

# ZONING CLEARANCE CERTIFICATE

## Title 9 (Planning and Zoning), Chapter 2, Article 6.5

### APPLICANT'S GUIDE TO PROCEDURES

#### WHAT IS A ZONING CLEARANCE CERTIFICATE?

A zoning clearance certificate certifies that a proposed development or project conforms with all current requirements of the zoning regulations and, if applicable, the terms and conditions of any previously approved development permit or variance. A zoning clearance certificate is required whenever a building permit for a certain use is required and must be secured prior to the issuance of the building permit.

#### PROCEDURE:

Any private individual or commercial entity may apply for a zoning clearance certificate in conjunction with or prior to application for a building permit for a proposed development or operation. Applications shall be filed with the Planning Division of Planning and Building Services on this form.

Within five (5) working days of acceptance of the application as complete, the Planning Division shall review the proposed development for conformance with the Plumas County zoning regulations and, if applicable, the terms and conditions of any previously approved development permit or variance.

Upon completion of the required Planning Division review, zoning clearance certificates shall be approved and immediately issued by the Planning Director, or designee, if, based on the information provided by the applicant, all of the following findings are made:

1. *The proposed development or operation conforms with all requirements of the Plumas County zoning regulations; and*
2. *The proposed development or operation complies with the terms and conditions of any applicable permit and/or subdivision map that was previously approved for such development or operation; and*
3. *The proposed development is not located on the same property where conditions exist or activities are being conducted which are part of the proposed development or operation and in violation of Plumas County Code, unless the zoning clearance:*
  - a) *is necessary for the abatement of the existing violation(s); or*
  - b) *addresses an imminent health and/or safety violation; or*
  - c) *facilitates an accessibility improvement to a structure or site for ADA compliance; or*
  - d) *the applicant has executed and recorded an enforcement agreement with the County to cure the violation.*

Written notification of the Planning Director's decision shall be transmitted to the Building Division within five (5) working days of the decision.

#### WHERE TO FILE?

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

**WHAT TO FILE?**

1. *A completed application with signature(s) of the applicant(s).*
2. *The applicant(s) name, business address and phone number(s)*
3. *If the applicant is not the record title holder, a copy of the lease (excluding financial terms) or letter of consent from the property owner demonstrating applicant's ability to pursue application.*
4. *The use being applied for, as well as a description of the proposed use detailing the following:*
  - a) *Facility operation.*
  - b) *Nature and type of facility, building(s), structure(s), and any associated equipment to be used.*
  - c) *Types of technology and consumer services that will be provided.*
  - d) *Information on number, size, material and color of buildings and structures.*
5. *Facility (permanent building) plans, including the following:*
  - a) *Facility height, elevations and any other pertinent dimensions drawn to standard architect or engineer scale.*
  - b) *Height, elevations, and any other pertinent dimensions of accessory structure(s) drawn to standard architect or engineer scale.*
  - c) *Documentation showing that reasonable efforts have been made to create a facility that is as visually appealing and inconspicuous as possible.*
6. *For a zoning clearance certificate pertaining to any telecommunication facility, the following documentation signed and/or prepared by a licensed professional engineer shall be provided by the applicant:*
  - a) *A report prepared pursuant to Federal Communications Commission Office of Engineering and Technology Bulletin 65 demonstrating facility compliance with Federal Communications Commission regulations for general population exposure limits to radio frequency (RF) radiation.*
  - b) *A report that demonstrates the support structure can accommodate all applicable loads.*
7. *In the event the applicant is subject to licensing by the Federal Communications Commission, documentation proving applicant is licensed by the Federal Communications Commission is required before a building permit is issued.*
8. *At the time the application is filed, the applicant shall submit the required filing fees as shown on the most recent version of the Planning and Building Services Fee Schedule.*

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**DEPARTMENTAL USE ONLY**

Date Rec'd \_\_\_\_\_  
Initial Completeness Verified by \_\_\_\_\_  
Receipt No. \_\_\_\_\_  
File No. \_\_\_\_\_

**Instructions to applicant(s):**

1. Complete the form and mail or take to:      Planning & Building Services  
Planning Division  
555 Main Street  
Quincy, CA 95971
2. Use additional sheets of paper if necessary to complete the information requested.

**A. Applicant(s)**

Name \_\_\_\_\_ Name \_\_\_\_\_

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

Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

**B. Property Owner(s)**

Name \_\_\_\_\_ Name \_\_\_\_\_

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

Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

**C. Location of Subject Property**

Street Address(es) \_\_\_\_\_

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

Assessor's Parcel Numbers (APNs) \_\_\_\_\_

**D. Current Use of Subject Property**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ZONING CLEARANCE CERTIFICATE

**E. Detailed Description of the Proposed Use (including items listed under What to File, above)**

## **F. Site Plan/Map of Subject Property**

**G. Additional Information (including any other items listed under What to File, above)**

## **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 petition for this determination of functional equivalency of the proposed use.

Name \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

If the applicant is not the record title holder, a copy of the lease (excluding financial terms) or letter of consent from the property owner demonstrating applicant's ability to pursue application shall be attached with application.