

APPLICANT IS TO KEEP THIS PAGE

SITE PLAN APPLICATION INFORMATION

PLEASE READ CAREFULLY - ANSWER ALL QUESTIONS BEFORE SIGNING AND FILING.

A filing fee of **\$165.00** is required to process this application. Please make checks or money orders payable to **HUMBOLDT COUNTY**. At this time, we are unable to accept credit or debit cards but cash is acceptable.

1. The completed application, required fee(s), together with map(s) and any additional information must be submitted to the Regional Planning Department at least **fifteen (15) working days prior** to the scheduled meeting. A meeting date schedule is provided with the application form(s).
2. A copy of the application and map(s) will be sent to various City, County, State and outside agencies for their review and comment. The staff report will be prepared based upon the information provided in the application and from agency comments. A letter and a copy of the staff report will be mailed to the applicant and/or agent prior to the scheduled meeting.
3. All property owners within three hundred (300) feet of the boundaries of the subject property will be notified by mail within ten (10) days prior to the meeting.
4. The application shall be heard as an agenda item on a regularly scheduled Regional Planning Commission meeting. At the public meeting, the Commissioners will approve the application with conditions, or deny it. The Commissioners, however, may decide to table a request for more information or to make a site inspection, if necessary, in order to make a decision.
5. Once a decision is made at a RPC meeting, Planning Staff will notify the applicant by letter, stating the action taken, and including any conditions imposed.

SITE PLAN

Note: The applicant is responsible for the accuracy of the information provided. Please fill in all the spaces. If an item does not apply, please put **N/A** (not applicable) on the line. Include the parcel number of the property. Please provide a clear, legible, location map and a copy of the Assessor's Parcel map of the property with this application, if available.

City of Winnemucca

Humboldt County

Applicant/Agent _____

Location/Address of Property _____

Assessor's Parcel # _____ Current Zoning _____

Purpose of Site Plan _____

Record Owner of Property: (a signed, notarized Affidavit of Ownership is required)

Name of Owner _____

Mailing Address _____

Phone _____

FOR DEPARTMENT USE	
Received By _____	Date Received _____
Application No. _____	Name _____
Meeting Date/Entity _____	
NPH to Property Owners _____	

1. Brief Description of the Proposed Use of Land: _____

2. Public utilities will be furnished as follows: (If the property is served by a sewer and/or water district, the applicant shall file a letter from the district that they can serve the project)

Gas _____ Electricity _____

Water Supply _____ Sewage Disposal Facilities _____

3. Fire Protection District in which property is located, if any: _____

4. Proposed street dedications, if any, are as follows: _____

5. Type of street or easement improvements, if any: _____

PLEASE PROVIDE 1 – 24” x 32” and 2 – 11” x 17” COPIES OF THE SITE PLAN MAP

SITE PLAN CHECK LIST

NOTE: If this page is not completed and the material required as a part of the application package is not included to the satisfaction of the Planning Department in order to compile a staff report, this application may be returned to the applicant and no further action taken until all materials are provided as requested. Fill in all blank lines; if not applicable to application use N/A.

1. Name of person preparing map _____
2. Date map was prepared _____
3. Legal owner of property (when map prepared) _____
4. Assessor's Parcel Number of parcel or legal description of lands to define boundaries of the proposed project _____
5. North arrow _____
6. Vicinity map to show relative location of the property _____
7. Location, size and slopes of existing and proposed storm drains, if required _____
8. Approximate location, and outline(s) of existing or proposed structures on the site (identify by type) _____
9. Parking for proposed use _____
10. Location of pavement, right-of-way widths and name(s) of existing street(s) _____
11. Location and type(s) of proposed street improvements and street name(s) _____
12. Location of proposed right-of-ways _____
13. Entrance/exits on proposed site _____
14. Improvements proposed on the site:

Water lines	_____
Sewer lines	_____
Other	_____
15. Location, width and identity of existing and proposed easements _____
16. Proposed lot lines _____
17. Lot area computed in square feet _____
18. Source of water _____
19. Quality of water in the area, if required (obtained from Bureau of Health Protection Services) _____
20. Source of sewage disposal and distance from property line to nearest community sewer, if required _____
21. Location of percolation tests (if needed) _____
22. Fire district the project is within, if any _____

To help us process your application please provide the following information. You may be asked to provide further information once the application has been reviewed by staff.

1. Explain in detail the type and nature of the use proposed on the property **(if additional space is needed, please attach a separate sheet of paper)**: _____

2. Describe the type of vehicles and traffic likely to be associated with the proposed use: _____

3. Identify any outside storage of goods, materials or equipment on the property: _____

4. Describe the suitability of the property to accommodate the proposed use and how the use relates to other properties and uses in the immediate area: _____

5. Identify any accessory buildings or structures associated with the proposed use on the property: _____

BY MY SIGNATURE BELOW:

I consent to having the Planning Department Staff enter onto my property only for the sole purpose of inspecting said property as a part of this application process.

Or

I object to having the Planning Department Staff enter onto my property as a part of their review of this application. (Your objection will not affect the recommendation made by the Staff or the final determination made by the Regional Planning Commission, City Council or County Commission).

I acknowledge that submission of the application does not imply approval of this request by the Planning Department, the Regional Planning Commission, the County Commission or the City Council; nor does it in and of itself guarantee issuance of any other required permits and licenses.

I acknowledge that this application may be tabled until a later meeting if either I or my designated representative or agent are not present at the meeting for which this application is scheduled.

I have carefully read and completed all questions contained within this application to the best of my ability.

Applicant/Agent _____
(Please print or type)

Mailing Address _____
Street or P.O. Box

City, State, Zip Code

E-Mail _____ Phone _____

SIGNATURE _____

OWNER'S AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

I, _____ being duly sworn, depose and state that I am the owner of the property herein described in the application, and that I consent to the filing of this petition.

Signed _____

Mailing Address _____

Telephone Number _____

Subscribed and sworn before me on _____
(Date)

by _____
(Name of person making statement)

Notary Public in and for said County and State