

# City of Alturas ~ Planning Application Package

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## **ADMINISTRATIVE PERMIT**

**PURPOSE:** Administrative (AD) Permits are required in cases where staff level review is needed to ensure established City requirements are met by a development or use, and where a record of the use is needed for notification, emergency or public safety purposes, but where no discretionary action is required.

**AD PERMIT LIMITATIONS:** Administrative Permits cannot be used to authorize uses not otherwise permitted in the zone, nor can they modify any development criteria for the zone. They can only be used to ensure authorized uses meet all applicable development and operating requirements.

### **LEGAL AUTHORITY:**

- Zoning Ordinance (ZO) Section 28.52.010, where required by ZO Articles 2 and 3.

**WHEN TO USE:** The City will consider an Administrative Permit Application when:

- The Land Use Matrix in ZO Section 28.22.020 permits an Administrative Permit to be considered; and
- The project meets the criteria specified for the use in ZO Article 3; and
- Application materials meeting the requirements of ZO Section 28.52.010.B have been submitted; and
- All “Required Documents and Fees” (as noted below) have been submitted to the City Clerk.

**RELATIONSHIP TO OTHER PERMITS:** Administrative Permits are processed as separate permits from any other City permit as they are approved by the Director and are intended to be renewed periodically.

**HOW TO PROCEED:** Property owners interested in an Administrative Permit should call the City Clerk at (530) 233-2512 to arrange a consultation with the City Planner before submitting the Required Documents and Fees.

### **REQUIRED DOCUMENTS AND FEES**

✓	Item	Description
1	Application Intake Form	Completed by the City Planner
2	General Information Form ( <i>attached</i> )	Provides general property description, as well as ownership and contact information. Under the “Project Description”, please indicate the type of use you need the permit for along with some general details. For example, you might say:  “Raising a cow for 4 H” or “Boarding horses on my property”

✓	Item	Description
3	Illustrations and Operating Details	Review the Land Use Restrictions for your proposed project (See Zoning Ordinance Article 3 for details), and provide any illustrations, diagrams or details requested.
4	Fees	\$ 300* ( <i>Please make check made payable to "City of Alturas"</i> )  <i>*This fee is waived for 4H, Grange and FFA Projects.</i>

**DESCRIPTION OF APPLICATION PROCESSING:** Since incomplete applications cannot be processed, please be sure the application materials you submit include all the material requested above.

Once application materials are submitted, the City Planner will review them and confirm whether or not the application is complete. You will be called if we have any questions. This permit typically takes less than two weeks to process. The decision of whether or not to issue an Administrative Permit is made by the Public Works Director.

**If approved,** the decision is appealable by any interested party for a period of 10 days. After this time, the applicant will receive a Notice of Approval.

**If denied,** the applicant may file an appeal of the decision to the Planning Commission. All appeals must be submitted in writing within 10 days of receipt of the decision letter (determined by the date on the letter or the postal cancellation stamp on the envelope, whichever is later). The Appeal should be submitted to the City Clerk at 200 West North Street, Alturas, CA 96101 along with the \$350 appeal fee. Once received, the Appeal will be scheduled to be heard at the next available Planning Commission meeting.

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