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**ADMINISTRATIVE PERMIT APPLICATION CHECKLIST**  
**Laydown Yard for Underground Utility in Residential Zones**

- Completed administrative permit application.
- Administrative permit application fee
- Detailed written project description
- Applicant's signature/owner's signature or letter of authorization
- For properties with access to private roads, approval signatures from all property owners with legal access (form enclosed)
- Dust Control Plan
- Complete all information on application form as completely as possible.
- Detailed plot plan drawn to common engineer's scale (2 copies)  
Plot plans shall contain the following information:
  1. Name, address of owner(s) and Assessor's Parcel number of property
  2. A site location sketch indicating the location of the proposed project in relation to surrounding area.
  3. North arrow
  4. Existing topography, improvements and proposed new construction on the site and within 100 feet of the property boundary, including:
    - a. All buildings, including proposed temporary structures and improvements
    - b. Property line setbacks
    - c. Existing and/or proposed road access (if proposed, indicate type of road improvement standard)
    - d. Streets and roads bordering property
    - e. Septic tanks, leach fields, and any proposed portable restrooms
    - f. Easements of record
    - g. Wells
    - h. The location and of any existing or proposed lighting
    - i. The location and distance to nearest existing fire hydrant(s)

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- j. Existing or proposed fencing
- k. Areas to be graded (include volume of soil to be displaced in cubic yards)
- l. Sufficient information to indicate drainage, slope, water courses and ravines
- m. Areas subject to inundation or storm water overflow
- n. Trees which will be removed and/or affected by the project

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**TOWN OF PARADISE**  
**APPLICATION FOR ADMINISTRATIVE PERMIT**  
**APPLICANT'S GUIDE TO PROCEDURES**

**PURPOSE**

The purpose of an administrative permit application is to provide the Town of Paradise with an opportunity to review the establishment of proposed land uses that are generally considered to be appropriate for the zoning district in which the project site is situated. In evaluating the administrative permit application, the Planning Director (or Planning Commission in the case of referral) shall solely base the decision action upon the use and/or application of existing Town of Paradise adopted development standards, criteria, policies, and regulations.

**ESTIMATED PROCESSING TIME**

The total time for processing an administrative permit application is usually **TWO TO THREE WEEKS**, which includes staff review and final action on the application.

**APPLICATION REQUIREMENTS AND PROCEDURE**

1. Submit to the Community Development Department a completed **Town of Paradise Application for Administrative Permit** form and **detailed plot plan DRAWN TO SCALE**, along with **payment** of fee in effect at time of application. If applicant is other than owner, a proof of agency must be supplied in writing in order to legally process the application.
2. Pay fees in cash or by check payable to "Town of Paradise."
3. Fill in all items on the application form. If item is not applicable, please indicate by the term "**N/A.**"
4. If property is located on a private road easement, please include written consent of all property owners having legal interest in the private road easement
8. Submit **One (1)** copy of a **detailed plot plan (8-1/2" x 11"** preferred). [See Example of Development Application Plot Plan for detail.] All plot plans are to be **DRAWN TO SCALE**, dated and signed. Plans should clearly show the nature of the request (i.e., differentiate between proposed new structures/additions and existing structures). Additional copies shall be made available by applicant upon request by the Community Development Department. The plot plans shall contain the following information:
  - a. Name, address of owner(s), and Assessor's Parcel number of property.
  - b. A site location sketch indicating the location of the proposed project in relation to surrounding area.
  - c. A scaled drawing of the parcel boundaries; show north arrow. Use adequate engineering scale (**recommend 1" = 20, 30' or = 50'; or as accepted by Planning Director**).
  - d. Location and dimensions of existing and proposed:
    - (1) Buildings, including improvements and appurtenant structures

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- (2) Building setbacks
- (3) Location and distance to nearest existing fire hydrants
- (4) Existing and/or proposed road access (if proposed, indicate type of road improvement standard)
- (5) Streets and roads bordering property
- (6) Septic tanks and leach fields
- (7) Easements of record
- (8) Wells
- (9) The location and dimensions of any proposed signs
- (10) Sufficient information to indicate drainage, slope, water courses and ravines
- (11) Areas subject to inundation or storm water overflow
- (12) Trees which will be removed and/or affected by project
- (13) Areas to be graded (include volume of soil to be displaced in cubic yards)
- (14) For new commercial land use projects, show the location and outline of existing structures within 100 feet of the project site, identified by type
- (15) Onsite parking layout (indicate the proposed type of surfacing and show number of spaces)
- (16) Location of trash enclosures

**THE APPLICATION SHALL BE CONSIDERED INCOMPLETE UNTIL ALL OF THE ABOVE REQUIRED INFORMATION IS SUBMITTED TO THE COMMUNITY DEVELOPMENT DEPARTMENT.**

Staff reviews the application for completeness. The staff shall contact applicant within thirty (30) days of receipt of application and determine whether it is complete or incomplete.

Administrative permit applications are normally acted upon by the Planning Director. At the discretion of the Planning Director, any administrative permit application may be directed to the Planning Commission for consideration and decision-making action. Referral to the Planning Commission may extend the processing time for the application by up to two weeks.

**ANY APPEAL OF AN ADMINISTRATIVE PERMIT DECISION MUST BE MADE WITHIN TWO (2) DAYS.**

**PLEASE ALLOW AT LEAST 2-3 WEEKS FOR PROCESSING MINOR ADMINISTRATIVE PERMITS: 8-10 WEEKS FOR ADMINISTRATIVE PERMITS REQUIRING ENVIRONMENTAL REVIEW**

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APPLICATION FOR ADMINISTRATIVE PERMIT

**Site Contact information - To be posted at entrance of temporary laydown yard:**

Company Name \_\_\_\_\_

Utility Supervisor Contact \_\_\_\_\_ Phone \_\_\_\_\_

Site Contact \_\_\_\_\_ Phone \_\_\_\_\_

.....  
Applicant Mailing Address \_\_\_\_\_

Applicant email \_\_\_\_\_

Property Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Property Address \_\_\_\_\_ Parcel Size \_\_\_\_\_

AP Number(s) \_\_\_\_\_ Zone \_\_\_\_\_ Existing Use \_\_\_\_\_

Detailed project description:(attach additional sheets if necessary) \_\_\_\_\_

Distance to nearest fire hydrant \_\_\_\_\_ Proposed no. of employees \_\_\_\_\_

Estimated Duration of use \_\_\_\_\_

Times of operation: Days \_\_\_\_\_ Hours \_\_\_\_\_

**I understand that: (please initial)**

\_\_\_\_\_ Access to septic system shall be restricted and will be clearly marked.

\_\_\_\_\_ All property owners within 300' will be noticed by the Town, of the proposed temporary use and site contact information.

\_\_\_\_\_ A sign must be posted at the entrance with site and utility information. The sign shall include characters 12 inches high with a minimum 1" brush stroke and be visible from the road.

\_\_\_\_\_ Dust control and the property must be maintained during use.

**I HEREBY DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE STATEMENTS AND ATTACHED PLOT PLAN ARE TRUE, ACCURATE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

*If the applicant is NOT the property owner, the owner's signature or attached letter of authorization signed by owner (if owner is not present when submitted) MUST accompany this application.*

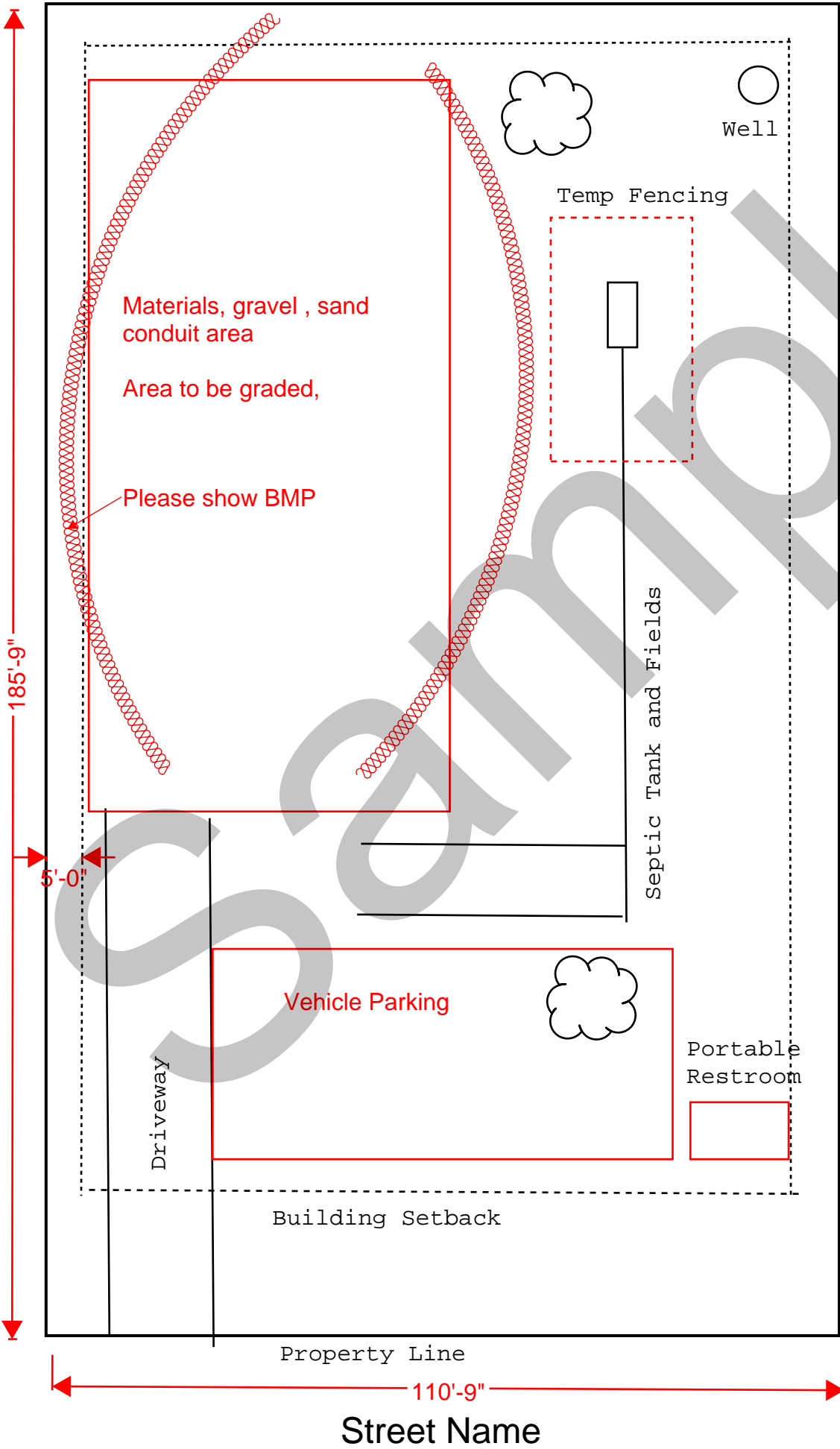
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** By signing this application form, the applicant is indicating that the project site is not included on any state or local list of hazardous waste sites compiled pursuant to California Government Code Section 65962.5, effective July 1, 1987

Permit No. PL \_\_\_ - \_\_\_\_\_








Property Owner  
 Site Address  
 Parcel Number  
 Utility/Contractor  
 contact information

Items noted in Red are proposed, Items in Black are existing on the site

All Items are Required on the site plan

**KEY**

-  Existing Tree
-  Setback Line
-  Property Line



Scale 1" = 20'

Street Name