



GLENN COUNTY
PLANNING AND PUBLIC WORKS AGENCY
777 North Colusa Street
Willows, CA 95988
(530) 934-6540
FAX (530) 934-6533
www.countyofglenn.net



**INSTRUCTIONS FOR FILING APPLICATION FOR
ADMINISTRATIVE PERMIT-
BED AND BREAKFAST ESTABLISHMENT**

It is advisable to obtain Building Department and Health Department requirements **PRIOR** to applying for an Administrative Permit. This application is for the use of the property and in no way guarantees the acceptability of the site for onsite sewage disposal systems.

A Bed and breakfast establishment may only be permitted in the “RZ”, “FA”, “AP”, “AE”, “RE-5”, and “RE-10” zones with approval of an Administrative Permit and may only be permitted in the “RE-2”, “RE-1”, and “R-1” zones with approval of a Conditional Use Permit (Glenn County Code §15.760.010).

The following list is intended to meet the requirements of State of California Government Code Section 65940.

APPLICATION CHECKLIST:

1. The applicant shall pay the required application fee. Fees are accepted by check, cash, or credit card. Checks should be made payable to Glenn County. The current application fee is as follows:

Application Fee: \$ 215.00

2. The application form shall be properly filled out and signed by the applicants and ALL property owners. All property owners shall sign (husband and wife) or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign the application. If the property owner is a corporation, a Resolution from the corporation authorizing this application shall be submitted. The Resolution shall indicate an individual or individuals who are authorized to sign the application on behalf of the corporation.
3. One copy of the current Grant Deed. The grant deed must include a legal description of the property for which the project is being proposed.
4. One copy of a complete floor plan of the establishment shall be submitted. The floor plan shall clearly indicate the locations of the guest rooms and owner’s rooms.

5. One copy of the current County Assessor's Map with the property for the proposed Administrative Permit delineated on the map shall be submitted with the application.

6. **SITE PLAN REQUIREMENTS:**

Five (5) copies of a clear and legible site plan shall be submitted with the application. Additional copies of the site plan shall be submitted to the County upon request. For complex projects, it is recommended that the site plan be prepared by a professional engineer. The site plan shall be at least 8.5 inches by 11 inches. It shall be large enough to show all information clearly and shall be drawn using an engineer's scale. A legible and reproducible reduction of the site plan is also required if presented on sheets larger than 11 inches by 17 inches. The site plan shall contain the following information unless it doesn't apply to the specific project or project location:

- (a) Name, mailing address, and phone number of applicant(s).
- (b) Name, mailing address, and phone number of property owner(s).
- (c) Name, mailing address, and phone number of engineer or person who prepared the map (if applicable).
- (d) Current Glenn County Assessor's Parcel Number(s) and property address (if applicable).
- (e) North arrow and scale. The site plan shall be drawn so that north faces the top of the page and shall be drawn to a scale. The scale of the site plan shall be indicated (i.e. graphic bar scale, verbal scale, representative fraction).
- (f) All property dimensions and acreage. Parcels less than one acre in area may be noted in square feet.
- (g) Locations of all existing and proposed buildings and structures including their dimensions (LxW), height (H), and distances to all property lines (setbacks). The distances between all proposed and existing buildings and structures shall also be shown. Proposed buildings and structures shall be clearly differentiated from existing buildings and structures. All buildings and structures shall be labeled according to their type of use. Any existing buildings or structures proposed to be removed shall be identified.

- (h) Names, locations, and dimensions of all existing adjoining/adjacent streets or roads, width of road right-of-ways, and location of center of roads. Also show the locations and dimensions of existing and proposed driveways, on-site curbs, gutters, sidewalks, road surface widths, and possible future street continuations.
- (i) The widths, location, and purpose of all existing and proposed easements on-site and show or describe off-site access easements serving the project.
- (j) Existing and proposed walls and fences including location, height, and construction material.
- (k) Locations and dimensions of all existing and proposed utilities including pipelines, sewer lines, irrigation and drainage facilities, fire hydrants within 300 feet of the project site, water wells, septic tanks and drain (leach) fields. Include a list of all firms and/or public districts supplying utility services. Sewage disposal and water supply shall comply with the Health standards (Chapter 15.660 & 15.670 of the Glenn County Code).
- (l) Existing and proposed off-street parking and loading areas in accordance with Chapter 15.610 of the Glenn County Code. The locations, number of spaces, dimensions, type of surfacing, and internal circulation pattern shall be shown. Areas to be reserved for disabled parking shall be indicated. Include any concrete curbing, retaining walls, and on-site lighting. A minimum of one parking space per guestroom shall be provided (Glenn County Code §15.760.010.F). Garages and carports will count as off-street parking.
- (m) The location and dimensions of a proposed sign. One detached or attached sign with a maximum allowable sign area of twelve square feet is permitted (Glenn County Code §15.760.010.E). Indicate on a separate detailed drawing, the size, height aboveground if free standing, and what will be on the face of the sign. Also, indicate if the sign will be illuminated and how. Signs shall comply with the standards of Chapter 15.620 of the Glenn County Code.
- (n) Locations and dimensions of open and outdoor storage. Outdoor storage shall comply with Glenn County Code §15.560.110.
- (o) Locations and dimensions of proposed and existing landscaping.
- (p) Locations of all watercourses including FEMA 100-year floodplain, reservoirs, rivers, creeks, ponds, and irrigation canals. Also illustrate mature trees, rock outcroppings, and similar natural features.

- (q) Identify any other information on the site plan which may be pertinent to the specific project or site.
7. A clear and legible written narrative shall be submitted on a separate sheet of paper which details the proposed project. The narrative shall include: physical features of the site, proposed improvements, proposed uses or business, proposed hours of operation, number of employees, anticipated customers, traffic count, etc. Additionally, explain why the establishment, maintenance or operation of the use of the proposed project, will not, under the circumstance of the particular case, be detrimental to the health, safety (including traffic safety), and general welfare (peace, morals) of persons residing or working in the vicinity, or injurious to property and improvements in the vicinity.

In order to consider approval of the Administrative Permit, the application should demonstrate that the proposed establishment would meet all permit requirements as listed under Section 15.760.010 of the Glenn County Code.

15.760.010 Permit Requirements:

Bed and breakfast establishments may be permitted in the RZ, FA, AP, AE, RE and R-1 zones provided the following requirements are met:

- A. *An administrative permit is obtained from the planning authority for establishments located in zones in which a minimum of five acres per parcel are allowed;*
- B. *A conditional use permit is obtained from the planning commission for establishments located in zones allowing parcel sizes of less than five acres;*
- C. *Not more than one bed and breakfast establishment shall be permitted on each parcel of land;*
- D. *An owner or operator of the establishment shall reside within the establishment;*
- E. *One detached or attached sign with a maximum allowable sign area of twelve square feet is permitted;*
- F. *A minimum of one parking space per guestroom shall be provided;*
- G. *Proper permits are obtained from the Glenn County health department prior to occupancy.*

According to Section 65943 of the California Government Code, your application shall be reviewed by the County within 30 days from the filing date to determine the completeness of the application. You shall receive written notice if the application is determined to be incomplete. Please note that acceptance of the application as complete is not an indication of approval.

If the application is deemed incomplete for further processing, the applicant may appeal this decision to the Planning Commission by filing a Notice of Appeal with the Planning & Public Works Agency within ten (10) days from the date of the written notice (Glenn County Code §15.050.040). The Notice of Appeal shall be submitted in writing and accompanied by a \$450.00 appeal fee.

The Planning & Public Works Agency or any other reviewing agency may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application. According to Section 65944(C), additional information may be requested in order to comply with Divisions 13 of the State of California Public Resources Code.

ADM _____

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NOTE: FAILURE TO ANSWER APPLICABLE QUESTIONS AND REQUIRED ATTACHMENTS COULD DELAY THE PROCESSING OF YOUR APPLICATION.

1. Applicant(s):

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

2. Property Owner(s):

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

3. Engineer/Person who Prepared Site Plan (if applicable):

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

4. Name and address of property owner's duly authorized agent (if applicable) who is to be furnished with notice of hearing (Section 65091 California Government Code).

Name: _____

Mailing Address: _____

5. Request or Proposal: _____

5. Address and Location of Project: _____

6. Current Assessor's Parcel Number(s): _____

7. Existing Zoning: _____

8. Existing Use of Property: _____

9. Provide any additional information that may be helpful in evaluating this proposal: _____

DECLARATION UNDER PENALTY OF PERJURY

(Must be signed by Applicant(s) and Property Owner(s))
(Additional sheets may be necessary)

The Applicant(s) and/or Property Owner(s), by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against the foregoing individuals or entities, the purpose of which is to attack, set aside, void or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to, damages, costs expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement whether or not there is concurrent passive or active negligence on the part of the County.

Applicant(s):

Signed: _____

Print: _____

Date: _____

Address: _____

I am (We are) the owner(s) of property involved in this application and I (We) have completed this application and all other documents required.

I am (We are) the owner(s) of the property involved in this application and I (We) acknowledge the preparation and submission of this application.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Property Owner(s):

Signed: _____

Print: _____

Date: _____

Address: _____