
USE PERMIT
APPLICATION PROCESS

APPLICABILITY

Use permits may be granted, upon application to the Planning Commission for any use for which the City of Ferndale Zoning Ordinance 02-02 requires a use permit.

The use permit process is described in Article X, Sections 10.01 through 10.07.

**QUICK CHECK LIST FOR
SUBMITTAL**

- Standard Application Form
- Environmental Information Form
- Plans
- Fee Deposit

PURPOSE

The purpose of the use permit process is to ensure consistency of a proposed land use with City regulations and compatibility of the use with surrounding properties. Use permits are required for any use permitted with a use permit as specified in Article V. Regulations for the Principal Zones of Zoning Ordinance 02-02. Applications for a Use Permit shall be filed at the office of the City Clerk on a form provided, and shall be accompanied by such information as may be required to describe fully the proposed use for which the permit is sought. A Public Hearing date shall be set in the manner set forth in Sections 10.04 and 10.05 of the Zoning Ordinance.

The Planning Commission may impose whatever conditions it deems appropriate or necessary in approving a Use Permit and may periodically review a use which was granted in a Use Permit to ensure that the use continues to operate in accordance with conditions of approval. Furthermore, use permits may be granted for a limited time period.

PROCESS

1. Pre-application Review (optional)

This is an optional step recommended by staff. This step can include a review of preliminary plans and/or a meeting with City Staff. Staff may provide feedback in verbal and/or written form. Any feedback provided at this time is preliminary only, and subject to further refinement or change in the formal review process.

2. Application Completeness Check

- a. Applicant files standard application form and other information required and pays all required fees and deposits. Two (2) copies of all materials are required.
- b. Within 30 days of submission at City Hall, the City Planner reviews application materials to determine whether the application includes all information required and is considered complete. The City Planner may

refer application materials to the City Engineer, or other staff, to obtain opinions regarding application completeness.

- c. If the application is deemed to be incomplete, the City Planner will provide a written explanation to the applicant within the 30-day review period.
- d. Following notification of the applicant, incomplete applications are held without processing until such time as all deficiencies are corrected.

3. Application Processing

- a. Once the application is deemed complete, the applicant is contacted and requested to provide additional copies of application materials. A total of ten (10) complete sets of materials are required.
- b. City Planner will distribute materials to selected staff with a Routing Sheet that specifies the date by which response is needed, and any other relevant information.
- c. City staff reviews application materials in accordance with his or her area of responsibility.
- d. City staff provides written comments and recommendations to the City Planner within the timeframe specified in the ROUTING SHEET.
- e. City Planner performs environmental review as required by CEQA.
- f. City Clerk or City Planner prepares Public Hearing notice for distribution. City Clerk or City Planner is responsible for posting of notice, newspaper publication of notice, and mailing of notices in accordance with Noticing Policy for Projects Requiring Public Hearings.
- g. City Planner prepares a Project Report to the Planning Commission which includes, at a minimum, the following information.
 - Background information
 - Analysis of Application
 - Environmental Issues
 - Ordinance and Policy Issues
 - Recommendations a comments from other City staff and outside agencies
 - Recommendations for action
 - Environmental determination
 - Approval (may include conditions) or denial
- h. City Clerk or City Planner distributes Project Report to applicable City Staff and applicant
- i. City Clerk or City Planner is responsible for reproduction and inclusion of project report in Planning Commissioners' agenda packets.

4. Formal Consideration by Planning Commission

- a. Planning Commission considers application, including staff recommendations and public testimony, at a noticed Public Hearing.

- b. City Planner makes note of any changes to recommended conditions which may occur at the meeting and provides written notification of Planning Commission action to the applicant.
- c. Action by the Planning Commission is final, unless appealed to the City Council. Actions become effective following the mandatory 10-day appeal period.

IMPORTANT: The applicant or an authorized representative must be present at the Public Hearing to represent the application.

APPEALS

The decision of the Planning Commission is final unless appealed by the applicant or other affected party to the City Council. Appeals must be made within 10 calendar days of the date of Planning Commission action, as set forth in Zoning Ordinance Article XI.

Administrative decisions, including determinations relative to application completeness, may be appealed to the City Council within 10 days of staff's determination.

Fees for appeals are equal to the fee of the application being appealed.

APPLICATION REQUIREMENTS

A complete application consists of required forms, plans, and required fees and deposits, as described below.

1. Forms
 - a. Standard Application Form
 - b. Environmental Information Form
2. Plans

Submit ten (10) copies at 1/8" scale (or alternate if necessary) on sheet no larger than 24" x 36". Use separate sheets if necessary. Site plans must include the following information:

- a. Name and address of applicant/owner
- b. Date, north arrow, scale
- c. Entire parcel boundary with dimensions
- d. Adjacent public and private streets and driveways
- e. All existing and proposed buildings and site features (significant trees and topographic features must be included.)
- f. Existing easements (if applicable)
- g. Proposed grading plan (if required by the City Planner or City Engineer)

- h. Other data as may be required to permit the Planning Commission to make the required findings for approval of the use permit.

3. Required Fees and Deposits

Consult City Clerk or City Planner for current fee and deposit requirements.

TIME REQUIRED FOR PROCESSING

Following are processing time limits established by state law:

- o Maximum time to determine application completeness: 30 days
- o Maximum time to either approve or deny application: 105 days (Negative Declaration)
- o Maximum time to either approve or deny application: 1 year (Environmental Impact Report)

Note: The preceding time limits are the maximum allowable as specified by state law, unless waived in writing by the applicant. In most instances, applications will be processed in less time than described above. In all instances, applications will be processed as quickly as possible.

FEES

City of Ferndale processing fees are intended to cover all costs typically incurred by the City in processing of applications. Fees are based on estimates of the City's administrative costs. Fees are minimum and non-refundable. If a project is determined to require more time than covered by the minimum fee, then an estimate of additional time required and estimated actual cost will become the basis for a supplemental application fee. If the supplemental fee exceeds actual costs to the City, the balance will be refunded. Applicant shall pay all costs to City prior to filing of final decision on project application.

ADDITIONAL INFORMATION

For additional information concerning planning application requirements and procedures, contact Ferndale City Hall at 707.786.4224 or cityplanner@ci.ferndale.ca.us

CITY OF FERNDALE
Environmental Information Form

Date Filed _____
(To be completed by Applicant)

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address of project: _____
Assessor's Block and Lot Number: _____
3. Name, address, and phone number of person to be contacted concerning this project: _____

4. Indicate number of the permit application for the project to which this form pertains: _____
5. 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: _____

6. Existing zoning district: _____
7. Proposed use of site (project for which this form is filed): _____

PROJECT DESCRIPTION

8. Site Size:
9. Square footage
10. Number of floors of construction.
11. Number of off-street parking spaces provided.
12. Attach plans.
13. Proposed scheduling (time line).
14. Associated project
15. Anticipated incremental development
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood-, city- or regionally-oriented, square footage of sales area, and loading facilities
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

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

Yes	No		
		21.	Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
		22.	Change in scenic views or vistas from existing residential areas or public lands or roads.
		23.	Change in pattern, scale or character of general area of project.
		24.	Significant amounts of solid waste or litter.
		25.	Change in dust, ash, smoke, fumes or odors in vicinity.
		26.	Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns
		27.	Substantial change in existing noise or vibration levels in the vicinity.
		28.	Site on filled land or on slope of 10 percent or more.
		29.	Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
		30.	Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
		31.	Substantially increased fossil fuel consumption (electricity, oil, natural gas, propane, etc.)
		32.	Relationship to a larger project or series of projects.

ENVIRONMENTAL SETTING:

33. 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. Snapshots or Polaroid photos will be accepted.
34. 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, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

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 _____