

**TEHAMA COUNTY PLANNING DEPARTMENT**

**Kristen Maze- Director of Planning**

444 Oak Street, Room "I", Courthouse Annex Second Floor

Red Bluff, California 96080

Telephone (530) 527-2200 Fax (530) 527-2655 Email: [planning@co.tehama.ca.us](mailto:planning@co.tehama.ca.us)

**ADMINISTRATIVE USE PERMIT CHECKLIST**



**ITEMS REQUIRED FOR EVENT VENUES / WINERIES**

1. + Master Application Form
2. + Event Management Plan
  - Traffic Management Plan
  - Plot Plan
  - Exhibit Map (designating all surrounding sensitive receptors and other operational limitations)
3. + Completed Tehama County Environmental Health Checklist for each event type
4. + Wineries must submit copy of ABC license
5. + Any additional and supplemental information

**ITEMS REQUIRED FOR TRAVEL TRAILER OR RECREATION VEHICLE**

1. + Master Application Form
2. + Five (5) copies of Site Plan which shall include:
  - Parking area for the travel trailer or recreational vehicle and distances from all property lines
  - Location of septic tank and leach field or other legal sewer utility
  - Location for the sewer hookup and clean out for the travel trailer or recreational vehicle
  - Location of potable water connection
  - Location of any nearby structures and their distances to the proposed location
  - Diagram or floorplan of travel trailer or recreational vehicle depicting the layout of the enclosed spaces, including tables, counters, sinks, water closets, cooking devices, sleep quarters, etc.
  - List the types of fuel fired or electrical heating devices that will be utilized
  - Location of enclosed trash and recycling receptacles for the occupant(s)
3. + Tehama County Environmental Health certification and approval for all wells and septic systems identified on the site plan

***Applications will not be processed until all required items are submitted and fees are paid.***



## DEPARTMENT OF ENVIRONMENTAL HEALTH

633 WASHINGTON STREET, ROOM 36

RED BLUFF, CA 96080

Phone (530) 527-8020 Fax (530) 527-6617

Richard A. Wickenheiser, M.D.  
Health Officer

Tim Potanovic, REHS  
Director

### **SPECIAL EVENT VENUE CHECKLIST "A"** **(Must be Completed with Use Permit)**

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Name of Event(s): \_\_\_\_\_ Length of Event(s): \_\_\_\_\_

Location of Event(s): \_\_\_\_\_ Type of Event(s): \_\_\_\_\_

Use Permit Number: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Contact Person(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

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- ◇ **Submit** a site plan indicating the proposed location(s) for the food facilities, restrooms and all utensil washing, hand washing, trash/garbage areas.
- ◇ **Verify** availability of portable water (test for coliform) annual or quarterly depending on events (if events are scheduled for more than sixty (60) days per year a public water supply permit may be required)
- ◇ **Verify** there are adequate toilet room facilities-at least one toilet facility or each fifteen (15) employees (including volunteers) within two hundred (200) feet of food prep area shall be provided. Each toilet room shall have hot and cold water, hand cleanser and single-use sanitary towels in permanently mounted dispensers
- ◇ **Verify** that garbage will be properly disposed
- ◇ Any changes to agreed plan shall be approved **prior** to event

I hereby acknowledge, by submitting this form that I have read, understand and agree to implement of all requirements above:

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

Date: \_\_\_\_\_



## DEPARTMENT OF ENVIRONMENTAL HEALTH

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Health Officer

Tim Potanovic, REHS  
Director

### **SPECIAL EVENT VENUE CHECKLIST "B"** **(Must Be Completed before EACH Event)**

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Name of Event(s): \_\_\_\_\_ Date(s) & Time(s) of Event(s): \_\_\_\_\_  
Location(s) of Event(s): \_\_\_\_\_ Type of Event(s): \_\_\_\_\_  
Use Permit Number: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_  
Contact Person(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

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PLEASE COMPLETE THE FOLLOWING AT LEAST TWO (2) WEEKS PRIOR TO THE EVENT:

- ◇ **Submit** a list of Food Vendor(s)/Caterer(s) scheduled to be at the event(s)
- ◇ **Verify** that all food shall come from an approved source. (No home cooked foods are allowed)
- ◇ **Verify** that each Food Vendor(s) is permitted to operate in Tehama County
- ◇ **Verify** that each vendor(s) and employee(s) of vendors that handle non-prepackaged food have proof of Food Safety Training
- ◇ **Submit** proposed menu to be offered at event(s)
- ◇ **Submit** water quality testing results
- ◇ Any changes to agreed plan shall be approved prior to event(s)

I hereby acknowledge, by submitting this form that I read, understand and agree to implement all of the requirements above:

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

Date: \_\_\_\_\_

Please complete this for and attach proposed menu/water results then return to Environmental Health a minimum of Fourteen (14) days prior to EACH EVENT to be held

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**PLANNING DEPARTMENT MASTER APPLICATION**

**APPLICANT(S):**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**REPRESENTATIVE: (if other than applicant)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER (if other than applicant) - or- MINERAL RIGHTS OWNER:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**CORRESPONDENCE SENT TO:**     Applicant     Representative     Property Owner

Name of Engineer/Land Surveyor: \_\_\_\_\_ License #: \_\_\_\_\_

PROJECT ADDRESS (or specific location):	LOT SIZE (Acreage)	ASSESSOR'S PARCEL NUMBER(S):
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ZONING DISTRICT DESIGNATION: \_\_\_\_\_ GENERAL PLAN: \_\_\_\_\_

EXISTING LAND USE (list structures): \_\_\_\_\_

\_\_\_\_\_

**PROJECT #** \_\_\_\_\_

(Check One)

- Property is or proposed to be Sewered
- Property is or proposed to be Septic

(Check One)

- Property is or proposed to be on Public Water
- Property is or proposed to be on Well Water

Is Property under Williamson Act Contract [ ]Yes [ ]No

ADJACENT LAND USE: North: \_\_\_\_\_ East: \_\_\_\_\_  
 South: \_\_\_\_\_ West: \_\_\_\_\_

DESCRIPTION OF PROPOSED PROJECT AND PROPOSED STRUCTURES (be specific): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPLICANT/REPRESENTATIVE:** I have reviewed this application and attached material. The information provided is accurate.

\_\_\_\_\_ Date \_\_\_\_\_  
 Signature

**PROPERTY OWNER:** I have read this application and consent to its Filing. **This signature is required on all applications.**

\_\_\_\_\_ Date \_\_\_\_\_  
 Signature

**INFORMATION BELOW TO BE COMPLETED BY PLANNING STAFF**

PM or TM (Land Division) # \_\_\_\_\_ Zoning District: \_\_\_\_\_  
 UP (Use Permit) # \_\_\_\_\_ Planning Fees Collected: \$ \_\_\_\_\_  
 REZ (Rezone) # \_\_\_\_\_ Receipt #: \_\_\_\_\_  
 GPA (General Plan Amendment) # \_\_\_\_\_ Arch Study Check # \_\_\_\_\_  
 MERGER/LLA # \_\_\_\_\_ Recording Fees Collected: ( )Yes ( )No Amt. \$ \_\_\_\_\_  
 SBA (Setback Adj.) # \_\_\_\_\_  
 Other: \_\_\_\_\_ Comments: \_\_\_\_\_

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**ENVIRONMENTAL REVIEW PROCEDURE**



The California Environmental Quality Act (CEQA) requires an assessment of environmental impact for all projects requiring a permit or other discretionary approval from Tehama County decision-making bodies. The Tehama County Planning Department is responsible for making initial environmental determinations and recommending appropriate environmental findings to the decision-making body for adoption.

After a review of pertinent information, the Planning Department will make an initial environmental determination. This determination will result in one of the following:

1. An **Exemption**—This means your project meets criteria for exemption from the requirements of the CEQA. No additional environmental review is required.
2. A **Negative Declaration**—This means your project will not result in any significant effects on the environment. If conditions (mitigation measures) are applied to assure that no significant effects will occur, the environmental document is called a **Mitigated Negative Declaration**.
3. An **Environmental Impact Report (EIR)** - This means your project may have a significant effect on the environment and additional information is necessary to determine appropriate mitigation measures. The Planning Department may give you an option of preparing a "special study" (i.e., traffic study, archaeological survey, etc.) to address the issue(s) instead of preparing an EIR. If an EIR is to be prepared, it must be prepared by a third party consultant selected through the established consultant selection process.

Please fill out the attached Environmental Information Form as accurately and completely as possible. Failure to do so may result in delays in processing your application.

If you need assistance or if you have any questions, please contact the Tehama County Planning Department.

**PROJECT #** \_\_\_\_\_

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**ENVIRONMENTAL INFORMATION FORM**

(To be completed by the Applicant or Representative)

**NOTE: Please answer all questions as accurately and completely as possible to avoid possible delays in processing.**

**I. PROJECT TYPE & DESCRIPTION:** [ ] Residential [ ] Commercial [ ] Industrial [ ] Agricultural

1. Project Title: \_\_\_\_\_ APN: \_\_\_\_\_

2. Describe the proposed project in as much detail as is possible: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Will development occur in phases? [ ] No [ ] Yes If Yes; is the project a component of larger plans or programs, describe the project's future phases or extensions. If the project is part of a larger project for which an EIR has been required, or for which a Negative Declaration has been granted, attach the EIR or reference and Negative Declaration in this Subsection: \_\_\_\_\_  
\_\_\_\_\_

**II. ENVIRONMENTAL SETTING**

1. Attach a copy of the appropriate United States Geological Survey (USGS) topographic map, and indicate the location of the proposed project. (The maps are available from sporting goods stores or online).

2. Attach photographs of the site, if possible.

3. Describe the existing use(s) on the project site (including the type and number of any structures, roads, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Describe the existing land use on adjacent properties. Also note any major natural or man-made features (i.e., highways, stream channels, etc.):

North: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

South: \_\_\_\_\_

5. Describe the existing topography on-site (i.e., landforms, slopes, etc.) Any data on soils and geology would also be helpful:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe existing drainage courses or eroded areas on or near the project site i.e., rivers, creeks, drainage ditches:

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7. Describe the existing vegetation on-site and the percentage of the site it covers:

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8. Describe the existing wildlife on-site:

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9. Are there any cemeteries, structures, or other items of historical or archaeological interest on the property?  
[ ] No [ ] Yes, specify: \_\_\_\_\_

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10. Describe any site alterations which would result from the proposed project specifically address the amount and location of grading, cuts and fills, vegetation removal, alterations to drainage, removal of existing structures, etc.):

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11. Please include a copy of any studies (soils, geology, marketing, etc.) that you had prepared for this project or project site:

III. **SERVICES**

1. Indicate how the following services will be provided for your project and availability of service.

A. Electricity: \_\_\_\_\_

B. Natural Gas: \_\_\_\_\_

C. Water Supply: \_\_\_\_\_

D. Sewage Disposal: \_\_\_\_\_

E. Solid Waste Disposal: \_\_\_\_\_

2. If an extension of service lines is necessary, indicate which service(s) and the distance of the extension(s):

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IV. INDUSTRIAL, COMMERCIAL AND INSITUTIONAL PROJECTS

1. Total number of employees and number of employees on the largest shift: \_\_\_\_\_

2. Types of equipment and/or machines to be used:

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3. Number of on-site parking spaces proposed: \_\_\_\_\_

4. Types of materials, chemicals, and/or products to be processed, packaged, or stored:

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5. Describe any hazardous substances to be used on the project site:

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6. Estimate the type and amount of air emissions or odors:

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7. Will the project change the ambient noise levels for adjacent properties?

No  Yes, specify: \_\_\_\_\_

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**CERTIFICATION: *I certify that the information provided herein is true and correct to the best of my knowledge and belief.***

\_\_\_\_\_  
Signature of Applicant or Authorized Representative

\_\_\_\_\_  
Date

**PROJECT #** \_\_\_\_\_

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**AGENT AUTHORIZATION FORM**

**STATEMENT OF AGENCY**

I, the undersigned, am an owner of a record title interest in the property involved with this proposed project.

I hereby appoint \_\_\_\_\_ as my agent(s) for purposes of this project, as set forth below.

My agent(s) is/are hereby authorized and empowered to: (check as appropriate)

+ Represent me in all matters relating to the proposed project, except execution of certificates of ownership, offers of dedication, dedications, and agreements to construct improvements;

**OR**

- + Submit the application(s) and related information to the Planning Department;
- + Represent me before the Planning Commission or Board of Supervisors;
- + Consent to conditions imposed if and when the application(s) is/are approved;
- + Represent me before the Board of Supervisors in case of appeal.

I agree to be bound by all the representations, drawings and statements tendered by my agent(s) to the County of Tehama for purposes of this proposed project as if the same were made by me personally. I further agree to be bound by all the conditions imposed by the County of Tehama on the approval of this proposed project pursuant to State law and the Tehama County Code.

I understand that I may revoke the authority granted by this statement at any time by written notice sent to: Tehama County Planning Department, 444 Oak Street, Room I, Red Bluff, CA 96080.

**SIGNATURE OF OWNER(S) BEFORE A NOTARY PUBLIC:**

\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE OF ACKNOWLEDGEMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of the document.

State of California    )  
County of Tehama    )

On \_\_\_\_\_ before me, \_\_\_\_\_ personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.                   (Seal)  
Signature \_\_\_\_\_

**PROJECT # \_\_\_\_\_**

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**WAIVER OF LIABILITY**

**WAIVER OF LIABILITY  
ENVIRONMENTAL QUALITY ACT 1970**

**Project #** \_\_\_\_\_

Property Owner: \_\_\_\_\_,

Applicant: \_\_\_\_\_,  
waives any claim of liability or damages against the County of Tehama based on the issuance/  
approval of this application, on any subsequent Court Order declaring this application invalid and on  
any further damages suffered by the owner/applicant by reason of the issuance/approval of this ap-  
plication or his reliance thereon.

**Signature before a Notary Public**

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

\_\_\_\_\_  
Applicant Date

**CERTIFICATE OF ACKNOWLEDGEMENT**

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of the individual who signed the document to which this certificate is attached,  
and not the truthfulness, accuracy, or validity of the document.

State of California)  
County of Tehama)

On \_\_\_\_\_ before me, \_\_\_\_\_ personally ap-  
peared \_\_\_\_\_, who proved to me on the basis of  
satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument  
and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity  
(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf  
of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

(Seal)

Signature \_\_\_\_\_

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**STATEMENT OF APPLICANT RESPONSIBILITY & INDEMNIFICATION**

**Statement of Applicant Responsibility**

Please read the following statement outlining your responsibilities in the application hearing process. An amendment to California Law (AB 884), adopted in 1977 and effective January 1, 1978, requires the County of Tehama and all other jurisdictions in the state to take final action to approve or disapprove a request like yours within one year of the County's acceptance of your application as complete. In most cases, the County has approved requests like yours in significantly less time. However, the legislation now requires the County to "count down" the days so that requests are not inadvertently approved without approval by the Board of Supervisors or a designated body. The law requires Tehama County to inform you within 30 days after the application is submitted if your application is incomplete for our needs. If the application is complete and has all the information we need, the processing will be initiated immediately. If additional data is needed, a letter will be sent to you specifically stating the information needed. The staff will not certify the application is complete until all the requested items have been submitted to the County and the required fees have been paid. PLEASE BE ADVISED THAT THIS APPLICATION IS NOT APPROVED UNTIL THE ULTIMATE HEARING BODY HAS TAKEN ITS FINAL ACTION AND ALL APPEALS EXHAUSTED. ANY RECOMMENDATIONS OR COMMENTS BY STAFF OR ACTIONS BY INTERMEDIATE HEARING BODIES ARE ONLY ADVISORY AND SHOULD NOT BE RELIED ON FOR THE PURPOSES OF MAKING FINANCIAL COMMITMENTS.

**Indemnification**

The Applicant(s) shall defend, indemnify, and hold harmless, at the Applicant(s) sole expense, the County of Tehama and its employees, officers, contractors, and agents (the "County Indemnitees") from and against any claim, action, or judicial or administrative proceeding brought against the County Indemnitees, or any of them, to attack, set aside, void, annul, or otherwise challenge the County's decision on the proposed project to the Applicant, any environmental review or absence thereof associated with the proposed project, or the manner in which the County interprets or enforces the terms and conditions of proposed project at any time. The Applicant shall further pay all losses, liabilities, damages, penalties, costs, awards, judgments, fees (including reasonable attorney's fees) and expenses arising from such claim, action, or judicial or administrative proceeding. Counsel for the County Indemnitees in any such legal defense shall be selected by the County. Upon request of the County, the Applicant shall execute a formal written agreement containing the foregoing terms, but the Applicant(s) obligations hereunder shall be fully operative and enforceable regardless of whether such an agreement is executed.

**Signature before a Notary Public**

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**CERTIFICATE OF ACKNOWLEDGEMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of the document.

State of California)  
County of Tehama)

On \_\_\_\_\_ before me, \_\_\_\_\_ personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Seal)

Signature \_\_\_\_\_

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**AUTHORIZATION TO ENTER PRIVATE PROPERTY**



**AUTHORIZATION TO ENTER PRIVATE PROPERTY**

Government Code Section 65105 authorizes County Planning Department personnel, in the performance of their duties, to enter property and make examinations and surveys which do not interfere with use of the land by those person (s) lawfully entitled to the possession thereof. Often times responsible and trustee agencies must also be consulted and given the opportunity to review and comment on proposed projects, necessitating their entry onto the property in order to obtain all relevant information needed to process the application in a timely way.

If County and affected agency personnel are not able to enter the project site/ property, significant delays in the processing of the project, particularly the environmental review of the project, could occur and the project applicant may be required to hire a consultant(s) to submit information necessary to prepare the environmental documents addressing the project site.

I have read and understand the foregoing. I authorized the County and other affected personnel to enter the property located at:

\_\_\_\_\_ for the limited purpose of examining the property with respect to the proposed project/land use, upon making reasonable efforts to give me a 24-hour notice of intended entry.

\_\_\_\_\_  
Property Owner/Agent Signature

\_\_\_\_\_  
Contact Phone Number

**PROJECT #** \_\_\_\_\_