

# ADMINISTRATIVE USE PERMIT COMMERCIAL SOCIAL EVENT, LIMITED APPLICATION CHECKLIST

## Title 9 (Planning and Zoning), Chapter 2, Article 44

*Please use the following checklist to complete "Section F. Site Plan/Map of Subject Property" and "Section G. Additional Information" required as part of the commercial social event, limited administrative use permit application. Note, additional plans and/or permits may be required.*

### General Events Information:

- ✓ Property on which the events are to be held must be zoned either: **1. Agricultural Preserve (AP) or 2. General Agriculture (GA).**
- ✓ Certify that the primary use of the parcel on which the event is located is commercial agricultural production. Please specify in detail the commercial agricultural production taking place on the parcel.
- ✓ Number of events to be held per year under administrative use permit (**not to exceed nineteen**).
- ✓ Dates and duration of each event, if known at the time of application submittal, and certify any/all events will not exceed three (3) consecutive days in duration; for example, Fri., Sat., and Sun.).
- ✓ Number of guests anticipated at each event (**not to exceed 250 guests per event**).
- ✓ Date of first event to be held under administrative use permit.

### Location of Events:

- ✓ Except for those areas used for parking, any other event venue areas need to be located at least 200 feet away from the parcel boundary of any neighboring properties that are zoned residential. The Plumas County GIS Map Portal (<https://mangomap.com/plumasgis/maps>) can be consulted for maps that show County zoning. Planning can also provide this information. Contact 530-283-7011.
- ✓ The **SITE PLAN** must show the size of the portion of the property proposed to be used for the event, as measured in acres (**not to exceed 10% of the size of the property or five acres, whichever is less**).

### Access:

- ✓ The event venue needs to have access from a road or roads which have adequate capacity for existing traffic (traffic generated by the dwellings and ranch operations served by the road) plus the added traffic that will be generated by the event. The **SITE PLAN** submitted with the application is required to show the roads serving the property. A listing of the houses that use these roads should be provided as well as estimates of ranch traffic that may exist during the event.
- ✓ The event venue needs to be served by driveways and turnarounds meeting the standards in the county code (Sec. 9-4.503 and Sec. 9-4.604(I)). A **DRIVEWAY PERMIT** is required to be obtained from the Building (530-283-7011) and Engineering departments prior to doing any driveway improvements on the event venue site.
- ✓ If primary access is not from a county maintained road or State highway, there will need to be participation in any existing active road maintenance organization. There are usually road maintenance organizations in areas created by subdivisions or by parcel maps. Planning staff (530-283-7011) may be able to assist in determining the road maintenance organization.

- ✓ If there isn't an existing road maintenance organization, the applicant or owner will need to record a road maintenance agreement which provides for maintenance of drainage and erosion control devices, fuel modification (fire breaks) and upkeep of road surfaces from the event venue site to the nearest county maintained road or State highway. This agreement must remain in effect for the life of the event venue unless the maintenance is taken over by another entity. Examples of road maintenance agreements are available in the Engineering Department.
- ✓ If access to the event venue is from a county road, a county **ENCROACHMENT PERMIT** is required. Contact Public Works at 530-283-6268.
- ✓ If access to the event venue is from a State highway, a State **ENCROACHMENT PERMIT** is required. Improvement of a roadway connection to a State highway to CALTRANS standards may be a condition of the State **ENCROACHMENT PERMIT**. Contact the CALTRANS District 2 Office in Redding at 530-225-3426 for more information.

#### **Fire Safety/Fire Prevention Plan:**

- ✓ A separate plan for fire safety and fire prevention, including for emergency access, called the **FIRE SAFETY/FIRE PREVENTION PLAN** needs to be approved by the district providing structural fire protection. The Plumas County GIS Map Portal (<https://mangomap.com/plumasgis/maps>) can be consulted for maps that shows these fire districts and boundaries. See also the Planning Department's webpage (<https://www.plumascounty.us/127/Applications---Handouts>) for a handout of fire protection agency contacts.
- ✓ If the event venue site is not located in a district that provides structural fire protection, a contract, including conditions of service, will need to be obtained from the nearest district. This contract may need to be approved by the Plumas Local Agency Formation Commission.

#### **Parking:**

- ✓ The **SITE PLAN** submitted with the application needs to show all parking areas, number of vehicles that those areas will contain and type of surfacing used for the parking area. All parking areas must be located on the property where the event is being held.
- ✓ At least one parking space for each two (2) guests must be provided.
- ✓ Parking areas need to be located at least 20 feet away from any parcel boundary of neighboring properties that are zoned residential.
- ✓ Parking areas need to be surfaced with gravel, asphalt or asphaltic concrete to reduce dust. Vegetation should be cleared from the parking area as much as possible.
- ✓ Grass or pasture land may be used for temporary parking areas if the grass is trimmed to no more than three inches or as needed to reduce fire hazards.
- ✓ Compacted dirt, decomposed granite (with or without treatment), gravel or other permeable surface may be utilized if treated with dust suppression measures. Contact the Northern Sierra Air Quality Management District Northern Field Office (530-832-0102) for more information about recommended dust suppression measures and dust suppression rules that must be followed.

#### **Traffic Management Plan:**

- ✓ A **TRAFFIC MANAGEMENT PLAN** needs to be submitted to and approved by the Department of Public Works for events that have more than 100 guests that utilize County roads for direct access to the event site.
- ✓ The **TRAFFIC MANAGEMENT PLAN** needs to set forth traffic management techniques to provide for safe entrance and exit from the event venue, to reduce congestion and other traffic hazards.

Techniques may include: Temporary caution and directional signage, clearly defined event venue entrances and exits, use of cones or other markers to help direct vehicles to parking areas and driveways, and use of flag persons to help direct vehicles and to minimize traffic backups.

- ✓ If the **TRAFFIC MANAGEMENT PLAN** contains any measures that will occur within State highway rights-of-way, the Plan is required to be submitted to and approved by the California Department of Transportation (CALTRANS). Any proposed traffic control devices and methods will need to conform to CALTRANS standards. As part of this approval, a State **ENCROACHMENT PERMIT** will be required to be obtained. Contact the CALTRANS District 2 Office in Redding at 530-225-3426 for more information.

#### **Event Hours/Noise:**

- ✓ If the event venue is located within 300 feet of a parcel zoned residential, or of any personal residence on an adjacent property, the hours of the event must be limited to between 10:00 am and 10:00 pm, excluding set up and clean up times.
- ✓ If the event venue is not located adjacent to a parcel zoned residential, or is located over 300 feet from any parcel zoned residential, or if the event is held entirely within an enclosed building, the event hours will not be restricted.
- ✓ At no time during the event can the noise generated by the limited commercial social event exceed the outdoor Community Noise Exposure level of 70 Ldn or CNEL (dB) as measured at any property line.

#### **Water:**

- ✓ The event venue needs to be served by a system operated under a **LOCAL SMALL DRINKING WATER SYSTEM PERMIT** or other regulated water system permit issued by Environmental Health (530-283-6355). Any other type of drinking water provision must first be approved by Environmental Health.
- ✓ As part of the application, a **DRINKING WATER PLAN** needs to be submitted to Environmental Health for review and approval.
- ✓ The **DRINKING WATER PLAN** needs to provide for at least one drinking fountain or other arrangement. Water is required to be provided at no cost for the guests.
- ✓ As part of the plan submitted to Environmental Health, the applicant or operator needs to self-certify that no more than 25 people per day for no more than 60 days of the year will be served by the drinking water system. This self-certification must be included in the annual facility compliance form.

#### **Wastewater:**

- ✓ The event venue needs to be served by a means of sewage disposal operated under a **PERMIT** issued by Environmental Health (530-283-6355).
- ✓ If new or existing onsite wastewater treatment and disposal system facilities are proposed, the application needs to demonstrate that the system facilities are designed, sited and constructed to adequately and safely serve anticipated wastewater flows generated at the event venue. Permit applications and submittal requirements are available from Environmental Health.
- ✓ If temporary vaults or portable toilets are proposed to be used, they must be serviced by a sanitation vendor who has a current Plumas County permit to operate issued by Environmental Health.

### **Water Closets and Urinals:**

- ✓ At least one water closet and one urinal must be provided for the first 100 males (or portion thereof) in attendance at the event.
- ✓ At least two water closets and two urinals must be provided for between 101 and 200 males in attendance at the event.
- ✓ At least three water closets and three urinals must be provided for between 201 and 250 males in attendance at the event.
- ✓ At least one water closet must be provided for the first 25 females (or portion thereof) in attendance at the event.
- ✓ At least two water closets must be provided for between 26 and 50 females in attendance at the event.
- ✓ At least three water closets must be provided for between 51 and 100 females in attendance at the event.
- ✓ At least four water closets must be provided for between 101 and 200 females in attendance at the event.
- ✓ At least six water closets must be provided for between 201 and 250 females in attendance at the event.
- ✓ If temporary vaults or portable toilets are proposed to be used, they must be serviced by a sanitation vendor who has a current Plumas County permit to operate issued by Environmental Health.

### **Signage:**

- ✓ Signs need to meet county code requirements (Sec. 9-2.416). Any signs placed on the event venue property need to be no larger than necessary to identify the event and to direct traffic. All signs will need to be removed right after the event is over.
- ✓ If signs are to be placed within any county road right-of-way, an **ENCROACHMENT PERMIT** will need to be obtained from the Department of Public Works. Contact Public Works at 530-283-6268.
- ✓ Any temporary roadside signs placed within any State highway right-of-way will need to conform to CA-MUTCD standards and may need a State **ENCROACHMENT PERMIT**. Contact the CALTRANS District 2 Office in Redding at 530-225-3426 for more information.
- ✓ Advertising signage is prohibited in the State highway right-of-way (California Streets and Highways Code Section 720).
- ✓ Off-site advertising of any kind is prohibited by county code.
- ✓ All signs must be located on the site of the event venue or as permitted in this section above.

### **Lighting:**

- ✓ Lighting needs to be just what is necessary to provide for the safety of the guests attending the event. Lighting needs to be low level, low intensity and directed downwards toward the area that is being lighted (focused away from adjacent properties and roads) to reduce light pollution, glare and spillage.
- ✓ Lighting is required to be installed as to focus away from adjoining properties as per county code (Section 9-2.411).

### **Power Cords:**

- ✓ Temporary power cords can't be attached to any structures, extended through walls, or placed anywhere they can be damaged.
- ✓ Cords are required to be secured so that they don't present any tripping hazards.
- ✓ Any cords with large diameters are required to be provided with cord bridges or ramps to allow wheel chairs, strollers and other wheeled equipment to cross.

### **Temporary Stages or other event structures:**

- ✓ Any temporary stages or other structures used for the events are required to have **BUILDING PERMITS** issued before they are installed or constructed. Contact the Building Department (530-283-7011) for information about building permits and submittal requirements.
- ✓ All requirements for accessibility (ADA) will need to be satisfied.

### **Tent or Membrane Structures:**

- ✓ The placement, construction, and use of any tent or membrane structure for events needs to meet all requirements of the California Building Standards Code as well as the California Fire Code. Contact the Building Department (530-283-7011) for information about building permits and submittal requirements.
- ✓ All requirements for accessibility (ADA) will need to be satisfied.

### **Refuse Waste and Recyclables:**

- ✓ Receptacles for refuse and recyclable materials need to be provided for each event. Bins or containers need to be serviced in order to prevent odors, leakage, overflow or flies.
- ✓ All refuse and recyclables need to be collected on the day after the event and removed from the property within 7 days after the end of the event.
- ✓ More frequent removal of refuse and recyclables may be required by Environmental Health in the case of public health and safety concerns.

### **Food:**

- ✓ Any food served to attendees of the event must come from a facility permitted by Environmental Health in accordance with the California Retail Food Code adopted by reference in county code. Contact Environmental Health for more information at 530-283-6355.

### **Alcoholic Beverages:**

- ✓ All requirements of the Alcoholic Beverage Control Act are required to be followed if alcoholic beverages will be served during the event.

### **Land Conservation Act (Williamson Act Contracts):**

- ✓ If a property zoned Agricultural Preserve (AP) is included under a Williamson Act Contract, a consultation with the County Assessor (530-283-6380) needs to take place prior to issuance of the Administrative Use Permit.
- ✓ All uses on the property must be compatible with the provisions of the Williamson Act Contract.
- ✓ Any activities conducted on a property subject to a Williamson Act Contract other than agricultural uses, or miscellaneous compatible uses as determined by the Board of Supervisors may also result in penalties including, but not limited to, non-renewal of the Williamson Act Contract between the County and the landowner.