

# CODE AMENDMENT

## APPLICANT'S GUIDE TO PROCEDURES

### WHAT IS A CODE AMENDMENT?

The Plumas County Code sets forth specific rules, which implement various regulations concerning zoning. The zoning code specifies various zones created for the purpose of allowing land uses and densities consistent with the General Plan and establishing certain requirements.

The provisions of the zoning code may be changed whenever the public necessity, convenience, and general welfare require such amendment. Applications for an amendment must be made by one or more owners of property affected by the proposed amendment.

### REVIEW AND PUBLIC HEARINGS

Each application for a Code Amendment is reviewed by Planning & Building Services and the potential environmental effects are analyzed. If your project is determined to have no significant environmental effect or to be exempt, no further review is required. If it is determined that a Negative Declaration is required, one of two fees will be charged depending on whether the Negative Declaration is prepared by staff in the Planning & Building Services Department or by a consultant. These fees, including required Fish & Game filing fees, are listed in the fee schedule. After the document is prepared it is circulated for public review for a period of 30 days.

If an Environmental Impact Report (EIR) is required, one of two fees will be charged depending on whether the EIR is prepared by staff in the Planning & Building Services Department or by a consultant. These fees, including required Fish & Game filing fees, are listed in the fee schedule. After preparation, the EIR is circulated for public review for a period of 45 days.

After that public review, Planning & Building Services staff prepares a recommendation, a copy of which is provided to the applicant.

A hearing is scheduled before the Board of Supervisors and public notice is given. The Board of Supervisors reviews any environmental document, Planning & Building Services' recommendation, takes public comment, and makes a decision, which, if the Code Amendment is approved, is implemented by an ordinance enacting the code amendment.

### TIME REQUIREMENTS

A Code Amendment may take from seven to twelve weeks. The Ordinance must be read at one meeting, adopted at a subsequent meeting, and is effective thirty days after adoption.

### WHERE TO FILE

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

### WHAT TO FILE

1. The completed application.
2. The filing fee set forth on Planning & Building Services' fee schedule.

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. \_\_\_\_\_

### CODE AMENDMENT

#### Instructions to applicant (s):

1. Complete the form and mail or take to: Planning & Building Services  
555 Main Street  
Quincy, CA 95971
2. Pay the filing fee set forth in the fee schedule.
3. Make the check payable to Planning & Building Services.
4. Attach Hazardous Waste Certificate.

#### A. Applicant (s)

Name \_\_\_\_\_

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

Telephone \_\_\_\_\_

Email \_\_\_\_\_

#### B. Owner (s)

Name \_\_\_\_\_

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

Telephone \_\_\_\_\_

Email \_\_\_\_\_

#### C. Property

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

Nearest Town \_\_\_\_\_

Assessor's Parcel Number(s) \_\_\_\_\_ Acreage \_\_\_\_\_

#### D. Requested Amendment

Use additional sheets of paper as necessary to complete the information requested.

CODE SECTION TO BE AMENDED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROPOSED CODE AMENDMENT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REASON FOR REQUEST \_\_\_\_\_

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SUPPORTING INFORMATION

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**CERTIFICATE AND WAIVER**

I, the applicant, 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 herein; and I, as an owner of the property affected by this amendment, petition for this amendment.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_