



## **ADMINISTRATIVE PERMIT INFORMATION SHEET**

### **GENERAL INFORMATION**

This information sheet explains how your Administrative Permit application will be processed, what fees you must pay, and what plans you must submit. If you have any questions after you have read this information, please contact the Planning Division.

### **REVIEW AND APPROVAL AUTHORITY**

An Administrative Permit is required prior to initiation of certain activities or construction of improvements which are permitted and only upon substantial compliance with specific standards as specified in section 17.32.010.

The approval authority for Administrative Permits is the Planning Director, and following public notice, he or she may waive the requirement for a public hearing. If a public hearing is deemed appropriate, the planning director will schedule and notice the action for public hearing with the planning commission as outlined in section 17.40.020.

### **HOW YOUR APPLICATION WILL BE PROCESSED**

The steps involved in reviewing your Administrative Permit application are summarized below:

1. Within thirty (30) days after submittal of the application, information and fee, City staff will review the submittal for completeness. 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 required, you will be notified in writing. Until the application is deemed complete, it will not proceed through the process.
2. After the application is complete, City staff will route the application materials to City departments and other agencies for review and comment. At this stage of the review process, City staff will analyze the agency comments and the project to determine if additional information is required to approve the application. If additional information is needed, the applicant will be notified in writing within 30 days of the additional information required.
3. If additional information is not needed, the application request and comments received from other departments will be compiled into a report and conditions of approval will be prepared. The applicant will then receive a letter of approval with the appropriate conditions to be applied to the request.

## **APPEAL**

Any decision on an Administrative Permit made by the Planning Director may be appealed to the City Council within ten (10) days after the action is taken. An appeal must be submitted in the form specified by the Planning Division along with appropriate fee.

## **FEES**

The fees for processing an Administrative Permit application will be based on the actual costs of City staff time spent on processing the application and any direct costs (publication costs for the hearing notice, etc.). A fee deposit of \$2,000 for a Minor CUP and \$4,000 for a Major CUP are to be submitted with the application to cover processing costs. If the actual application costs are less than the fee deposit, the applicant will be given a refund of the unused fees at the end of the application process. If the costs are more, additional deposit may be required.

## **SUBMITTAL REQUIREMENTS**

The items listed in the “Administrative Permit Application Submittal Checklist” must be submitted as part of the application package in order for the application to be considered complete for processing. The signed checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

After your project is assigned to a planner, you will be contacted and asked to provide additional hard copies of the plan sets as required. In addition, the planner may request an electronic version of documents from the application submittal package. Electronic files may be submitted via email (if less than 20 MB), CD, thumb drive or online file repository (i.e. Dropbox).

## Administrative Permit Application Submittal Checklist

Applicant Name: \_\_\_\_\_ Project Site APN: \_\_\_\_\_  
Application Number (to be filled out by City staff) \_\_\_\_\_

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

*(Note: Depending on the complexity of the proposal, some information listed below may not be required. Please check with Planning Staff if you have questions regarding your specific request)*

### A S

#### Required Information:

- 1. Completed Land Use Development / Planning Application. (The property owner must sign the application or the applicant must submit a letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Fee deposit. Checks must be made payable to the City of Colfax; cash and credit cards are also accepted.
- 3. Project Description – Provide a description of the proposed use. (This discussion should focus on information that is not provided on the project plans such as type of use and business, hours of operation, etc.)

#### Additional information that may be required:

- 4. Site Plan
  - a) General Information
    - Assessor's Parcel Number and Street Address
    - North arrow and scale
    - Vicinity map of area that clearly identifies the relationship of the project site with adjacent streets and parcels
    - Distance and bearings of property lines
    - Existing topography indicated with contour lines of not greater than a two-foot interval, including natural features, to be preserved (e.g., trees, rock, outcroppings, watercourses, drainage channels).
    - Location, width and purpose of easements within the property (e.g., recreational, drainage, public utility, snow and access easements).
  - b) Streets, Parking, and Driveways
    - Alignment, width (including turning radii), grade and names of streets and access easements (indicating private or public) that border or are located within the site, including nearby intersections with full dimensions. Show the distances from proposed and/or existing driveways on the site to proposed and/or existing driveways on the same and opposite sides of the streets that form the project boundaries.

- Location, width (including turning radii) and grade of proposed and existing driveway improvements within the property
- All paved areas within the property including existing and proposed parking areas, driveways, malls, plazas, curbs (location and height), gutters and sidewalks including pavement markings and striping
- Typical dimensions and location of parking spaces (including type), parking aisles and driveways, and the proposed striping
- Improvements to provide handicap accessibility from parking spaces to public entrances of buildings including striping, sidewalks and ramps
- A summary of total parking provided for the project. Include calculations showing parking required by the Colfax Development Code and the actual parking provided. Show numerical count of all types of parking spaces (regular, compact, handicap) as well as percentages.

c) Buildings and Other Structures

- Location, dimension and type/use of existing buildings adjacent to and within 150 feet of the project site.
- Location and dimension of existing and proposed buildings and structures on the project site. Show both wall lines and eave lines.
- Location and heights of all walls, fences, and gates with details, materials, and construction method
- Dimensions of building setbacks from property lines
- Location of all trash enclosures and proposed screening for enclosures. The minimum interior width of dumpster enclosures shall be 10 feet, and should be located a minimum of 10 feet from any structures to allow truck maneuverability. If trash enclosures are not proposed, provide a project description on how the project will meet solid waste and recycling materials storage requirements.

Applicant Signature: \_\_\_\_\_

I certify that I have completed and have included all material checked above in the attached application submittal