

ZONING ADMINISTRATOR PERMIT REVIEW

Community Development Department
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THIS HANDOUT IS A SUMMARY OF REQUIREMENTS
Please refer to section [17.148.010](#) of the City's Municipal Code

ZONING ADMINISTRATOR PERMIT (ZAP) REVIEW Tier I (Minor)- Tier II (Major)

PURPOSE

The zoning administrator review process ensures that new development will conform to applicable Specific Plans, Community Design Guidelines, General Plan Policies, City Codes and applicable Conditions of Approval. A Zoning Administrator Permit (ZAP) is required for uses that possess locational, use, structural, traffic, or operating characteristics requiring special consideration in order to be compatible with neighboring properties. The process allows for public consultation and if needed a staff level public hearing.

MINOR VS MAJOR REVIEW

Tier I (Minor) – Includes review of uses, minor additions or modifications, or it is anticipated that the application will typically have less impact on adjacent properties. A public notice will be provided to properties and tenants within a 300-foot radius and a 10-day comment period will be provided. The site shall be posted to include notice informing the public of the type of application, date, time and location of the administrative hearing. The applicant shall be responsible for posting the site consistent with a format provided by the City, and shall provide verification of such posting. If no comments, concerns or issues are received, the application will be acted upon without holding an administrative hearing.

Tier II (Major) – Includes significant alteration, modification, or new construction, or it is anticipated that the application could have an impact on adjacent properties or may be controversial. A public hearing notice will be provided to all properties and tenants within a 300-foot radius and a 10-day comment period will be provided. The site shall be posted to include notice informing the public of the type of application, date, time and location of the administrative hearing. The applicant shall be responsible for posting the site consistent with a format provided by the City, and shall provide verification of such posting. An administrative public hearing will be scheduled prior to final action on the application.

APPLICATION

Tier I (Minor) - Five sets of all items must be submitted.

Tier II (Major) – Twelve sets of all items must be submitted.

Based on consultation with staff it is possible that either fewer or additional sets of plans may be requested and submittal information may be modified. The application submittal information is generally stated, and may not apply in all instances. Once submitted, the plans will be reviewed for completeness. You will be contacted if additional information is required. All sets of plans should be folded to an 8 1/2" by 11" size.

ACTION

Once an application is determined to be complete, it is formally accepted. Copies of the application are sent to review agencies and departments. Final approval will be by the Zoning Administrator.

APPEALS

The Zoning Administrator's decisions are final unless appealed within 10 calendar days of the date of action. Zoning Administrator decisions may be appealed to the Planning Commission. Information on appeals may be found in a separate information sheet. An approved project may not commence construction until the close of the appeal period, and until all applicable permit approvals have been secured.

FINDINGS

The Zoning Administrator must be able to make the following findings in order to approve a project subject to a Zoning Administrator Permit Review.

1. The proposed use is allowed within the applicable zoning district and complies with all other provisions of the Zoning Ordinance and Interim Zoning Ordinance.
2. The proposed use is consistent with the General Plan
3. The design, location, size, and operating characteristics of the proposed activity would be compatible with the existing and future land uses in the vicinity.
4. The site is physically suitable for the type, density, and intensity of use being proposed, including access, utilities, and the absence of physical constraints.
5. Granting the permit would not constitute a nuisance or be injurious or detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located.
6. The proposed project has been reviewed in compliance with the California Environmental Quality Act (CEQA).

EXPIRATION OF ZONING ADMINISTRATOR PERMIT APPROVAL

Zoning Administrator Permit approvals are valid for one year from the date of approval unless designated differently by the approving body. This means that the project must commence (i.e. receive a valid building permit or start construction) within that one-year period or the approval expires and is no longer valid.

SUBMITTAL REQUIREMENTS

Detailed information regarding plan preparation, including the required number of plan sets, is provided in the **Planning Application Submittal Requirements and General Application Form** Handout.

FEES

(Please refer to the Community Development current fee schedule for all current fees). Fees for processing Design Review applications that are exempt from CEQA require payment of a nonrefundable, flat fee plus a categorical exemption. In some instances, if the project is complex or requires hiring a consultant to perform analysis a deposit fee will be required rather than the flat fee.

The Department of Fish and game requires payment of fees for the review of projects impacting wildlife sensitive areas. (Please check with Yolo County Recorder for all current fees). Checks for payment of these fees should be made out to the County of Yolo, but should be submitted to the Community Development Department.