



Planning Department Application Packet

CONDITIONAL USE PERMIT

DESCRIPTION: Conditional use permits (also often referred to as use permits) are discretionary permits issued by the Alpine County Planning Commission for any uses listed as conditional within the various zoning districts established in Alpine County. These permits often include conditions that must be satisfied in order for the permit to remain valid. A public hearing with the Planning Commission is required prior to a decision to approve, approve with conditions or deny a conditional use permit. Notice of the public hearing is published and sent to property owners in the vicinity. The Planning Commission's decision may be appealed to the Board of Supervisors in accordance with the appeal process contained in Section 18.88 of the Alpine County Code.

APPLICATION DEADLINE: A complete application must be submitted to the Alpine County Planning Department at least eight (8) weeks prior to the public hearing with the Planning Commission. The Planning Department will check the application to determine if it is complete. If complete, processing will begin. If incomplete, the applicant will be informed in writing and all additional information required for a complete application must be submitted before processing will begin.

DEPOSIT: Initial development deposits are \$1200 plus \$100 per multi-family residential unit plus \$100 per 1000 sq. ft. of non-residential-use building area. For applications that do not involve structures, the deposit is \$1200. The County's costs to process and review the proposal are charged against the deposit (includes, but is not limited to, staff time, copies, postage, public notices). If deposited funds are reduced to less than 25% of the initial deposit amount during project processing, additional funds will be required in order to continue with processing. Any balance remaining after processing is completed and all conditions of approval satisfied will be refunded. A separate and additional deposit will be required for environmental processing if applicable to the proposed conditional use. A portion of the payment is fee based and not refundable.

PRE-APPLICATION MEETING AND APPLICATION CHECKLIST: Applicants are encouraged to meet with the Planning Director to discuss the proposal and County requirements prior to submitting an application. During this meeting, the applicant and the Planning Director can review the application checklist together and note the items that will be required. The Planning Director will determine if items are required or not based on the nature and location of the proposal. Applicants should check with the Planning Director before assuming that any of the items listed in the application checklist are not applicable.

ENVIRONMENTAL REVIEW: Consideration of a conditional use permit may be subject to review under the California Environmental Quality Act (CEQA). As the "lead agency", Alpine County will determine if the proposal is exempt or excluded from CEQA review or if further environmental review is required. If required, the environmental review must be completed before a decision can be made on the conditional use permit. The applicability of CEQA to the proposal can be discussed during the pre application meeting. If environmental review is required, an additional development processing deposit of \$1000 will be required. If it is determined that an Environmental Impact Report (EIR) is required, the applicant is required to pay for the full cost of preparing and processing the EIR.

COMBINED SUBMITTALS: Combined submittals consisting of more than one type of application are possible if deemed acceptable by the Planning Director. A pre-application meeting is mandatory prior to making a combined submittal. Applicants should be advised that combined submittals may result in longer review times due to multiple requests being combined into one submittal. The Planning Department may also require that the requests included in a combined submittal be reviewed and considered in stages. Also, combined submittals require additional processing deposits.

NUMBER OF COPIES: One (1) complete set of all required application materials (see checklist), including one full size set (D size – 24”x36” and one 11” X 17” set) of all plans and one complete set of all written documents (8 ½” x 11”) shall be submitted. In addition, the following duplicate sets shall be submitted:

Technical Advisory Committee

- 8 sets of full size plans

Tri-County Technical Advisory Committee – Kirkwood Area

- 3 sets of 11” x 17” plans

California Environmental Quality Act – Environmental Review - State Clearinghouse

- 15 full size sets of plans if the project requires an environmental review through CEQA

Planning Commission

- 18 sets of 11” x 17” plans

Board of Supervisors

- 13 sets of 11” x 17” plans (if planning commission decision is appealed)

Normally, the number of copies noted above will be sufficient to complete the project review. However, additional copies of application materials may be requested by the Planning Department if necessary to complete the review.

REVIEW SCHEDULE: Once a complete application is filed with the Planning Department, review of the project will begin. Review by the Alpine County Technical Advisory Committee and/or Tri-County Technical Advisory Committee may be required prior to consideration of the application by the Alpine County Planning Commission. The application will be reviewed at the following public meetings:

- Alpine County Technical Advisory Committee (TAC): The TAC normally meets on the second Tuesday of each month, 9:30 a.m. at the Alpine County Public Works Office, 50 Diamond Valley Road, in Woodfords. Meetings may also be held at Turtle Rock Park, 17300 Highway 89 between Markleeville and Woodfords.
- Tri-County Technical Advisory Committee (applies to projects in Kirkwood and within the Highway 88 corridor between Picketts Junction and Kirkwood, and Highway 89 corridor between Picketts Junction and Luther Pass - regular meetings are the 1st Friday of each month, 10:00 a.m. at the Kirkwood Community Services Building in Kirkwood).

- Alpine County Planning Commission - a public hearing is required prior to a decision on a use permit application (regular meetings are the last Thursday of each month, 6:00 p.m. at Turtle Rock Park, 17300 Highway between Markleeville and Woodfords).

CRITERIA FOR DECISION: In order to approve the permit, the Planning Commission must find that the proposed location, uses and conditions of operation:

- Will not be detrimental to the health, safety or welfare of persons residing or working in the neighborhood, the general public or property in the vicinity.
- Will be in conformity with all pertinent County ordinances and the purpose of the zone district where the site is located.
- Is in conformity with all elements of the Alpine County General Plan and any specific plan adopted for the area.
- Will not overload utilities and will not generate more than the acceptable level of traffic on the streets in the vicinity.
- Will complement and harmonize with the existing and proposed land uses in the vicinity, and be compatible with the physical design, land use intensities and dwelling unit densities of the neighborhood.

ADDITIONAL INFORMATION: Please contact the Alpine County Planning Department:

Address: 50 Diamond Valley Road
Markleeville, CA 96120
Phone: 530-694-2140
Fax: 530-694-2149
Email: zwood@alpinecountyca.gov

Required		CONDITIONAL USE PERMIT APPLICATION CHECKLIST
Yes	No	
APPLICATION FORM, AUTHORIZATION AND WRITTEN DOCUMENTS		
		1. Application form completed and signed by the applicant.
		2. Property owner's written authorization to proceed with the project. This can be in the form of the owner's signature on the application form, or a separate letter of authorization.
		3. Written description of the proposed project or use including types of activities, size, methods and hours of operation and general characteristics of the proposal.
		4. Vicinity map showing the location of the property where the use will be located and the location of surrounding properties, public roads, public trails and other improvements.
		5 A written description of the site where the use will be located, including: <ul style="list-style-type: none"> a. Topography b. Soils and Geology c. Hydrologic features (streams, rivers, ponds, lakes, etc.) d. Vegetation and land cover e. Any unique or potentially sensitive natural or historical features that might be affected by the proposal.
		6. A map or maps of the property or project site showing the following: <ul style="list-style-type: none"> f. Topography at a contour interval of 2, 10 or 40 feet as determined by the Planning Director based on the characteristics of the site and the proposal. g. Land cover and vegetation type h. Hydrologic features including streams, drainages, ponds, lakes and wetlands i. Location and boundaries of any known natural hazards such as flood plains, avalanche areas, unstable slopes or soils, rock fall areas, high or moderate wildfire hazard areas, seismic areas, etc. j. Location of any unique or potentially sensitive natural or historical features that might be affected by the proposal.
SITE, GRADING AND BUILDING PLANS		
		7. Site plan or sketch, legibly and accurately drawn to scale, showing the property boundaries, location of all proposed improvements including buildings, parking areas and driveways, pedestrian walkways, drainage structures, snow stack areas, locations of utilities, and the location of all activities associated with the proposal.
		8. Elevations and floor plans of all proposed buildings. Elevations need to show how the buildings will be located on the site. Information on the proposed exterior materials and colors should also be provided.
UTILITY CERTIFICATIONS		
		9. Proposed source of water supply to serve the proposed use, including documentation of existing well permits and/or water rights that will be utilized, or evidence of adequate capacity and permission to connect to an existing water supply system.
		10. Proposed method of wastewater treatment, including the design and capacity of existing and proposed on site systems, or evidence of adequate capacity and permission to connect to an existing wastewater treatment system.
		11. Certification in writing from all utilities (power, telephone, natural gas, etc.), which are planned to be provided to the proposed use, indicating that the proposed use can and will be adequately served.



APPLICATION FOR DEVELOPMENT

Alpine County Planning Department
 50 Diamond Valley Road
 Markleeville, CA 96120
 Tel: (530) 694-2140, Fax: (530) 694-2149

OFFICIAL USE ONLY	
Received by _____	
Date _____	
Deposit/Fees paid _____	
Receipt # _____	
Case # _____	

PROJECT AND SITE INFORMATION

Project Name	
Project Location/Address	
Assessor Parcel Numbers	
Parcel Size	Existing Uses

PROPERTY OWNER INFORMATION

Name			
Address			
City		State	Zip
Phone	Fax	Cell	Email

APPLICANT/AGENT INFORMATION (If different from property owner)

Name			
Address			
City			
Phone	Fax	Cell	Email

TYPE OF APPLICATION

- | | | |
|---|--|--|
| <input type="checkbox"/> Code Amendment | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Tentative Tract Map |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Preliminary Review | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Envelope Modification | <input type="checkbox"/> Surface Mining Permit | <input type="checkbox"/> Zone Change |
| <input type="checkbox"/> General Plan Amend. | <input type="checkbox"/> Tentative Parcel Map | <input type="checkbox"/> Other _____ |

AUTHORIZATION AND ACKNOWLEDGEMENTS

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application I am acting with the knowledge and consent of those persons who are owners of the subject property or are parties to this application. I understand that all materials required by Alpine county must be submitted prior to having this matter processed. I understand that I am consenting to allow the County staff involve in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

I understand that public hearings or meetings may be required. The property owner and/or applicant/agent or their representative shall be present at all official public meetings and public hearings relative to this application. Processing deposits and/or fees for reviewing the application shall be paid in accordance with the Alpine County Planning Department Schedule of Fees and Deposits (Board of Supervisors Resolution No. R2005-30 or as may be amended in the future). I understand that additional fees or materials may be required as a result of considerations which may arise in the processing of this application.

SIGNATURE OF PERSON SUBMITTING APPLICATION	DATE
PROPERTY OWNER SIGNATURE	DATE