

# CAMPGROUND

## APPLICANT'S GUIDE TO PROCEDURES

### **WHAT IS CAMPGROUND APPROVAL?**

Campground approval is required to ensure compliance with local Planning, Health, Flood Control, and Public Works regulations for campgrounds. This is necessary to obtain the evidence of local approval required by the Department of Housing & Community Development under Title 25 of the California Code of Regulations.

In some zones, a campground is a permitted use. In those instances, only a campground permit is required. In other zones, a campground is permitted subject to issuance of a Special Use Permit. In those instances, a Special Use Permit application is required in addition to the campground approval application.

### **WHERE TO FILE?**

Planning & Building Services (530) 283-7011  
555 Main Street  
Quincy, CA 95971

### **WHAT TO FILE?**

1. The completed application form and three (3) physical copies and one (1) electronic copy, in PDF format, of a plot plan drawn at an appropriate scale that shows the boundaries and dimensions of the property and related campground project improvements for which approval is requested. To avoid delay in processing your application, make certain your plot plan is complete, delineated correctly, and properly dimensioned.
2. The filing fee set forth on Planning & Building Services' fee schedule.

### **PROCEDURE**

Your application is reviewed by a planner for completeness and conformance with Planning, Health, Flood Control, and Public Works requirements. A determination on the completeness of the application is made within 30 days of submittal. After an application is complete, an appropriate environmental determination is made and the application is approved, approved with conditions, or denied by the planner working on the project. There is not a public hearing on the matter.

The decision of the planner is subject to appeal to the Board of Supervisors. Appeals must be filed within 10 days from the receipt of the notice of the decision. The filing fee, paid to Planning & Building Services, is set forth in the fee schedule. Before an appeal, the decision must be discussed with the Director of Planning & Building Services.

For additional information, contact Planning & Building Services at (530) 283-7011.

**DEPARTMENTAL USE ONLY**

Initial Completeness Verified by \_\_\_\_\_

Date Recv'd \_\_\_\_\_

Receipt No. \_\_\_\_\_ \$ \_\_\_\_\_

File No. \_\_\_\_\_

**DEVELOPMENT PERMIT APPLICATION****CAMPGROUND****Instructions to applicant(s):**

1. Complete the form and mail or take to: Planning & Building Services  
555 Main Street  
Quincy, CA 95971
2. Use additional sheets of paper if necessary to complete the information requested.
3. Pay the filing fee set forth in the fee schedule (attached).
4. Make the check payable to Planning & Building Services.
5. Attach Hazardous Waste Certificate.

**A. Applicant (s)**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Interest in Property (Owner, Agent\* or Purchaser\*) \_\_\_\_\_

**B. Owner (s)**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**C. Property**

Street Address \_\_\_\_\_

Nearest town \_\_\_\_\_

Assessors Parcel Number(s) \_\_\_\_\_

Campground Name \_\_\_\_\_

Acreage \_\_\_\_\_ Number of spaces being created \_\_\_\_\_

Zoning \_\_\_\_\_

General Plan \_\_\_\_\_

\*If agent or purchaser is making application, attach letter of authorization signed by the owner.

#### **D. Plot Plan**

- 1. Submit three (3) physical copies and one electronic copy in PDF format of the plot plan drawn to scale. Scale to be 1" to 50' or larger. Size of sheet to be 18" x 26" (or larger if approved).
- 2. Indicate location of the campground in relationship to the nearest town.
- 3. Show the size of the entire campground and the size of the spaces. The design of campground shall conform to the following: Maximum parcel density is 14 units per gross acre; minimum average site area is 1,400 square feet; and minimum individual site area is 1,000 square feet.
- 4. Indicate all lakes, streams, seasonal drainages, wells, road access, and utility easements on the property and nearby parcels.
- 5. Indicate the proposed means and location of the campground's sewage disposal and the location of all existing sewage systems within 100 feet of the project boundaries. If a septic tank and leachfield is proposed, submit percolation data.
- 6. Show width, direction of travel, and type of surfacing (blacktop, gravel, or other) for all driveways within the campground.
- 7. Indicate proposed water supply. If it is to be a well, evidence of sufficient quantity may be required.
- 8. Indicate by dotted line proposed placement of each tent or recreational vehicle in relation to space lines, property lines, easements, and right-of-ways.

#### **E. Signature(s) of Applicant(s)**

I certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided hereon.

\_\_\_\_\_  
DATE \_\_\_\_\_

\_\_\_\_\_  
DATE \_\_\_\_\_

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DATE \_\_\_\_\_