



## Siskiyou County Planning Division

806 South Main Street, Yreka, CA 96097  
Phone (530) 841-2100 / Fax (530) 841-4076  
<https://www.co.siskiyou.ca.us/planning>

### Zone Change Application Requirements

In order to assure the most rapid processing of your application, we ask for your cooperation in the following items:

1. **Application Form.** The application form shall be properly filled out and signed by the applicants and all property owners. All property owners shall sign, or a power-of-attorney shall be submitted specifically authorizing a designated person to sign the application. All information required in the application form must be *Typed* or *Printed Neatly* in black ink. The form is available on the Planning Division website.

**Please note that our planners have been instructed not to accept incomplete applications. If you are unable to provide the requested information, please talk to one of our planners to determine a proper course of action.**

2. **Project Narrative.** The universal application provides space to provide this information, but if necessary, additional pages can be attached for the applicant to describe the proposed project in detail.
3. **Environmental Information Form.** The Environmental Information Form must be properly filled out and signed.
4. **Water and Sewer Clearance Form.** All applications submitted to the Planning Division must include a signed verification statement from the county's Environmental Health Division that sewer capabilities and the water supply for the proposed project have been fully evaluated and are sufficient to meet State and local requirements. Please note that a separate fee will be assessed by the Environmental Health Division upon submittal of the Water and Sewer Clearance Form. To determine the applicable fee, please contact the Environmental Health Division.
5. **Site Layout Plan.** An accurate drawing of the property must be provided. Digital and paper copies of the site plan must be provided. All site plans must be 24 inches by 36 inches or smaller. However, in no case shall the site plan be smaller than 8-1/2 inches by 11 inches. All site plans must be clear, legible, and contain the following information:
  - Exterior boundaries and dimensions of the property.
  - North arrow and scale (generally, a scale not to exceed one inch equals 40 feet works best).
  - Name and mailing address of property owner, property address, and assessor parcel number(s).
  - Slope Contour Map (note the direction and percentage of slope).

- General location of major topographic, natural and man-made features, such as rock outcrops, bluffs, streams, large trees, swales and graded areas.
  - All existing and proposed buildings and structures, including their location, size (approximate square footage), height, elevation from grade and proposed or existing use (i.e., home, shop, pump house, fence, septic system, etc.).
  - Location, name, width, and pavement type of adjacent and on-site streets/alleys.
  - Types and location of existing/proposed water supply and sewage disposal facilities.
  - Location and dimensions of all existing/proposed easements, points of access (existing and proposed), driveways and parking areas, and pavement type.
  - All areas proposed for grading and landscaping.
  - Any areas proposed to be reserved and maintained as open space.
  - Location, use and approximate dimensions of all structures within 100 feet of the site's boundaries.
  - A vicinity map showing precisely how to drive to the site (include street names and distances to help with describing how to get to the site).
6. **Grant Deed.** A current deed to the property must be provided. In some circumstances, a Preliminary Title Report may also be required.
7. **Development Plans.** If applicable, one set of building plans shall be required at the time of application submittal. The plans shall show elevations to scale which show all sides of any proposed building or structure. The plans shall also include a detailed scale drawing of the floor plan for each proposed building or structure. The floor plan shall show uses within each proposed building or structure.
8. **Lot Flagging.** A distinct flag may be required to be placed on each corner of the property if the boundaries of the property cannot be readily identifiable, and structures from adjacent properties are in close proximity to the proposed use.
9. **Additional Information.** As the applicant, you may be asked to provide more detailed information on the project as part of the application requirements, including, but not limited to, soils reports, drainage plans, geologic reports, archaeological reports, biological studies, noise studies, traffic and circulation studies, etc. You are responsible for providing sufficient information to the County to allow proper review of your application.

**Acceptance of your application by the Planning Division does not guarantee your application will be approved by the Planning Commission and/or the Board of Supervisors. Nothing stated to any person by any employee in County government can be construed in any way as speaking for the Planning Commission or the Board of Supervisors with regard to your application.**

## ***Frequently Asked Questions:***

### **What is Zoning?**

Zoning can be categorized as a set of laws identifying those land uses allowed in a given location. A Zone Change is a request to change the zoning designation on a parcel(s) of land.

### **Who Needs a Zone Change?**

One or more record property owners or their representatives who have a proposed use(s) for their land not allowed within the current zoning district may wish to pursue a zone change to a particular zone district that allows for the proposed use.

**How Do I Know the Zoning on My Parcel?** Zoning information is available online at <https://www.siskiyoucounty.gov/gis> or by contacting the Siskiyou County Planning Division. Your Assessor's Parcel Number will help facilitate the identification of the parcel.

### **How Do I Obtain a Zone Change?**

To begin the process to obtain a zone change, a completed application must be submitted to the County Planning Division. The Application for Development Review is available at the Planning Division, 806 S. Main Street, Yreka, or on our website: <https://www.co.siskiyou.ca.us/planning/page/applications-and-permits>. It is important that you check with the Planning Division in order to determine if the zone change is consistent with the General Plan (a requirement of State law). The application is reviewed by County Planning (and other agencies), who then provides a recommendation to the County Planning Commission. The Planning Commission will hold a public hearing and vote to provide a recommendation to the Board of Supervisors. The Board will then hold two public hearings and ultimately vote to approve, modify, or deny the request.

### **What Constitutes a Minor Zone Change?**

The Siskiyou County Code Section 10-6.1601 defines a minor zone change as those which do not increase allowable density by more than one parcel or generate significant new traffic or land use impact in the designated area. All other zone changes would be considered major.

### **What Information is Required for a Zone Change Application?**

You will need to complete the universal application for development review. In addition to the universal application, you will need to describe the reason(s) you are requesting the zone change. Upon review of the application, additional information may be requested, including, but not limited to such items as soils reports, archaeological reports, biological studies, traffic studies, etc.

### **Will I Be Required to Comply with the California Environmental Quality Act (CEQA)?**

If your application for a Zone Change requires additional entitlements, environmental review may be required. You will need to refer to the specific process guide for assistance. In addition, it may be determined prior to or at some point during the initial review of your zone change application that environmental review will be required. If this occurs, you will be instructed to provide the environmental questionnaire and any other supporting documents to be included with your zone change application.

## **How Much Will the Application Process Cost?**

Planning Division: The Siskiyou County Planning fees can be obtained from page 5 of the Department's Application for Development Review. Also, Section 10-6-1601 of the County Code also provides additional information on development fees. Checks to pay Planning Department fees should be made payable to Siskiyou County.

California Department of Fish & Wildlife: Pursuant to Fish and Wildlife Code Section 711.4, the Department imposes and collects a filing fee to defray the costs of managing and protecting California's fish and wildlife resources. This fee applies regardless of whether the Department participates in the review of your project. Unless the fee is paid, your project will not be valid. In order to minimize the impact of collecting this fee, the fee is not paid until the project is approved. Under the same Fish and Game Code Section 711.4, the Siskiyou County Clerk collects a fee in order to off-set the cost for the posting of the Notice of Determination or Notice of Exemption for your project. It is the applicant's responsibility to pay the County Clerk (check made payable to the Siskiyou County Clerk) directly for both of these current fees immediately upon project approval and before the Notice of Determination or Notice of Exemption is filed.

California Northeast Information Center for Cultural Resources: Your project may be subject to this fee (made payable to the CSU Chico Research Foundation) should the project potentially impact historic or cultural resources.

Siskiyou County Environmental Health Division: Most projects are required to obtain Environmental Health Department sewer and water clearance prior to filing the Planning Department application. Please contact the Siskiyou County Environmental Health Department to determine the fee and obtain the application requirements.

Siskiyou County Public Works Department: In order to defray the cost of the Public Works engineering review, the Planning Department will collect a fee set by application type. This fee can be obtained from page 5 of the Department's Application for Development Review. Please note that the fee has been set to cover the cost of the average application. Certain applications will require additional review and an additional deposit will be required against which the costs of the additional review will be billed. Section 10-6.1601 of the County Code provides additional information on how this is calculated. The initial fee can be included in your check to pay for the Planning Department's fee (check made payable to Siskiyou County).

Siskiyou County Counsel's Office: In order to defray the cost of reviewing applications that will go before the Planning Commission or Board of Supervisors, the Planning Department will collect a fee to defray the cost of the County Counsel's review of a typical application. This fee can be obtained from page 5 of the Department's Application for Development Review. Certain applications will require additional review and an additional deposit will be required against which the costs of the additional review will be billed. Section 10-6.1601 of the County Code provides additional information on how this is calculated. The initial fee can be included in your check to pay for the Planning Department's fee (check made payable to Siskiyou County).

## **How Long Will this Process Take?**

The review, public notice and public hearing process to bring an application before the Planning Commission may take 120 to 150 days, depending on when the application is accepted by the Planning Division. These timelines can become considerably longer when additional information is

required from other agencies reviewing the project. Planning Commission hearings are held the third Wednesday of each month. The Board of Supervisors meets on Tuesdays. The Tuesday meeting schedules may vary throughout the year.

### **Who Reviews and Approves this Application?**

The Planning Division reviews the application for completeness and distributes it to various interested federal, state, and county agencies for review (including any applicable property owners' association). With any comments received from reviewing agencies, the Planning Department then prepares and circulates the necessary environmental documentation required by state law if environmental review is determined to be necessary.

It is important to note that input from various public agencies (e.g., California Department of Fish and Game, California Northeast Information Center for Archeological Resources, and/or others) may necessitate further analysis of the subject site before the project may proceed. Such input often includes the requirement for an archeological and/or biological survey. Any expense incurred for these items is borne by the project applicant. When such additional information is required, applications will be deemed "incomplete" until received. This can create delays in the timelines to process the application.

Once the review period is completed, the application will be set for public hearing before the Planning Commission. Notice to all property owners within 300 feet is provided. The Commission provides a recommendation to approve, modify or deny the application to the Board of Supervisors. The Board of Supervisors ultimately approves, modifies or denies the application.

### **Are Incomplete Applications Returned?**

In the event that an application has not been determined to be complete and ready for processing within six (6) months after the date of the first incomplete notice, the applicant must complete all outstanding requirements within thirty (30) days of written notice to complete the application requirements. In the event that the applicant fails to complete the application submittal requirements within this time frame, the application will be considered abandoned and staff's time and costs incurred working on the project shall be charged against the application filing fees, and any remaining balance shall be refunded to the applicant.

The Planning Director may waive this requirement where this provision would represent an unreasonable time expectation in the determination of the Planning Director. Examples of such projects could include Environmental Impact Reports, projects which require the completion of complex studies, or projects where the applicant is diligently working with staff to address project related issues.

### **What is an Indemnification Agreement? Will I Need One?**

An Indemnification Agreement is an agreement where the applicant agrees to be responsible for any costs associated with any and all damage, liability or loss connected with the granting of the project. For all projects which require the approval of the Planning Commission and the Board of Supervisors, an Indemnification Agreement is required. Once you have submitted an application, the agreement will be prepared and sent to you for signature. Your application will not be considered to be complete and ready for formal processing until such time as the signed agreement has been returned, in addition to any other application requirements. Prior to receiving the filled-in agreement, you may ask for a draft to familiarize yourself with requirements and obligations.

### **When Will the Zoning Become Effective?**

Following the public hearing and a project recommendation by the Planning Commission<sup>1</sup>, two public hearings are held before the Board of Supervisors. Upon approval by the Board, zoning becomes effective 30 days following the second reading of the Ordinance (zone change) before the Board of Supervisors.

### ***Please Read Important Notices on this Page***

**Open Range Notice:** Siskiyou County is an Open Range county. You must fence live-stock out! Copies of the laws affecting your property are available in the offices of the Planning Division and the Building Inspector. These laws do affect your property and you should be aware of their provisions.

**Right to Farm:** Siskiyou County has established agriculture as a priority use on productive agricultural lands, and residents of property in agricultural districts should be prepared to accept some inconvenience or discomfort from normal and necessary farm operations. It will be recognized that the property in question may be in the vicinity of property utilized for agricultural purposes and residents of the development may be subject to the inconvenience or discomfort arising from the use of agricultural chemicals including herbicides, pesticides, and fertilizers; and from the pursuit of agricultural operations including plowing, spraying, pruning, and harvesting, which occasionally generates dust, smoke, noise and odor. As part of the application approval process, a **Right to Farm Statement of Acknowledgment** will be required. Once you have submitted an application, the statement will be prepared and sent to you for your signature which must be notarized. Your application will not be considered to be complete and ready for formal processing until such time as the signed and notarized notice has been completed, recorded at the County Recorder's Office, and a copy of the recordation has been submitted to the Planning Department. Prior to receiving the filled-in statement, you may ask for a draft to familiarize yourself with this notice.

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<sup>1</sup> If the Planning Commission denies the zone change, the zone change is denied unless an appeal is filed to the Board of Supervisors.