Disposition of excavated material:

How will dust be controlled: \_\_\_\_\_

Number and size of trees to be removed (by species): \_\_\_\_\_

## **D. PROPOSED SERVICES**

### **1. Drainage**

Describe how increased runoff will be handled (onsite and offsite):

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Will the project require the installation or replacement of storm drains or channels:

\_\_\_\_\_  
If yes, indicate length, size and capacity:  
\_\_\_\_\_

2. **Water Supply**

Estimate existing and proposed yearly water supply needs in acre-feet or gallons:  
\_\_\_\_\_

Water Wells or Water Purveyor: \_\_\_\_\_

If wells, attach a copy of a well water quantity and quality report from a testing lab. If water purveyor, attach a copy of a water availability letter from a purveyor.

Will the project require the installation or replacement of new water service mains? If yes, indicate length, size and capacity:  
\_\_\_\_\_

3. **Sanitation**

Sanitation will be provided by private onsite septic system or public sewers:  
\_\_\_\_\_

If private system, attach a copy of a soils report and percolation test data (when required), and describe the proposed system (leech-field or seepage pit):  
\_\_\_\_\_

If public sewers, attach copy of a sewer availability letter from sanitary district. Will the project utilize existing sewer mains? If not, indicate length, size, and capacity:  
\_\_\_\_\_

Describe toxic and chemical wastes to be discharged and amount:  
\_\_\_\_\_

4. **Electricity**

What is the projected amount of electrical usage (peak Kw/hrs/day):  
\_\_\_\_\_

Do existing lines require an increase in number or size: \_\_\_\_\_

Do any overhead electrical facilities require relocation? If so, describe:  
\_\_\_\_\_

Indicate length of new offsite electrical transmission and distribution facilities required to serve project (if applicable):  
\_\_\_\_\_

5. **Natural Gas**

Indicate expected amount of gas usage: \_\_\_\_\_



Do existing gas lines have to be increased in size? If yes, please describe:

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Do existing gas lines require relocation? If yes, describe:

Indicate length and size of new offsite gas mains (if applicable):

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6. **Fire Protection**

Indicate number and size of existing and/or proposed fire hydrants and distance from proposed buildings:

Indicate number and capacity of existing and/or proposed water storage facilities and distance from proposed buildings:

# GENERAL PLAN AMENDMENT/ ZONE CHANGE REQUIRED FINDINGS

- 1. General Plan Amendment:** According to Section 65358 of the State Planning and Zoning Law, if it deems it to be in the public interest, the legislative body may amend all or part of an adopted general plan. An amendment to the general plan shall be initiated in the manner specified by the legislative body.

The proposed project associated with the requested General Plan Amendment will need to be found consistent with the General Plan and all of its applicable policies.

No mandatory (except as otherwise provided) element of a general plan shall be amended more frequently than four times a year during any calendar year.

Additionally, according to Section 65359 of the State Planning and Zoning Law, any specific plan or other plan of the county that is applicable to the same areas or matters affected by a general plan amendment shall be reviewed and amended as necessary to make the specific or other plan consistent with the general plan.

- 2. Zone changes:** According to Section 65860 of the State Planning and Zoning Law, county and city zoning ordinances shall be consistent with the general plan of the county. A zoning ordinance shall be consistent with city or county general plan only if both of the following conditions are met:
  - (a) The city or county has officially adopted such a plan.
  - (b) The various land uses authorized by the ordinance are compatible with the objectives, polices, general land uses, and programs specified in the plan.

# SITE PLAN REQUIREMENTS

The site plan shall be on a sheet NO LARGER than 24" x 36", except as otherwise specified by the presubmittal planner. A clearly readable and reproducible reduction is also required if your site plan is larger than 8½" x 11". The north side of the lot should be at the top of the plan. **Please see an attached sample site plan.** The following outline contains those items to be included on your site plan, **if applicable**:

## A. PHYSICAL CHARACTERISTICS

The physical characteristics of the project need be accurately portrayed on the site plan include (where applicable):

1. North arrow and scale (preferably not less than 1" = 20').
2. Exterior dimensions of the property.
3. Setback dimensions (from property lines to structures) and distances between structures.
4. Existing and proposed structures labeled "existing" and "proposed". Include locations of existing and proposed wells, septic tanks, leach lines and replacement areas.
5. Physical features of the site, including mature trees, topographical contours, and landmarks.
6. Use(s) of structures, noting those existing structures to be removed, including abandoned wells.
7. Gross floor area of each structure (may be shown on the structure or in the legend).
8. Existing and proposed paved areas, including type of surfacing and widths of all driveways, access easements, walks and rights-of-way.
9. Adjacent streets with names.
10. Location of existing and proposed easements (including utility easements).
11. Existing and proposed drainage facilities, including surface drainage patterns.
12. Location of fire hydrants, freestanding lighting fixtures, walls and fences.
13. Location of existing and proposed signs.
14. Location and dimensions of paved off-street parking (garage or carport will meet the off-street parking requirement).
15. Identify adjacent land uses (residential, commercial, industrial, agricultural)
16. Multi-family Residential and Commercial/Industrial only:

- a. Treatment of open areas, including recreational facilities, landscaping, storage and operations yards, etc.
- b. Location of trash enclosures.
- c. Square footage of proposed and existing construction. If WAREHOUSE or OFFICE, specify what percentage of office to warehouse space.
- d. On-site parking, circulation and lighting.
  1. Layout and dimensions of parking area and spaces, including those for the handicapped; number the parking spaces and circle the highest number.
  2. Direction of traffic flows (shown with arrows).
  3. Off-street loading spaces and facilities (commercial/industrial only).
  4. Bicycle and motorcycle parking.
  5. Concrete curbing and retaining wall details.

## **B. TITLE BLOCK**

A TITLE BLOCK shall be provided in one corner of each page of the plot plan, and contain the following information:

1. Proposed use(s).
2. Name, address and phone number of property owner and engineer or architect.
3. Assessor's Parcel Number and Project address (if applicable).

## **C. LOCATION MAP**

A LOCATION MAP shall be provided on a separate map or page and include the following:

1. North arrow and scale.
2. Existing street pattern with names (from the property to the first public road). If the property is  $\frac{1}{4}$  mile or more from the nearest public road, an approximate distance shall be shown.
3. Subject property identified with cross-hatching.

## **D. LEGEND**

A LEGEND shall be provided, and shall include the following information:

1. Gross acreage of subject property and net area of property (excluding streets and access easements).

2. Number of required and proposed parking and loading spaces and parking area size in square feet.
3. Building coverage (square footage of structures divided by square footage of property).
4. Percentage of landscaping provided based on the gross area of site, parking and drive areas.



## INSTRUCTIONS FOR OBTAINING PROPERTY OWNERS' NAMES & ADDRESSES

For the purpose of legal noticing, the Planning Division requires each applicant to submit a typewritten list of the property owners and their addresses for all parcels within 300 feet of the exterior boundaries of the parcel(s) on which the project is to be located.

The property owners' names and addresses should be obtained in the following manner:

1. From the County Assessor's Office obtain the Assessor's Map(s) covering the subject property and all parcels within 300 feet of the exterior boundaries of the parcel(s) on which your project is to be located.
2. Indicate the area of your project by outlining the entire subject parcel in red on the Assessor's Map, even if your request includes only a portion of a parcel.
3. Draw a line that is at a distance of 300 feet around the outer red outline of the boundaries of the parcel you outlined in step 2. This 300 foot line may fall on adjoining maps. Only one copy of each map on which the 300 foot radius line falls is required.
4. Using address label sheets write down the book, page and parcel number of the subject parcel and of all parcels touched by or included within the 300 foot area.
5. Now, using the Assessor's Books, look up the Assessor's Parcel Numbers recorded on the Address Label Sheet and copy down the names and addresses of the owners of each parcel identified. The roll would read as follows:

05003    012-345-67    Drake, John-Linda    7813 El Dorado Street  
Woodland, CA 95695

Type on a gummed label sheet the names and addresses copied down, so they appear like the following example:

JOHN AND LINDA DRAKE  
7813 EL DORADO STREET  
WOODLAND CA 95695  
APN 012-345-67

(Remember that the name in the Roll books will appear last name first)

6. Additionally, add to the ADDRESS LABEL SHEET the names and addresses of ALL PROPERTY OWNERS whose land fronts on or is traversed by any private road used to gain access to the proposed site from a public road.
7. Also add to the ADDRESS LABEL SHEET the property owner's and the project applicant's name and address as well as all parties that you believe should receive notice of the proposed project. These might include mineral rights holders, the home office of the permittee, citizen groups, etc. Be sure to include the applicant's engineer or representative.
8. Include with your application the original typed copy of the property owner sheet, three additional sets on gummed mailing labels, and the signed Affidavit of Certified Property Owners' List.

9. The person completing the 300-foot list must sign the Certified Property Owner's List certifying that the attached property owners' list contains the names and addresses of all property owners as they appear on the latest assessment roll of the county within the area described on the attached application and for a distance of three hundred (300) feet from the exterior boundaries of the property described on the application. NOTE: Failure to submit a complete and correct property owners' list may result in the nullification of your permit or a delay in permit processing.





**County of Yolo  
Health Department**

**Environmental Health Division**

137 N. Cottonwood Street, Suite 2400, Woodland, CA 95695  
PHONE - (530) 666-8646; (916) 375-6475 FAX - (530) 669-1448

**Land Use Review Survey**

OFFICE USE  
ONLY  
PERMIT NO.  
BUS LIC NO.

A NON-RESIDENTIAL LAND USE REVIEW CANNOT BE APPROVED WITHOUT THIS COMPLETED FORM.

Business Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Facility Address \_\_\_\_\_  
Nature of Business \_\_\_\_\_  
Plan Check No. \_\_\_\_\_

Food facilities, public water systems, septic systems, public recreational facilities (pools, spas, saunas), and body art facilities are required to obtain permits from Yolo County Environmental Health. If the answer to any of the following questions is "Yes", you may be required to obtain a permit. Please call YCEH at (530) 666-8646 if you have questions or need to obtain a permit.

- Q# 1. Will your facility store, prepare, package, serve, vend or otherwise provide food for human consumption at the retail level?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- Q# 2. Will your facility use a private well for your drinking water source?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- Q# 3. Will your facility use a septic system or produce wastewater?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- Q# 4. Will your facility have a public pool or spa? (A public pool includes but is not limited to pools located at hotels, motels, apartment buildings, homeowners associations, schools, health clubs, etc.)  
YES \_\_\_\_\_ NO \_\_\_\_\_
- Q# 5. Will your facility offer tattooing, body piercing, or permanent cosmetics?  
YES \_\_\_\_\_ NO \_\_\_\_\_

A hazardous material is a chemical that is flammable, corrosive, reactive, or toxic. Compressed inert gases are also considered hazardous because of the danger of the container rupturing and becoming a projectile. A hazardous waste is a hazardous material that facility personnel have decided is no longer useful. If you are not sure if what you have is classified as a hazardous material, refer to the appropriate MSDS or contact Yolo County Environmental Health Division at (530) 666-8646 to find out.

If the answer to any of the following questions is “Yes”, you may be required by State law to submit a Hazardous Materials Business Plan to Yolo County. Failure to comply with this requirement could result in fines/penalties of up to \$2,000.00 per day. The Hazardous Materials Business Plan forms can be obtained from Yolo County Environmental Health Department (YCEH) by calling (530) 666-8646 or by downloading from our website at <http://www.yolocounty.org/Index.aspx?page=112>.

Q# 1. Does your facility repair or maintain motor vehicles or motorized equipment?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, does your facility handle motor oil?

YES \_\_\_\_\_ NO \_\_\_\_\_

Does your facility handle antifreeze/coolant?

YES \_\_\_\_\_ NO \_\_\_\_\_

Does your facility handle grease?

YES \_\_\_\_\_ NO \_\_\_\_\_

Does your facility handle gasoline or diesel?

YES \_\_\_\_\_ NO \_\_\_\_\_

Does your facility routinely generate waste tires?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q# 2. Does your facility sell motor vehicle fuel?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, does your facility have an underground storage tank (UST)?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q# 3. Does your facility have an above ground tank (AST)?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q# 4. Does your facility engage in welding operations?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, does your facility store more than one cylinder of acetylene, oxygen, shielding or other welding gas?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q# 5. Does your facility operate forklifts?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, does your facility store more than one extra cylinder of propane?

YES \_\_\_\_\_ NO \_\_\_\_\_

Does your facility store extra forklift batteries with 500 pounds of lead or 55-gallons of acid?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q# 6. Does your facility handle any other hazardous material not listed in quantities greater than 500 pounds, 55-gallons, or 200 cubic feet of any kind of compressed gas including air?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q# 7. Does your facility engage in photography?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, does your facility generate photographic waste fluids?

YES \_\_\_\_\_ NO \_\_\_\_\_

Q# 8. Does your facility generate dental amalgam or x-ray processing waste fluid?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Q# 9. Does your facility generate any quantity of any other hazardous waste?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Q# 10. Does your facility handle yard trimmings, untreated wood wastes, natural fiber products, or construction and demolition wood waste?  
YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, are these materials managed in a way which would allow them to reach 122 degrees Fahrenheit?

YES \_\_\_\_\_ NO \_\_\_\_\_