



**PLANNING DEPARTMENT**  
**Community Development Agency**

County Administration Center  
810 Court Street • Jackson, CA 95642-2132  
Telephone: (209) 223-6380  
Website: [www.amadorgov.org](http://www.amadorgov.org)  
E-mail: [planning@amadorgov.org](mailto:planning@amadorgov.org)

**APPLICATION PROCEDURE FOR USE PERMIT**

A Public Hearing before the Planning Commission will be scheduled after the following information has been completed and submitted to the Planning Department Office:

\_\_\_\_\_ 1. Complete the following:

Name of Applicant \_\_\_\_\_

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

Phone Number \_\_\_\_\_

Assessor Parcel Number \_\_\_\_\_

Zoning District \_\_\_\_\_ General Plan Designation \_\_\_\_\_

\_\_\_\_\_ 2. Use Permit Applied For:

- \_\_\_\_\_ Excessive Height  
\_\_\_\_\_ Sea Land Container  
\*\* \_\_\_\_\_ Bed and Breakfast Inn  
\*\* \_\_\_\_\_ Sign Program  
\*\* \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ 3. Attach a letter explaining the purpose and need for the Use Permit.

\_\_\_\_\_ 4. If Applicant is not the property owner, a consent letter must be attached.

\_\_\_\_\_ 5. Attach a copy of the deed for the property (can be obtained from the County Recorder's Office).

\_\_\_\_\_ 6. Assessor Plat Map (can be obtained from the County Surveyor's Office).

\_\_\_\_\_ 7. Plot Plan (no larger than 11" X 17") of parcel showing location of request in relation to property lines, road easements, other structures, etc. (see Plot Plan Guidelines). Larger map(s) or plans may be submitted if a photo reduction is provided for notices, Staff Reports, etc. The need is for easy, mass reproduction.

\_\_\_\_\_ 8. Planning Department Filing Fee: \$ \_\_\_\_\_

\_\_\_\_\_ Public Works Agency Review Fee: \$ \_\_\_\_\_ Rep. Initials \_\_\_\_\_

\_\_\_\_\_ Environmental Health Review Fee: \$ \_\_\_\_\_ Rep. Initials \_\_\_\_\_

\_\_\_\_\_ Amador Fire Protection District Fee: \$ \_\_\_\_\_ Rep. Initials \_\_\_\_\_

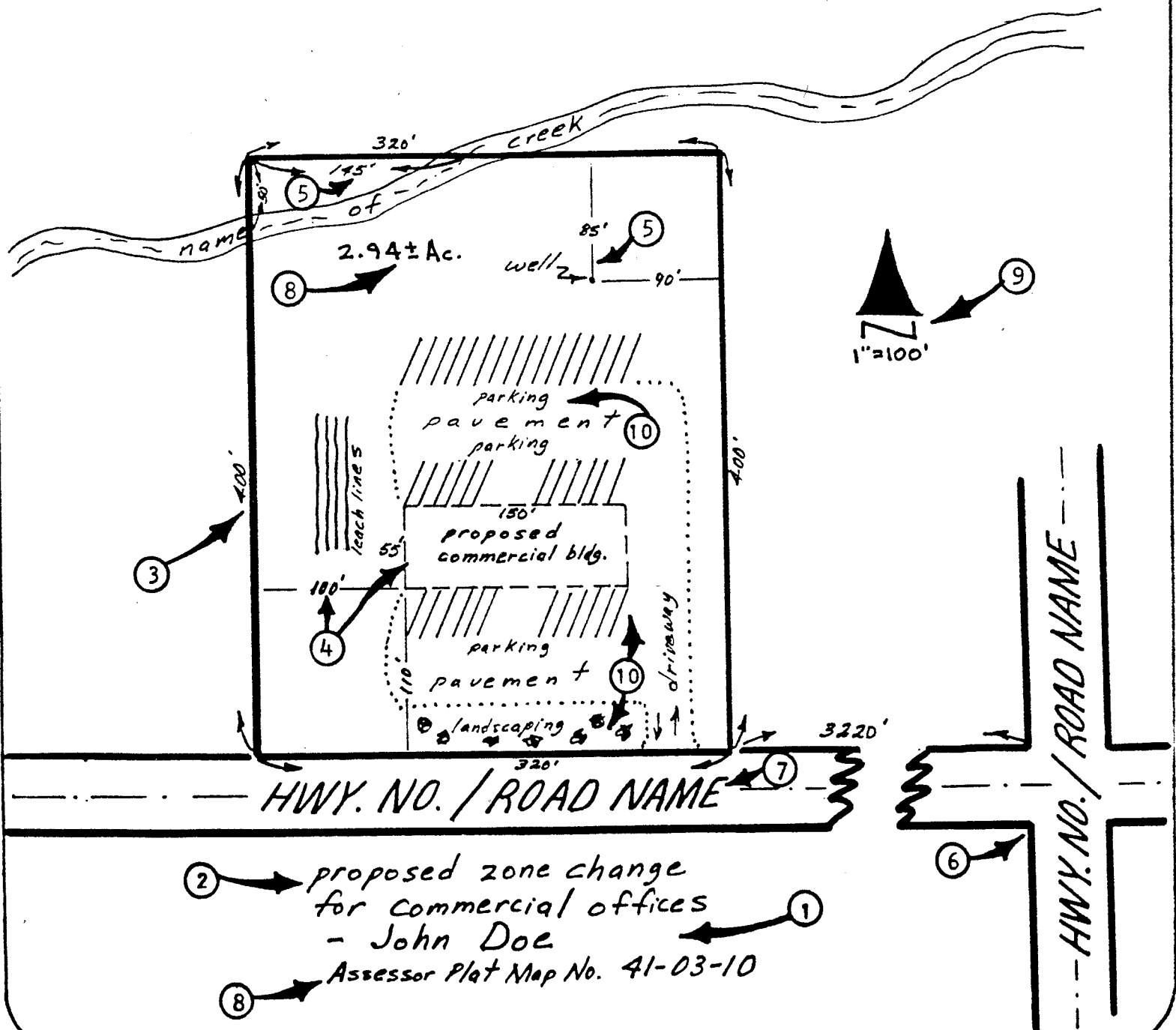
\_\_\_\_\_ 9. If necessary, complete an Environmental Information Form (ask Planning Department Staff).

**\*\* Public Works Agency, Environmental Health Department, and Amador Fire Protection Fees apply.**

PROJECT PLOT PLAN

## PLOT PLAN GUIDELINES

1. Applicant's name
2. Project title and/or description
3. Outline of property with dimensions
4. Size, dimensions and distances from property lines of all structures on property and proposed project area
5. Location and distances from property lines and other structures of wells, creeks, rivers, etc. and other outstanding property features
6. Location, distance and names of nearest road intersection
7. Distance and name of nearest road to property
8. Parcel size and assessor plat map number
9. Scale of map and direction of north
10. Any other pertinent information pertaining to project



## ENVIRONMENTAL INFORMATION FORM

To be completed by applicant; use additional sheets as necessary.  
Attach plans, diagrams, etc. as appropriate.

### GENERAL INFORMATION

Project Name: \_\_\_\_\_

Date Filed: \_\_\_\_\_ File No. \_\_\_\_\_

Applicant/

Developer \_\_\_\_\_ Landowner \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Existing Zoning District \_\_\_\_\_

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

List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state, and federal agencies \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**WRITTEN PROJECT DESCRIPTION** (Include the following information where applicable, as well as any other pertinent information to describe the proposed project):

1. Site Size
2. Square Footage of Existing/Proposed Structures
3. Number of Floors of Construction
4. Amount of Off-street Parking Provided (provide accurate detailed parking plan)
5. Source of Water
6. Method of Sewage Disposal
7. Attach Plans
8. Proposed Scheduling of Project Construction
9. If project to be developed in phases, describe anticipated incremental development.
10. Associated Projects
11. Subdivision/Land Division Projects: Tentative map will be sufficient unless you feel additional information is needed or the County requests further details.
12. Residential Projects: Include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected.
13. Commercial Projects: Indicate the type of business, number of employees, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
14. Industrial Projects: Indicate type, estimated employment per shift, and loading facilities.
15. Institutional Projects: Indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
16. If the project involves a variance, conditional use permit, or rezoning application, state this and indicate clearly why the application is required.

**ADDITIONAL INFORMATION** Are the following items applicable to the project or its effects? Discuss below all items checked "yes" (attach additional sheets as necessary).

YES NO

- ☐ ☐ 17. Change in existing features or any lakes or hills, or substantial alteration of ground contours.
- ☐ ☐ 18. Change in scenic views or vistas from existing residential areas, public lands, or roads.
- ☐ ☐ 19. Change in pattern, scale, or character of general area of project.
- ☐ ☐ 20. Significant amounts of solid waste or litter.
- ☐ ☐ 21. Change in dust, ash, smoke, fumes, or odors in the vicinity.
- ☐ ☐ 22. Change in lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns.
- ☐ ☐ 23. Substantial change in existing noise or vibration levels in the vicinity.
- ☐ ☐ 24. Site on filled land or has slopes of 10 percent or more.
- ☐ ☐ 25. Use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.
- ☐ ☐ 26. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).
- ☐ ☐ 27. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).
- ☐ ☐ 28. Does this project have a relationship to a larger project or series of projects?

**ENVIRONMENTAL SETTING**

- 29. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site (cannot be returned).
- 30. Describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity (cannot be returned).
- 31. Describe any known mine shafts, tunnels, air shafts, open hazardous excavations, etc. Attach photographs of any of these known features (cannot be returned).

Certification: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature)

For \_\_\_\_\_

## **INDEMNIFICATION**

Project: \_\_\_\_\_

In consideration of the County's processing and consideration of the application for the discretionary land use approval identified above (the "Project") the Owner and Applicant, jointly and severally, agree to defend, indemnify, and hold harmless the County of Amador from any claim, action, or proceeding against the County to attack, set aside, void or annul the Project approval, or any action relating related to the Project approvals as follows:

1. Owner and Applicant shall defend, indemnify, and hold harmless the County and its agents, officers or employees from any claim, action, or proceeding against the County or its agents, officers or employees (the "County") to attack, set aside, void or annul the Project approval, or any prior or subsequent determination regarding the Project, including but not limited to determinations related to the California Environmental Quality Act, or Project condition imposed by the County. The Indemnification includes, but is not limited to, damages, fees, and or costs, including attorneys' fees, awarded against County. The County in its sole discretion may hire outside counsel to handle its defense or may handle the matter internally. Indemnification also includes paying for the County's defense if it elects to hire outside counsel. Indemnification also includes compensating the County for staff time associated with the litigation. The obligations under this Indemnification shall apply regardless of whether any permits or entitlements are issued.

2. The County may, within its unlimited discretion, participate in the defense of any such claim, action, or proceeding if the County defends the claim, action, or proceeding in good faith.

3. The Owner and Applicant shall not be required to pay or perform any settlement by the County of such claim, action, or proceeding unless the settlement is approved in writing by Owner and Applicant, which approval shall not be unreasonably withheld.

IN WITNESS WHEREOF, by their signature below, Owner and Applicant hereby acknowledge that they have read, understand, and agree to perform the obligations under this Indemnification.

Applicant:

Owner (if different than Applicant):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature



## PLANNING DEPARTMENT Community Development Agency

COUNTY ADMINISTRATION CENTER  
810 Court Street • Jackson, CA 95642-2132  
Telephone: (209) 223-6380  
website: [www.amadorgov.org](http://www.amadorgov.org)  
e-mail: [planning@amadorgov.org](mailto:planning@amadorgov.org)

### Amador County Code Section 19.48.050 - Temporary Uses-Caretaker Units.

- A. The planning commission may permit temporary uses for caretaker units, as defined below in this section, in undeveloped areas for a maximum period of two years; and in developed areas for a maximum period of six months; providing a use permit is secured in each case. These uses are intended to be temporary only; therefore, no renewal of a use permit granted under this section is permitted, except for presently existing use permit which were granted before December 1, 1982, as provided in subsection D of this section, below.
- B. For the purpose of this section, an undeveloped area means any parcel which is ten acres or more in size, and where the average size of all parcels contiguous to such parcel is ten acres or more. A parcel shall be considered to be in a developed area if it does not meet the above undeveloped area criteria.
- C. A "caretaker" as referred to in this section means either:
  1. Any person or family who is only on the premises during long-duration absences of the property owner and who submits proof to the satisfaction of the county that such person or family provides continuing manual labor, maintenance services, or security services for substantial improvements on the property; or
  2. A mobile home or recreational vehicle to be used temporarily for watchman's quarters or office space for an existing business, industrial use, or public facility where the location of the unit will not, in the opinion of the county, detract from the aesthetics of the area and the stated and demonstrated intent of the permittee is to eventually erect a permanent structure for such purposes.
- D. Temporary use permits for mobile homes or recreational vehicles granted by the planning commission prior to December 1, 1982 may be renewed by the planning director without public hearing if the planning director finds sufficient cause to approve the renewal; provided, however, that the renewal application shall be made and public notice of such application shall be given in the manner described in Chapter 19.56, use permits. Such notice shall indicate the intent of the planning director to renew the temporary use permit without a hearing unless sufficient reasons are provided not to renew the use permit. A description of the appeals process (Chapter 19.64) shall be contained within the notice. The planning director shall decide upon the use permit renewal application within ten days after the notice is mailed. Approved renewed use permits shall become valid following the ten-day appeal period if no appeals are filed. (Ord. 1149 §2, 1987).

Applicant:

Owner (if different than Applicant):

Signature

Signature