



CITY of COLFAX

C A L I F O R N I A

T • (530) 346-2313 F • (530) 346-6214 www.Colfax-CA.gov
33 S Main Street, PO Box 702, Colfax, CA 95713

LAND USE DEVELOPMENT / PLANNING APPLICATION

DEPARTMENT USE ONLY

Application No: _____ - _____

Deposit Collected: \$ _____

- | | |
|---|---|
| <input type="checkbox"/> Administrative Permit | <input type="checkbox"/> Site Plan Review - Minor |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Site Plan Review - Major |
| <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> Tentative Parcel Map |
| <input type="checkbox"/> Conditional Use Permit - Minor (< 2,500 sq. ft.) | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Conditional Use Permit - Major (> 2,500 sq. ft.) | <input type="checkbox"/> Tentative Map – Extension |
| <input type="checkbox"/> Design Review – Admin. or Minor (<2,500 sq. ft.) | <input type="checkbox"/> Tentative Map – Modification |
| <input type="checkbox"/> Design Review – Major (> 2,500 sq. ft.) | <input type="checkbox"/> Variance (Administrative/Minor) |
| <input type="checkbox"/> Design Review – Historic District | <input type="checkbox"/> Variance (Major) |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Zoning Compliance Letter/Permit |
| <input type="checkbox"/> General Plan Amendment (Text or Map) | <input type="checkbox"/> Zoning Amendment (Code or Map) |
| <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Environmental – Initial Study |
| <input type="checkbox"/> Mobile Home Park | <input type="checkbox"/> Environmental – Negative Declaration |
| <input type="checkbox"/> PUD Use Permit with Tent. Map | <input type="checkbox"/> Environmental – EIR |
| <input type="checkbox"/> Reversion to Acreage | <input type="checkbox"/> Environmental – Notice of Exemption |
| <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Other - _____ |

APPLICANT TO COMPLETE

APPLICANT NAME(S) _____

PHONE _____ EMAIL _____ FAX _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PROPERTY OWNER NAME(S) _____

PHONE _____ EMAIL _____ FAX _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PROJECT NAME _____ ADDRESS _____

ZONING _____ GENERAL PLAN DESIGNATION _____

ASSESSOR PARCEL NUMBER(S) _____

APPLICANT'S SIGNATURE _____ DATE _____

OWNER'S SIGNATURE _____ DATE _____



DEVELOPMENT PERMIT INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains how your development permit application will be processed, what fees you must pay, and what plans you must submit. If you have questions after reading this information, please contact the Planning staff.

HOW YOUR APPLICATION WILL BE PROCESSED

1. Within thirty (30) days of submitting the application, plans, and fee deposit, planning staff will review the submittal for completeness. The environmental application will also be reviewed to determine if the project is categorically exempt from CEQA. If the submittal is complete, the application is formally accepted for processing and continues through the review process. If the application submittal is incomplete and additional information or clarification is needed, you will be notified in writing. Until deemed complete, the application will not proceed through the process.
2. Once complete, Planning staff will route the plans and materials to appropriate City staff as well as other agencies for review and comment. All responses, comments, and corrections will be forwarded to the applicant for your information. At this stage of the review process, Planning staff will analyze the comments received to determine if additional information is needed to complete the environmental document for the project and determine if the project complies with City regulations and policies. If additional information is needed, the applicant will be notified within 30 days of the additional information needed to complete the environmental review. If additional information is not needed, the application will be deemed complete and the planner will continue with the review and processing of the environmental document, most likely a Negative Declaration.
3. The planner will then prepare a staff report that includes a recommendation on the approval or denial of the requested development permit and any recommended conditions of approval. A copy of the staff report will be provided to the applicant prior to the meeting/public hearing.
4. At least 10 days and possibly 21 days (depending on the environmental document associated with the request), a public hearing notice, if required, will be published in the local newspaper and provided by mail to surrounding property owners and other interested parties.
5. At the public hearing, the public will be given an opportunity to provide input on the proposal and the Planning Commission will consider the staff report and all written and oral input. At the conclusion of the public hearing, the Planning Commission will take action to approve, conditionally approve, or deny the application. On rare occasion, the item may be continued to a future meeting for additional consideration.