



A Guide to Use Permits

This handout explains what a use permit is, how to apply for a use permit, under what conditions a use permit can be granted, and how applications are processed. For further information, explanations, or assistance, please feel free to contact the Community Development Department at City Hall. The telephone number is 994-8201.

What is a Use Permit?

The City has adopted land use regulations in response to State law to:

- Protect property values and private and public investments;
- Reduce the cost of providing public services in the future;
- Promote public health, safety, and welfare; and
- Encourage orderly development of the community.

The City's Zoning Ordinance has established zones and within each zone certain uses are allowed with the issuance of a building permit while other uses require a use permit. The purpose of the use permit is to review development projects that may not be compatible with the surrounding land uses, cause traffic hazards, create odors, cause flooding and other similar problems.

The Planning Commission may grant approval for a conditional use permit as requested or in a modified form, if on the basis of the application and the testimony given by the public, the Commission makes the following findings:

- That the proposed establishment, maintenance, or operations of the use applied for will not be detrimental to the public health, safety, or welfare of the persons residing or working in the neighborhood of the proposed use, or be injurious or detrimental to property and improvements in the neighborhood or the City.
- That the proposed use is consistent with the General Plan.
- That the site for the project is adequate in size, shape, location, and physical characteristics to accommodate the type of use and level of development.
- That there is adequate service, including but not limited to fire protection, water supply, sewage disposal, and police protection to serve the project.
- That public access is adequate and properly designed.

What Are the Processing Procedures?

1. The applicant prepares and submits an application to the City.
2. The Community Development Department evaluates the application to determine if any additional information is needed. If so, the applicant is requested to submit the information.
3. The application is circulated to other City departments and other interested agencies for their review and comment.
4. Sometimes a meeting is held to evaluate the application. This meeting is generally attended by the Community Development Director, City Engineer, Planner, and the applicant. The purpose of the meeting is to discuss the project with the applicant to resolve any potential problems and to answer questions.
5. The application is scheduled for a public hearing before the Planning Commission. A notice of the hearing is published in the newspaper, and the applicant, agent, and all property owners within 300 feet are notified by mail of the hearing. A copy of the staff report is also sent to the applicant and agent.
6. The Planning Commission, at the public hearing, considers the application, the staff's recommendation, and any public testimony. At the conclusion of the hearing, the Commission may grant, deny, or approve the application with conditions. The Planning Commission's action is final unless appealed to the City Council.
7. The applicant, or any other person, may appeal the Planning Commission's decision to the City Council. Any appeal must be filed within seven days in the City Clerk's office.

What Do I Submit With My Application?

1. Completed Application Form. An Application Form is attached.
2. Twelve copies of the Site Plan and Checklist. An example of a site plan is attached along with the Checklist.
3. Application Fees. They are shown below.

Are There Any Important Facts?

The applicant, or a representative, must attend the Planning Commission meeting when the application is considered, and be prepared to answer any questions. If the applicant or representative is not present, the application will be continued to the next meeting.

The project must be initiated within one year from the date of approval, unless an extension of time has been granted by the Commission. If the project has not been initiated in one year and an extension has not been granted, the permit approval will expire.

All projects must provide a paved parking area and driveways. The normal size of parking spaces is 8 1/2 feet wide by 19 feet long, and driveways have to be 20 feet wide. The number of spaces needed can be obtained from the Community Development Department.

All development projects within the City have to be setback various distances from property lines. The setbacks for a particular piece of property can be obtained from the Community Development Department.

All parking areas fronting on a road have to be screened with landscaping and/or fencing.

The Planning Commission can impose conditions on a project to protect the public health, safety, and welfare. The most common conditions deal with the installation of drainage improvements, dedication of easements, traffic circulation, and street improvements.

The City collects fees for use permit and building permit applications to pay for part of the staff time to review the permits. The fees for use permits are shown below.

	Use Permit Exempt From the California Environmental Quality Act		\$ 1,335
	Use Permit Subject to the California Environmental Quality Act		Cost Plus 50% \$2,000 Deposit
	Mobilehome Park		Cost Plus 50% \$2,000 Deposit
	Extension of Approval		\$ 345

City of Clearlake

Site Plan Checklist

The purpose of this checklist is to explain what information must be on your site plan. A site plan is a map used to evaluate use permit application.

A site plan can be drawn on paper either 8 1/2 x 11 or 11 x 17 inches in size. In some cases the site plan needs to be 18 x 26 inches in size and more information will be needed. If more information is needed you will be contacted by the Community Development Department after you have submitted the application.

The following information has to be shown on the site plan. ***The dimensions, buildings, and distances have to drawn to scale.*** If the item applies the boxes should be checked. If it does not apply, the box should be marked with N/A.

- Applicant(s) Name, Address, and Telephone Number
- Person Who Prepared the Map
- Brief Project Description
- Parcel(s) Size and Dimensions
- Date, North Arrow, Scale, and Assessor's Parcel Number
- Existing and Proposed Structures and Distances to Property Lines and Easements
- Existing and Proposed Driveways and Adjacent Roads
- Existing and Proposed Utility Lines including Power, Cable, Telephone, Sewer, and Water
- Existing and Proposed Well(s)
- Existing and Proposed Parking and Loading Areas
- Existing and Proposed Storm Drains, Drainage Ditches, Curbs, and Gutters
- Existing and Proposed Landscaping
- Proposed Grading or Fill
- Direction of Surface Water Runoff
- Locations and Widths of All Easements of Record and Proposed Easements
- Areas Subject to Flooding, Creeks, and Wet Areas
- Unstable Slopes and Slopes over 15 %

CITY OF CLEARLAKE

APPLICATION FORM FOR USE PERMITS

Name _____

Mailing Address _____

Address City Zip Code

Telephone Number _____

Project Location _____

Assessor's Parcel Number _____

Project Description _____

(Add additional pages if needed) _____

Owners Authorization:

I hereby authorize the City of Clearlake to process this application and to enter upon the property described on the site plan as reasonably necessary to evaluate the project. I also understand that if the application materials do not contain truthful and accurate information the processing may be delayed and any approval may be revoked.

Owner's Signature Date

I also authorize the agent identified below to file this application and to represent me in all matters concerning the application.

Agent's Name _____

Agent's Address _____

STAFF USE ONLY

DATE RECEIVED: _____ FEES: _____ RECEIPT # _____

FILE NUMBER: _____ INITIAL STUDY NUMBER: _____

EXISTING USE: _____ ZONE: _____

PUBLIC HEARING DATES:

PLANNING DIRECTOR PLANNING COMMISSION
ENVIROMENTAL REVIEW: REQUIRED EXPEMPT (Sec. 153 ____, Class ____)



California Department of Fish and Wildlife

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CEQA Environmental Document Filing Fees

CDFW imposes and collects a filing fee to defray the costs of managing and protecting California's vast fish and wildlife resources, including, but not limited to, consulting with other public agencies, reviewing environmental documents, recommending mitigation measures, and developing monitoring programs.

CEQA Document	Fees Effective	Fees Effective
	January 1, 2016	January 1, 2017
Negative Declaration (ND)	\$2,210.25	\$2,216.25
Mitigated Negative Declaration (MND)	\$2,210.25	\$2,216.25
Environmental Impact Report (EIR)	\$3,070.00	\$3,078.25
Environmental Document pursuant to a Certified Regulatory Program (CRP)*	\$1,043.75	\$1,046.50
County Clerk Processing Fee**	\$50.00	\$50.00

* CRPs include certain state agency regulatory programs as defined in section 21080.5 of the Public Resources Code and section 15251 of the CEQA Guidelines. Beginning July 1, 2013, CEQA/CRP Filing Fees will no longer apply to the filing of Notices of Decision or Determination for Forest Practice Rules and Timber Harvest Plans (Pub. Resources Code, § 4629.6, added by Stats. 2012, ch. 289, § 3).

** Additional county fees may apply. Please check with your county clerk's office for details.

Annual Fee Adjustments

CDFW is required to adjust the fees annually (Fish & G. Code, § 713). The annual fee adjustments are based on changes in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services, as published by the U.S. Department of Commerce. Annual filing fee adjustments are posted on CDFW's website prior to November 1 of the year before they become effective.

Payment of Fees

The project proponent is responsible for payment of the filing fee (Fish & G. Code, § 711.4). Filing Fees are due at the time a Notice of Determination is filed with the county clerk's office (local lead agency), or with the State Clearinghouse (state lead agency). Fees due for [Certified Regulatory Program \(https://www.wildlife.ca.gov/Conservation/CEQA/Procedures/Commission\)](https://www.wildlife.ca.gov/Conservation/CEQA/Procedures/Commission) notices are due to CDFW directly and before the respective Notice of Decision is filed with the Secretary for Natural Resources.

For more information on filing fees and No Effect Determinations, please refer to [California Code of Regulations, title 14, section 753.5 \(https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=14965&inline=1\)](https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=14965&inline=1).

Exemptions and No Effect Determinations

The CEQA filing fee will be waived if a project will have [no effect \(https://www.wildlife.ca.gov/Conservation/CEQA/NED\)](https://www.wildlife.ca.gov/Conservation/CEQA/NED) on fish and wildlife (Fish & G. Code, § 711.4, subd. (c)(2)(A)). Additionally, projects that are statutorily or categorically exempt from CEQA are also not subject to the filing fee and do not require a no effect determination (Cal. Code Regs., tit. 14, §§ 15260-15333; Fish & G. Code, § 711.4, subd. (d)(1)). Only CDFW staff is responsible for determining whether a project will qualify for a No Effect Determination and if the CEQA filing fee will be waived.