



USE PERMIT/MINOR USE PERMIT INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains how your Use Permit or Minor Use Permit application will be processed, what fees you must pay, and what plans you must submit. If you have any questions after you have read this information, please contact the Planning Division.

REVIEW AND APPROVAL AUTHORITY

There are two levels of review for Use Permits. Uses identified with a “MUP” in the allowed uses table require a Minor Use Permit and will be reviewed and acted upon by the Zoning Administrator. Uses identified with a “UP” in the allowed uses table require a Use Permit and will be reviewed and acted upon by the Planning Commission. (Projects with greater than 5,000 square feet of floor area in Downtown Residential, Downtown Commercial and Manufacturing zoning districts or greater than 7,500 square feet elsewhere require a Use Permit. Projects that disturb or would disturb more than 26,000 square feet of the total site area require Development Permit approval. Please see the “Development Permit Information Sheet” for more information.) For projects that include both MUP and UP uses, Planning Commission review and approval is required. Please see the “Public Hearing Information Sheet” for additional information on hearing format and presentation expectations.

Please note that the application submittal requirements for a Minor Use Permit and a Use Permit are identical.

HOW YOUR APPLICATION WILL BE PROCESSED

The steps involved in reviewing your Use Permit/Minor Use Permit application are summarized below:

1. Within thirty (30) days after submittal of the application, plans and fee deposit, Town staff will review the submittal for completeness. The environmental application will also be reviewed to determine if the project is categorically exempt from CEQA. If the submittal is complete, the application is formally accepted for processing and continues through the review process. If the application submittal is incomplete and additional information or clarification is required, you will be notified in writing. Until the application is deemed complete, it will not proceed through the process.
2. After the application is complete, Town staff will route the plans and materials to Town departments and other agencies for review and comment. All responses, comments and corrections will be forwarded to the applicant for your information. At this stage of the review process, staff will analyze the agency comments and the project to determine if additional information is required to complete the environmental document for the project and determine if the project complies with the Truckee Development Code. If additional information is needed, the applicant will be notified in writing within 30 days of the additional information required. If additional information is not needed, staff will continue with the review of the project and the preparation of the environmental document, most likely a Negative Declaration.

3. Once all outstanding issues identified in the project routing comment period have been addressed, environmental review will commence and the project will be scheduled for review by the Architectural Review Committee or Historic Preservation Advisory Commission, if required.
4. At least 30 days before the tentatively scheduled hearing date, a final application package must be submitted to the project planner to allow Town staff time to review the final project details to ensure that all comments have been addressed
5. A public hearing notice will be published in the newspaper and provided by mail to surrounding property owners and other interested parties. At the public hearing, the public (including neighboring property owners and residents) will be given the opportunity to provide input.
6. Staff will then complete a staff report that includes a staff recommendation on the approval or denial of the Use Permit/Minor Use Permit and any recommended conditions of approval. The staff report on the project will be provided in writing to the applicant at least five days prior to the public hearing.
7. At the public hearing, the Zoning Administrator or Planning Commission will consider the staff report and all written and verbal input submitted on the project by the applicant and any other interested party. At the conclusion of the hearing, the Zoning Administrator or Planning Commission will take action to approve, conditionally approve, or deny the Use Permit or Minor Use Permit. A written report on the findings of the action taken at the public hearing will be provided to the applicant after the hearing.

APPEAL

Any decision on either a Minor Use Permit made by the Zoning Administrator or a Use Permit made by the Planning Commission may be appealed to the Town Council within ten (10) days after the action is taken. An appeal must be submitted in the form specified by the Planning Division along with appropriate fee.

FEES

The fees for processing a “Use Permit” application will be based on the actual costs of Town staff time spent on processing the application and any direct costs (publication costs for the hearing notice, Nevada County Environmental Health Department review fees, etc.). A fee deposit must be submitted with the application to cover these anticipated costs as follows:

Minor Use Permit	\$ 4,000.00
Use Permit	\$ 8,750.00

If the actual application costs are less than the fee deposit, the applicant will receive a refund of the unused fees at the end of the application process. If the actual application costs exceed the initial fee deposit, the applicant will be invoiced for additional deposit to cover the costs of processing the application.

SUBMITTAL REQUIREMENTS

The items listed in the “Use Permit/Minor Use Permit Application Submittal Checklist” must be submitted as part of the Minor Use Permit or Use Permit application package in order for the application to be

considered complete for processing. The signed checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

The application package may be submitted electronically via email (if less than 15 MB) or Dropbox to PlanningDivision@townoftruckee.com. The application fee may be paid over the phone with a credit card or by mailing a check to the Planning Division; in-person payments with cash, check or credit card are also accepted at Town Hall. Checks must be made payable to the Town of Truckee. After a planner is assigned to your project, you will be contacted and asked to provide hard copies of the submittal documents as required.

Use Permit/Minor Use Permit Application Submittal Checklist

Applicant Name: _____ Project Site APN: _____

Application Number (to be filled out by Town staff) _____

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

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- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Completed Environmental Application.
- 3. Fee deposit. Checks must be made payable to the Town of Truckee; cash and credit cards are also accepted.
- 4. Legal Description – The lot and parcel/tract number must be provided on the application forms and the site plan. If lot and parcel/tract numbers are not available, a metes and bounds description of the property or a copy of the most recent deed conveying the property must be submitted.
- 5. For those applications for which the Planning Commission or Town Council is the review authority, a sign(s) with the notice shall be posted on or near the location of the real property no later than 15 days after the application is determined complete. Please see Truckee Development Code Chapter 18.180 for more information.
- 6. Letter of Justification – Provide a letter that discusses the following items:
 - a. Proposed Use. (This discussion should focus on information that is not provided on the project plans [types of uses and businesses, hours of operation, etc.])
 - b. Information supporting the following findings. (Do not simply rewrite the findings. You must discuss *why* you believe the findings below can be made for your project.)
 - 1) The proposed development is:
 - A) Allowed by Article II (Zoning Districts and Allowable Land Uses) within the applicable zoning district with the approval of a Use Permit, and complies with all applicable provisions of the Truckee Development Code, the Truckee Municipal Code and the Public Improvement and Engineering Standards; and
 - B) Consistent with the Town of Truckee General Plan, any applicable Specific Plan and/or Master Plan, the Trails Master Plan, the Truckee Tahoe Airport Land Use Compatibility Plan, and the Particulate Matter Air Quality Management Plan.

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- 2) The design, location, size and operating characteristics of the proposed development would be compatible with the existing and future land uses in the vicinity;
- 3) The proposed development would not be detrimental to the public health, safety or welfare of the Town, or injurious to the property or improvements in the vicinity and zoning district in which the property is located;
- 4) The proposed development is consistent with the design guidelines, achieves the overall design objectives of the design guidelines, and would not impair the design and architectural integrity and character of the surrounding neighborhood;
- 5) The Use Permit approval is in compliance with the requirements of the California Environmental Quality Act (CEQA) and there would be no potential significant adverse effects upon environmental quality and natural resources that would not be properly mitigated and monitored, unless a Statement of Overriding Considerations is adopted;
- 6) The site for the proposed use is:
 - A) Physically suitable for the type and density/intensity of development being proposed;
 - B) Adequate in size and shape to accommodate the use and all fences and walls, landscaping, loading, parking, yards and other features required by the Truckee Development Code; and
 - C) Served by streets adequate in width and pavement type to carry the quantity and type of traffic generated by the proposed development.
- 7) There are adequate provisions for public and emergency vehicle access, fire protection, sanitation, water and public utilities and services to ensure that the proposed development would not be detrimental to public health and safety. Adequate provisions shall mean that distribution and collection facilities and other infrastructure are installed at the time of development and in operation prior to occupancy of buildings and the land, and all development fees have been paid prior to occupancy of buildings and the land.
- 8) The proposed development is consistent with all applicable regulations of the Nevada County Department of Environmental Health and the Truckee Fire Protection District for the transport, use, and disposal of hazardous materials.
- 7. Copies of “will serve” letters from the Truckee Donner Public Utility District or private water company (for water service) and Truckee Sanitary District (for sewer service).
- 8. Copies of any special studies required for the project, which may include the following:
 - a. Traffic Study (General Plan Circulation Element Policy 1.8);
 - b. Cultural Resource Analysis (Section 18.30.040);
 - c. Geotechnical Study (Section 18.96.010.B);
 - d. Noise Analysis (for CEQA compliance);
 - e. Biological Assessment Study (for CEQA compliance)
 - f. Wetland Delineation (for CEQA compliance);

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- 9. Development standard consistency matrix demonstrating compliance with the Town's development standards. A sample matrix is available on the Town of Truckee website at <https://www.townoftruckee.com/government/community-development/planning-division/application-forms>

- 10. Plan Requirements – The following plans must be submitted with the application. The plans must be of sufficient scale to show all information clearly and must be readable and understandable. If the plans are not legible, the application will not be accepted. **One electronic (PDF) copy of the plans must be submitted.** The planner assigned to the project will contact you to request hard copies of the electronic plans or documents as required.
 - a. Site Plan
 - 1) General Information
 - Assessor's Parcel Number and Street Address
 - North arrow and scale
 - Vicinity map of area that clearly identifies the relationship of the project site with adjacent streets and parcels
 - Distance and bearings of property lines
 - Existing topography indicated with contour lines of not greater than a two-foot interval, including natural features, to be preserved (e.g., trees, rock, outcroppings, watercourses, drainage channels).
 - Location and elevation of 100-year flood plains within the property and within 100 feet of the property.
 - For properties along Donner Lake, the historic high-water mark of Donner Lake at elevation 5935.7 feet (NGVD 1929)
 - Location, width and purpose of easements within the property (e.g., recreational, drainage, public utility, snow and access easements).
 - Location, type, and specifications of any existing and proposed utility lines (above and underground) within the property
 - 2) Preliminary Grading and Drainage Information
 - Existing (natural) and proposed (finished) grade elevations and contours at two-foot intervals
 - Location of slopes between 20% and 30%
 - Location of slopes greater than 30%
 - Location and height of cuts and fills
 - Location and height of retaining walls
 - Estimate in cubic yards of cut and fill
 - Direction and method of stormwater runoff from buildings and impervious surfaces to on-site retention/treatment facilities and to off-site drainage facilities (*Truckee Development Code Section 18.30.050*)
 - Type and location of retention/treatment facilities and drainage facilities
 - 3) Streets, Parking, and Driveways (*Truckee Development Code Chapters 18.48 & 18.50*)
 - Alignment, width (including turning radii), grade and names of streets and access easements (indicating private or public) that border or are located within the site, including nearby intersections with full dimensions. Show the distances from proposed and/or existing driveways on the site to proposed and/or existing driveways on the same and opposite sides of the streets that form the project boundaries.

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- Location, width (including turning radii) and grade of proposed and existing driveway improvements within the property
- All paved areas within the property including existing and proposed parking areas, driveways, malls, plazas, curbs (location and height), gutters and sidewalks including pavement markings and striping
- Typical dimensions and location of parking spaces (including type), parking aisles and driveways, and the proposed striping
- Improvements to provide handicap accessibility from parking spaces to public entrances of buildings including striping, sidewalks and ramps
- A summary of total parking provided for the project. Include calculations showing parking required by the Truckee Development Code and the actual parking provided. Show numerical count of all types of parking spaces (regular, compact, handicap) as well as percentages.

4) Buildings and Other Structures

- Location, dimension and type/use of existing buildings adjacent to and within 150 feet of the project site.
- Location and dimension of existing and proposed buildings and structures on the project site. Show both wall lines and eave lines.
- Location and heights of all walls, fences, and gates with details, materials, and construction method (*Truckee Development Code Section 18.30.070*).
- Dimensions of building setbacks from property lines (*Truckee Development Code Section 18.30.120*) and 100-year flood plains (*Truckee Development Code Chapters 18.34 & 18.38*).
- Location, dimension and proposed screening for all solid waste storage areas. Provide a solid waste plan identifying the type of trash and recycling services proposed (e.g., dumpster, cart services, compactor); the number of employees (full time and/or part time) or number of residents (for multifamily residential projects); plans to share services with a neighboring business, if applicable; and any alternative disposal methods proposed (i.e., backhauling, onsite composting or self-hauling) (*Truckee Development Code Section 18.30.150*).

5) Other Information

- Location and dimensions of septic tank and leach lines including replacement area within the project site.
- Location of wells within the project site and within 150 feet of the site.
- Statistical inventory describing the following:
 - Site area in square feet (in acres for sites over five acres)
 - Area covered by building footprint(s) in square feet
 - Area covered by parking spaces and aisles, driveways, and other impervious surfaces in square feet
 - Percentage of the site covered by buildings and impervious surfaces
 - Total floor space and floor space in square feet devoted to different uses (e.g., office, retail, storage) and the percentage of the total floor space devoted to each use

b. Floor Plans

- 1) Separate floor plans for each story, including lofts, storage, and mechanical equipment areas, at a scale of 1/4" = 1' or greater
- 2) The use (e.g., office, residential, retail, storage) and size of each area or room

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- 3) The total size in square feet of each floor and the entire structure
- 4) The location of doors, windows, and partitions
- 5) The location of mechanical storage areas.

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c. Building Elevations

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- 1) Separate elevations of the front, rear, and both sides, designated by direction, and at a scale of 1/8" = 1' or greater.
- 2) Wall finishes including materials and colors
- 3) Roofing materials including manufacturer's style specifications and color
- 4) Height of building at lowest and high point consistent with the Truckee Development Code method of measurement
- 5) Existing and proposed topography adjacent to the building showing the natural grade line and the finished grade line

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d. Roof Plans (NOTE: This is only required for Use Permits, *not* for Minor Use Permits)

- 1) Separate roof plans for each building at a scale of 1/4" = 1' or greater, identifying ridges, valleys and roof pitches for each section

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e. Preliminary Landscape Plan. The following information may be shown on the site plan if all required information is legible (*Section 18.30.110 & Chapters 18.40 & 18.42*).

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- 1) The location of buildings, structures, driveways, parking areas, and the street in relation to the landscaping
- 2) The location and type of existing trees greater than 6 inches DBH inside the development area and within 50 feet of the development area. The development area is the area that will be disturbed by project grading and improvements. The landscaping plan must note which trees will be removed and retained.
- 3) The location of planting areas
- 4) The size, number and type of trees, shrubs and groundcover to be planted in the planting areas.
- 5) A legend with planting symbols with trees, shrubs and groundcover identified by botanical name, common name, size at planting, spacing and quantities of each group of plants.
- 6) Amount of landscaping devoted to turf, drought-tolerant plants and indigenous plants.
- 7) Applicable Water Efficient Landscaping Worksheets and documentation. Reference <http://www.townoftruckee.com/government/community-development/planning-division/plans-and-regulations/development-code/water-efficient-landscape-standards-for-larger-projects> for information and access to the required worksheets.

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f. Sign Plan. Please provide the following sign plan details on all appropriate site plans, building elevations, or as separate attachments (*Truckee Development Code Chapters 18.54 & 18.56*):

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- 1) Detailed scaled drawings of the signs including the following:
 - Sign area and dimensions of signs in square feet
 - Materials and colors of surface areas including background and letters
 - Lettering style and height
 - Proposed copy (wording)
 - Lineal feet of building frontages
 - Surface area of building façade in square feet
 - Lighting specifications, including shielding, type and size of lamps
 - Mounting specifications shown compliance with Town Building Code requirements
- 2) Elevation drawings (wall signs, projecting signs, hanging signs) or site plan (freestanding signs, if proposed) showing the location of the signs.

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- 3) For new multi-tenant projects, a Comprehensive Sign Program is required (*Truckee Development Code Section 18.54.040*). In addition to the information required above, a summary table shall show the complete sign program and total square foot area of all proposed signs. Also, provide a statement explaining how new tenant signs will be replaced/modified.

- g. Exterior Lighting Plan. Please provide the following lighting details on all appropriate site plans, building elevations or as separate attachments (*Truckee Development Code Section 18.30.060*):
 - 1) Location of all proposed lighting, including lighting within parking areas, on the buildings, along pedestrian paths, etc.
 - 2) Provide specifications for all proposed lighting.
 - 3) Provide lumens for all existing and proposed lighting.
 - 4) Demonstrate that the proposed lighting is shielded downward and does not spill onto and adjoining properties and rights-of-way. For commercial projects and multi-family residential projects, a photometric study is required.
 - 5) Indicate the exterior lights to be placed on timers and/or motion detectors.

- h. Tree Protection Plan. Unless otherwise exempted, a tree protection plan is required prior to conducting development activities including, but not limited to, clearing, grading, excavation, or demolition work on a property or site, which requires a Zoning Clearance (*Truckee Development Code Section 18.30.155*). The tree protection plan shall clearly depict all trees to be preserved and/or removed from the site. The plan must be drawn to scale and include the following:
 - 1) Location, species, and diameter of each tree on site greater than six inches DBH.
 - 2) Location of each drip line of each tree.
 - 3) Location of existing and proposed structures.
 - 4) Location of existing and proposed roads, water, sanitary and storm sewer, irrigation and other utility lines/facilities and easements.
 - 5) Location of existing and proposed structures.
 - 6) Grade change or cut and full during or after construction.
 - 7) Existing and proposed impervious surfaces.
 - 8) Identification of a contact person and/or arborist or Registered Professional Forester who will be responsible for implementing and maintaining the tree protection plan.
 - 9) Location and type of tree protection to be installed per Truckee Development Code Section 18.30.155H.

- i. Snow Storage Plan. Unless otherwise exempted, all development and proposed land uses with off-street parking and circulation areas must provide onsite snow storage areas (*Truckee Development Code Section 18.30.130*). The snow storage plan must be drawn to scale and include the following:
 - 1) Calculations identifying the minimum amount of storage area required and amount of storage area proposed on the site.
 - 2) Location and dimensions of all snow storage areas on the project site.
 - 3) If the required snow storage areas will not be provided onsite, provide a plan for how the snow storage areas are proposed to be reduced or waived, including:
 - Size and configuration of snow storage areas for ramping or other removal and storage methods which reduce the amount of area necessary to store snow in comparison to normal snow removal and storage operations.

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- Long-term snow hauling plan demonstrating that the property owner and/or snow removal contractor has sufficient rights to an off-site storage area(s) to store excess snow from the property with an acceptable method to transport the snow from the property to the off-site storage area(s).

j. Affordable Housing Plan. An affordable housing plan is required to meet the requirements of Development Code Chapters 18.214 (Inclusionary Housing) and 18.216 (Workforce Housing) or for affordable housing offered by a developer for a development project in which density bonuses, incentives, and/or concessions have been granted by the Town pursuant to Chapter 18.212 (*Truckee Development Code Section 18.210.090*). The plan must include the following:

1) A description of how the project meets the Inclusionary and/or Workforce Housing requirements, including calculations used to determine the number of required affordable housing units, whether the units will be available for rent or for purchase, and the income level targets for each affordable housing unit;

2) A site plan and typical floor plans, to scale, depicting the location, quantity, structure, proposed tenure (rental or ownership), story and floor layout, and size of the proposed affordable housing units, and, if applicable, the size of the proposed market rate residential units or non-residential floor space;

3) A phasing plan for the construction and completion of the market rate and affordable housing units.

4) Density bonuses, incentives, and/or concessions requested by the Town, if any;

5) Provisions and/or documents for initial sales price or rent, resale restrictions, occupancy restrictions, locals/employee preference, deeds of trust, rights of first refusal, and rental restrictions;

6) The mechanisms that will be used to assure that the affordable housing units will remain affordable;

7) Provisions for monitoring the ongoing affordability of the affordable units, and the process for marketing units and qualifying prospective households for income eligibility; and

8) If an alternative equivalent proposal is requested to meet Inclusionary or Workforce Housing Requirements, a detailed description of the proposal and justification for how the proposal is equal to or superior to the standard requirements of the Development Code.

i. Solar Evaluation. An evaluation of solar opportunities is required during review of all discretionary development projects (*Truckee Development Code Section 18.30.140*).

1) Submit a completed solar access shadow plan. (For directions, see the “Solar Access Shadow Diagram Preparation Instructions” document on the Town of Truckee website at <https://www.townoftruckee.com/government/community-development/planning-division/application-forms>.)

2) Please identify solar opportunities for the development as follows:

A) Identification of building orientation for maximum solar gain:

B) Appropriate landscaping:

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C) Lot size and shape:

D) Building height:

E) Roof eave design:

F) Solar protection and street layout:

G) Potential impacts to adjacent properties:

Applicant Signature: _____

I certify that I have completed and have included all material checked above in the attached application submittal. By signing this submittal checklist, I acknowledge the application processing requirements and timeframes identified in the Use Permit/Minor Use Permit information sheet.