



**MODOC COUNTY PLANNING  
DEPARTMENT**

203 WEST 4TH STREET  
ALTURAS, CALIFORNIA 96101  
(530) 233-6406  
(530) 233-6420 FAX

Planning Commissioners  
Jim Hays, Chairman  
Jim Laacke, Vice Chairman  
Nancy Huffman  
June Roberts  
Dina McElwain

Planning Staff  
Kim Hunter, Director  
Cameron Channell, Assoc. Planner  
Melissa Carnahan, Admin Assistant

**ADMINISTRATIVE USE PERMIT**

Application Packet

This packet provides detailed information for the obtaining of Administrative Permits, which may be granted for any of the uses allowed with such permit by the Title 18 Modoc County Zoning Ordinance, as provided in Chapter 18.124. Administrative permits and any action, condition, determination or appeal relating thereto is determined to be an administrative action and does not require public notice and hearing.

<i>Included in this packet:</i>	A.	Application Filing
	B.	Application Processing

➤ *Please note that incomplete applications will not be accepted* ◀

**A. APPLICATION FILING**

After consulting with the Planning Department, submit all the following documents <b>concurrently</b> :		
✓	Item	Description
	Completed Administrative Permit Application:	1) Planning Application 2) Supplemental Information Form - The property owner must sign the applications or provide other written authorization
	Fees	- \$400.00 payable to <b>Modoc County Planning Department</b>
The following items are required <u>before</u> the project will be recorded:		
✓	Item	Description
	Recording Fees	Payable to the <b>Modoc County Recorder</b> – fees based on how many pages are included in the document

**B. APPLICATION PROCESSING**

**18.124.020 Application.**

**A. Form and Contents.**

An application for an administrative permit shall be made in writing on a form prescribed by the Planning Director and shall be accompanied by:

1. A clear and concise description of the proposed use and accompanying activities.

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2. Plans, maps or other documents, reproducible and drawn to scale, showing the project location and details of the proposed use, buildings and facilities.
3. Information demonstrating compliance with provisions applicable to the proposed uses and this title.

**B. Completeness.**

No application shall be accepted as complete until all fees, the application form and all required information are filed with and accepted as complete by the Planning Department. Within thirty days after receiving an application, the Planning Department shall provide the applicant with written notice of any deficiencies. Each re-submittal shall again commence the review and submittal procedures described in this subsection. Failure of the applicant to respond within thirty days to any written notice that the application is incomplete or to any request to amplify, clarify, correct or otherwise supplement the application, shall be deemed to be an abandonment of the application and no further action shall be taken on it. Within ten days of receiving a notice of deficiency, the applicant may appeal the determination to the Planning Commission and subsequently the Board of Supervisors as provided in Chapter 18.144. Notice of hearing shall be given as provided in Section 18.140.060.

**18.124.030 Planning Director Action.**

- A. Within twenty days after accepting an application as complete, the Planning Director shall determine its compliance with the provisions of this title, the General Plan, and any applicable specific plan and shall give written notice to the applicant of the decision to approve, approve subject to conditions, deny or refer the application to the Planning Commission. If referred, the Commission shall make its determination within sixty days from the date the application is accepted as complete.
- B. If the Director or Commission determines the application complies with all criteria applicable to the proposed use, the administrative permit shall be approved. Reasonable conditions may be imposed as required to conform the proposed uses to applicable criteria in this title. If it is determined the application does not meet all applicable requirements through the imposition of conditions, the application shall be denied.

**18.124.040 Permit Conditions and Terms.**

- A. The granting of any administrative permit may be conditioned upon:
  1. Minor modifications to the proposal to conform to the criteria applicable to the proposed uses and this title.
  2. The recording of a document, on a form prescribed by the Planning Director and approved by the County Counsel, in the Office of the County Recorder, providing notice of terms or conditions of the administrative permit.
  3. Any security or fees required to assure continued compliance.Any administrative permit granted may be limited to a term set when the administrative permit is approved and when renewed if applicable. The establishment, maintenance or operation of any use pursuant to this chapter shall cease at the end of the term, if any, of the administrative permit.

**18.124.050**    **Appeal and Hearing.**

The applicant may appeal the decision of the Planning Director to the Planning Commission. The decision of the Commission shall be final or if the application was referred to the Commission its decision may be appealed to the Board of Supervisors, as provided in Section 18.140.060. The Commission or Board shall not grant any approval that would otherwise require a use permit or variance without the proper application and procedures for such.

**18.124.060**    **Revocation of Permit.**

Every administrative permit issued pursuant to this chapter is revocable, as provided in this section.

- A. Whenever the Planning Director or Planning Commission determines that one or more ground exists for revocation of an administrative permit, the Planning Commission may revoke the administrative permit after notice given as provided in Section 18.140.060. Grounds for revocation include but are not limited to:
  - 1. Non-compliance with permit conditions.
  - 2. Violation of any law relating to the permit.
  - 3. Expansion of the use that is the subject of the permit without an amendment or new permit.
  - 4. Exercising or conducting the use in a manner that threatens or is injurious to public health or safety or constitutes a nuisance.
  - 5. False or erroneous information in the record as to a material matter or significant issue regarding the use.
- B. After the hearing, the Planning Commission may revoke the permit or decline to revoke the permit. In lieu of revocation, the Commission may amend existing conditions of approval or impose additional conditions to the extent allowed by this title and any other law. No conditions shall be imposed which would have the effect of granting a variance, except as provided in this title, unless the appropriate application is made.

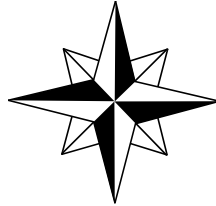
**18.124.070**    **Expiration by Inaction.**

- A. Every administrative permit expires and is null and void without further action by Modoc County if the activity for which the permit was granted has not been actively and substantially commenced within one year from the date of its approval or affirmation on appeal. The Planning Director has the authority to declare, based on length of time and operation of law, the permit abandoned and therefore null and void unless an extension is granted as provided in Subsection B.
- B. The Planning Director may extend the time for commencement of the use or activity for which an administrative permit was granted if a written request for an extension of time, stating the grounds, is submitted to the Planning Director prior to the expiration of the permit. A reasonable extension of time shall be approved if the Permittee shows that circumstances beyond the Permittee=s control have prevented the permitted from taking sufficient action. Notice of the decision shall be mailed or delivered to the applicant.
- C. The decision of the Director on the request for an extension may be appealed to the Planning Commission as provided in Chapter 18.144. Notice of hearing shall be given as provided in Section 18.140.050.

**18.124.080    Surrender of Permit.**

The holder of an administrative permit may surrender it to the Planning Department at any time and thereafter shall cease to engage in, operate or maintain the use.

**ADMINISTRATIVE PERMITS MUST BE SIGNED BY THE PROPERTY OWNER AND/OR APPLICANT BEFORE RECORDING**





**MODOC COUNTY PLANNING  
DEPARTMENT**

203 WEST 4TH STREET  
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(530) 233-6406

Director  
Kimberly Hunter

Planning Commissioners  
Jim Hays  
Chester Robertson  
June Roberts  
Nancy Huffman  
Richard Hamel

**SUPPLEMENTAL INFORMATION**

The following is required, in addition to the Planning Application, in order to evaluate your project. Answer all questions to the best of your ability. If more space is required, please use a separate sheet of paper.

**PART 1: GENERAL INFORMATION**

**A. Project Location**

\_\_\_\_\_  
**Assessor's Parcel Number**  
\_\_\_\_\_  
**Subdivision** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lots** \_\_\_\_\_

**B. Project Site: Total Area:** \_\_\_\_\_ **Access Road(s):** \_\_\_\_\_

**C. Existing use of property:**  
\_\_\_\_\_

**D. Provide a summary of the proposed project, including the size, purpose, phasing and uses.**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Do the owners presently own other contiguous property? Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
**If so, Assessor's Parcel Number(s):** \_\_\_\_\_

**PART 2: SERVICES / IMPROVEMENTS**

**A. Improvements:**  
**Existing**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Access:**  
\_\_\_\_\_

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**Existing**

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**Proposed**

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C. Water:

**Existing uses of water on project site**

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**Proposed water uses**

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**Existing water source**

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**Proposed water source**

D. Sewage / Wastewater:

**Existing uses that generate sewage / wastewater**

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**Proposed uses that generate sewage / wastewater**

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**Existing sewage disposal method**

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**Proposed sewage disposal method**

**List any unusual wastewater characteristics of the existing / proposed uses. What special treatment processes are necessary?**

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E. Is electricity extended to the project site? Yes \_\_\_\_\_ No \_\_\_\_\_

F. Is telephone service extended to the project site? Yes \_\_\_\_\_ No \_\_\_\_\_

G. Name of agency that presently provides, will provide or could provide service to the project, if required:

**(Please complete for all projects)**

Elementary School \_\_\_\_\_

High School \_\_\_\_\_

Electricity \_\_\_\_\_

Telephone \_\_\_\_\_

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Fire Protection \_\_\_\_\_  
Hospital / Other Emergency \_\_\_\_\_  
Water Supply \_\_\_\_\_  
Sewage Disposal \_\_\_\_\_

PART 3: ENVIRONMENTAL ASSESSMENT

A. Do any of the following items apply to or affect the project?

Discuss all items checked "yes" below (attach additional sheets as necessary).

YES NO

- \_\_\_\_\_  Change in existing features of any lakes or hills or substantial alteration of ground contours.
- \_\_\_\_\_  Change in scenic views or vistas from existing residential areas or public lands or roads.
- \_\_\_\_\_  Significant amounts of solid waste or litter.
- \_\_\_\_\_  Change in dust, ash, smoke, fumes or odors in the vicinity.
- \_\_\_\_\_  Change in any surface or ground water quality or quantity or alteration of existing drainage patterns.
- \_\_\_\_\_  Construction or placement of any structures or uses affecting any watercourse.
- \_\_\_\_\_  Substantial change in existing noise or vibration levels in the vicinity.
- \_\_\_\_\_  Site on filled land or on slope of 10% or more.
- \_\_\_\_\_  Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
- \_\_\_\_\_  Substantial change in demand for services (police, fire, water, sewage, etc.)
- \_\_\_\_\_  Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)
- \_\_\_\_\_  Portion of a larger project or series of projects.
- \_\_\_\_\_  On-site or off-site grading, fill or excavation in connection with the project.

Discuss:

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B. Topography / General Setting (Check all that apply)

- \_\_\_\_\_ Valley Bottom                      \_\_\_\_\_ Near Stream                      \_\_\_\_\_ Hillside                      \_\_\_\_\_ Near Lake  
\_\_\_\_\_ Foothill                      \_\_\_\_\_ Canyon                      \_\_\_\_\_ Flat                      \_\_\_\_\_ Rolling  
\_\_\_\_\_ Steep                      \_\_\_\_\_ Other – Specify: \_\_\_\_\_

C. Cover (Check items that best describe type available)

- \_\_\_\_\_ Tree Covered                      \_\_\_\_\_ Brush Covered                      \_\_\_\_\_ Dryland Cultivated  
\_\_\_\_\_ Barren                      \_\_\_\_\_ Open                      \_\_\_\_\_ Built up  
\_\_\_\_\_ Irrigated cropland                      \_\_\_\_\_ Logged (within 10 years)                      \_\_\_\_\_ 2<sup>nd</sup> growth timber

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D. Plants **(Check all that are present on project site)**

Pines                       Firs                       Junipers                       Cottonwoods  
 Sagebrush                       Bitterbrush                       Rabbitbrush                       Greasewood  
 Meadow grasses                       Other grasses                       Other –

Specify: \_\_\_\_\_

Endangered Plants

Others

Is timber presently, historically (within 10 years), or proposed to be harvested on adjacent lands?

E. Fire Hazard

Is the project located in a High fire hazard area (hillside with moderate to dense vegetation, area with dense vegetation)? Yes \_\_\_\_\_ No \_\_\_\_\_ (Check with Planning Department to confirm your fire hazard area)

Nearest source of water for fire protection

Fire hazard / fire protection needs created

F. Soils / Geology

Check terms that best describe the soil factors found within and around the project area. Attach soil descriptions and maps from Soil Conservation Service or other sources if you desire.

Deep                       Shallow                       Wet                       Sandy  
 Loamy                       Clay                       Rocky                       Gravelly  
 Hardpan                       Salty or Alkali

Describe building or soil setting, landslides, slumps, faults, rock falls or other natural geologic hazards observed on the property or immediate vicinity.

Will the project result in the direct or indirect discharge of sediments into any water body? \_\_\_\_\_ If so, state source and name of water body

How much of the site will be disturbed by grading, fill or excavation?



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**Maximum proposed depth / slope of any excavation**

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**Type of grading (roads, lots, building, etc.)**

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**Number cubic yards material for grading**

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**Will there be any blasting during project construction?**

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**Name any known economic resources on the property such as sand, gravel, road base rock, mineral deposits**

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**G. Watercourses / Drainage (Check all that apply)**

Stream       River       Creek       Irrigation Ditch  
 Slough       Wetland       Pond       Springs  
 Wells       Other Drainage – Specify \_\_\_\_\_

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**Names of above, if known:**

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**Will any land with an adjudicated water right or land now or recently in irrigated production, be subdivided into parcels less than 80 acres or otherwise be developed?     Yes     No**  
**Specify any areas subject to flooding**

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**H. Animals (Check those found on the project site or in the vicinity)**

Deer       Antelope       Sandhill Crane       Bald Eagle  
 Swainson's Hawk       Lost River Sucker       Modoc Sucker  
 Migratory Birds       Other – Specify \_\_\_\_\_

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**I. Historic / Cultural / Archaeological Resources (Check all that apply)**

Historic Buildings       Historic points of interest / monument       Cemeteries  
 Artifacts       Other –

**Specify** \_\_\_\_\_

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**J. Noise**

**Name any major noise sources near project site**

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**Name any major noise sources during project construction / operation**

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**List major sources of noise after construction / during operation or build out**

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**K. Other**

**List major sources of air pollution (odors, particulate, fumes, etc.) in project area**

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**Type / quantity of air pollutants created by project construction / operation / build out**

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**Aesthetic impacts that might result from the project during construction / operation / build out**

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**What energy-conserving design or materials will be used?**

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**L. Mitigation Measures**

**With regard to the above environmental factors, discuss impacts that have been checked above. What measures are proposed to reduce environmental impacts? (Attach separate sheets as necessary)**

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**PART 4: PLANS AND PERMITS**

**A. Current Zoning**

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**Current General Plan designation**

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**Application: Administrative Use Permit**

**B. Will development occur in phases? Explain**

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**C. Are there plans for future expansion that are not included under this request? Explain**

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**D. Why are you undertaking this project at this time?**

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**E. Other county applications pending or approved for same project**

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**Permits approved or pending from agencies other than the county in connection with the proposed project**

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**Other permits that are required**

**Previous land use applications made to the county involving this project site (1963-present)**

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**PART 5: NOTIFICATIONS TO APPLICANT / CERTIFICATIONS**

Pursuant to Government Code Section 65945, do you request to receive notice from the county of proposal types 1, 2, 3 and or 4 below, which may come before the county during the processing of this permit (you will only be notified of proposals that the county determines are reasonably related to your permit request):

1. Adopt or amend the general plan.
2. Adopt or amend a specific zone.
3. Adopt or amend the zoning ordinance.
4. Adopt or amend an ordinance affecting building or grading permits.

\_\_\_\_\_ Yes, notices for \_\_\_\_\_ (Specify 1, 2, 3 and/or 4). If yes, you must add \$5.00 to your application fee.

\_\_\_\_\_ No, I do not wish to receive notices for 1, 2, 3 or 4.

Pursuant to Government Code Section 65962.5, I have examined the Hazardous Wastes and Substances Sites List on file with the Planning Department, compiled by the State Office of Planning and Research, and certify:

\_\_\_\_\_ The site that is the subject of any project under this application is located on the list titled \_\_\_\_\_ in the above publication.

\_\_\_\_\_ The site that is the subject of any project under this application is not located on any list in the above

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publication.

Pursuant to Government Code Section 65943, this is an application for a development permit.

\_\_\_\_ Yes    \_\_\_\_ No

**PART 6: ITEMS TO BE SUBMITTED WITH GENERAL APPLICATION**

The items to be submitted with this general application are listed in the "Detailed Application Packet" for the specific project type.

Package – All Land Use Permits must be submitted as part of this application.

(All items must be completed for this application to be considered a complete application.)

**PART 7: CERTIFICATION, AUTHORIZATION AND SIGNATURES**

By signing this application, Modoc County Planning Department staff is authorized to enter your property for the purpose of project review. This authorization is valid from the date signed until the end of the project review period unless ongoing monitoring or maintenance are required.

*I hereby certify under penalty of perjury that the information provided in this application is true, accurate and complete to the best of my / our knowledge. I also certify that I have read and understand the applicable application requirements pertaining to my project.*

**Owner(s)** \_\_\_\_\_

**Date** \_\_\_\_\_

**Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

**Authorized Agent** \_\_\_\_\_

**Date** \_\_\_\_\_