

File No. _____

Date Rec. _____

Sierra County Planning Department

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**SPECIAL USE PERMIT (SUP)
APPLICATION FOR TEMPORARY OCCUPANCY OF A TRAILER**

The Sierra County Zoning Code requires a discretionary use permit for certain uses of land, which may be suitable only in specific locations or which may be suitable only if designed or situated on the site in a certain manner or for a limited duration that minimizes potential impacts to neighbors and the environment. These permits include Special Use Permits (SUP) and the county has discretionary authority to approve, approve with conditions, or deny such applications.

A SUP may be conditionally approved for temporary occupancy habitable structures that do not meet the California Building Standards Codes, Title 24, and including travel trailers, 5th wheel trailers, recreational vehicles (RVs), mobile homes, tiny homes, truck campers, camping trailers, park models, camping cabins, yurts, and other similar vehicles and structures occupied in certain limited circumstances for temporary storage or commercial uses, approved through an Administrative Hearing.

The allowable temporary uses, time limitations, conditions, and procedural requirements are specified in Sierra County Code (SCC §12.12, see <https://sierra.county.codes/SCC/12.12>). These temporary occupancies generally are not to exceed 6-12 months, while a permanent home or manufactured home is being built under a valid building permit, or used for seasonal employee housing.

In recognition of the temporary nature of such SUPs, approval (or conditional approval), carries with it a reasonable expectation of diligent progress toward the timely completion of the main residence or other use on the property accessing temporary trailer occupancy; and that the temporary occupancy will cease at the earliest opportunity. Such temporary occupancies are not intended to be construed as a “license” to occupy a temporary trailer or similar structure that are not placed on a permitted, permanent foundation or located inside of an approved campground, state-licensed mobile home park, or special occupancy park.

APPLICANT: _____ **PHONE:** _____

E-MAIL: _____

ADDRESS: _____

STATUS OF APPLICANT’S INTEREST IN PROPERTY: _____

OWNER/s: _____ **PHONE:** _____

ADDRESS: _____

GENERAL PLAN DESIGNATION: _____ **ZONING DISTRICT:** _____

ASSESSOR PARCEL NUMBER (APN): _____

SITUS ADDRESS OF PROPERTY: _____

PROJECT DESCRIPTION. Pursuant to SCC §12.12.040, only the following temporary occupancy situations may be permitted. *Check the box that applies to your project:*

- Single-family Dwelling is being built:** “Travel trailers, mobile homes and commercial coaches used as dwelling units for a period not to exceed twelve (12) months while a permanent dwelling unit is being constructed or for a period of six (6) months while a manufactured home is being installed. One six (6) month extension may be granted to such permit upon the showing of extenuating circumstances and diligent progression of any underlying construction for which the Conditional Use Permit was previously sought.”
- Seasonal Housing:** “Travel trailers, mobile homes and commercial coaches used to house seasonal agricultural employees for a period not to exceed six (6) consecutive months.”
[Note, please specify proposed duration (number of seasons) and proposed start and end dates: _____].
- Construction Office:** “Travel trailers, mobile homes and commercial coaches used as construction offices and/or equipment storage for the duration of construction not exceeding 18 months.”
- Real Estate Office:** “Travel trailers, mobile homes and commercial coaches used as real estate offices within a subdivision in any residential land use zone for the purpose of selling the lots of such subdivision provided such use is discontinued when the original sales program has resulted in the sale of eighty (80) percent of the lots in the subdivision or two (2) years, whichever occurs first.”
- Temporary Housing:** “Travel trailers, mobile homes and commercial coaches used as temporary dwellings for a period not to exceed ninety (90) total days. Prior to the approval of a Special Use Permit for such use, a security bond in the amount of two hundred fifty dollars (\$250) or such other amount as may be set by resolution of the Board of Supervisors, shall be posted by the permittee for the purpose of insuring compliance with the terms of said permit.”
- Other** (be specific, and cite appropriate authority): _____

[Note, per SCC §12.12.050, “mobile homes (as dated) and manufactured homes constructed prior to June 15, 1976 are not permitted outside a licensed mobile home park; and travel trailers may not be stored in the front yard area within any designated community area”].

Describe the setting/vegetation, where the trailer will be located (attach separate pages, photos, maps, etc., if necessary):

Provide a **PLOT PLAN** and other supporting documentation (maps, pictures, etc. as needed) showing the following information. The plot plan should be sufficiently detailed to clearly illustrate existing conditions and setting, as well as the nature and location of the proposed temporary occupancy (See Plot Plan Example, page 6). At a minimum, the plot plan must illustrate:

1. Location Map, property boundary lines, situs address, APN info, legal access from nearest public right of way (and road names), utility lines, and easements.
2. Locations and approximate dimensions of all existing and proposed structures, roads, parking facilities, fire suppression systems, utilities, well, and septic disposal areas on premises, and on adjacent properties (within 100 feet).
3. Particularly note the location of the trailer on the plot plan and all proposed utilities to the

structure. Note: potable water source, means of gray water and sewage disposal, as well as source(s) of power (electrical utilities), phone service, and gas (LPG/propane tank) lines to the structure.

4. Zoning district designation and yard setbacks should be displayed. Also, note whether the project is in the Scenic Corridor and/or any designated "Special Treatment Areas" cited in the Sierra County General Plan. Note: FEMA-mapped 100-year floodplain boundary, if applicable.
5. All water features, drainages, and wet meadow areas, as well as steep slopes and other physical constraints that may potentially impact development of property or trailer placement or access. Include setback distances from each (existing and proposed) (ref. SCC §15.12.060).
6. Clearly demonstrate compliance with CalFire's Fire Safe Regulations in Public Record Code (PRC 4290-9291) and Title 14 of the California Code of Regulations Section 1270 (see Building Department form, BD-45). Address (1), fire-safe access (driveway), (2) situs address posted on the plan, (3) Emergency water supply, and (4) vegetation clearance.

The plot plan does not have to be prepared by a licensed surveyor; however, it should be legibly drawn and accurate with a scale, north arrow, property boundaries, and legal access clearly indicated. Both the project description and plot plan should have sufficient detail to demonstrate both existing (physical) conditions, and any proposed changes or uses that are the subject of this Special Use Permit and/or proposed development.

ADDITIONAL INFORMATION FOR TEMPORARY OCCUPANCY

General Information:

Has a Building Permit Application for the Single-Family Residence been submitted? Yes No
 N/A Building Permit Application Number? _____ If no, when will this application be submitted? _____

Are you in a Home Owners Association? Yes No List HOA: _____

Are you subject to Covenants, Conditions, & Restrictions (CCRs) that regulate trailer occupancy?
 Yes No If yes, list: _____

Power/Communication Utilities:

Check how the trailer will be served with electricity/public utility: Solar panels Propane
Onsite generator Other: _____

If public utility company(s) will service it [specify]: PG&E Plumas-Sierra Rural Electric Co-op
Liberty Utilities Other: _____

Phone service: Landline Cellular Satellite Other [specify]: _____

Please make sure the proposed power source to the trailer is clearly displayed on the submitted plot plan. If additional information is needed, please provide below:

Garbage/Liquid Waste/Onsite Sewage Disposal:

The Sierra County Environmental Health Department approves septic and waste systems for Onsite Wastewater Treatment Systems (OWTS) Requirements, per Sierra County's Local Agency Management Program (LAMP). For information on OWTS and LAMP requirements, see <https://www.sierracounty.ca.gov/236/Liquid-Waste-Onsite-Sewage-Disposal>.

Check how black water/sewage will be disposed: Existing onsite septic system New OWTS
 Portable toilet Transport trailer to approved disposal site Pump-out contract with a registered Liquid Waste Hauler Name: _____ Location: _____

How is graywater to be disposed, if different from "black water?" Please describe: _____

How will garbage/recycling being removed? _____

Please make sure the proposed waste/sewage service to the trailer is clearly displayed on the submitted plot plan. If additional information is needed, please provide below:

Water Source:

The Sierra County Environmental Health Department approves domestic water supply permits. For information on the new residential well permits, see <https://www.sierracounty.ca.gov/494/New-Residential-Well>.

Check the proposed domestic water supply to trailer: Existing well Proposed/New well
 On-site spring Other: _____. Private water system List Name (below):

[Note: If on a water system, demonstrate proper diversion permit, easements or other property rights]

Please make sure the water to the trailer is clearly displayed on the submitted plot plan. If additional information is needed, please provide below:

Driveway/Fire/Safety:

The Sierra County Planning Department and CalFire review driveway and access from public roads as well as the proposed emergency water source and other applicable "Fire Safe Regulations" per Public Resources Code §4290-1 Regulations. (ref. California PRC Title 14, §1270(f) or <https://www.sierracounty.ca.gov/DocumentCenter/View/314/BD-15-CalFire-regulations-4290-?bidId=>).

What is the name of the main access road? _____

Are there any access limitations that could prevent access by an emergency vehicle/fire truck (i.e. steep grade greater than 16 percent, private bridges, gate(s), or surface or road alignment issues)?
 Yes No If yes, describe: _____

Is there an existing driveway from the access road? Yes No What is the minimum driveway width? _____. What is the overall length from the closest public road to the trailer? _____. What is the maximum driveway grade/steepestness (percentage)? _____. What is the surface (dirt, paved, gravel, etc.)? _____.

Is there a 60-foot turnaround near the proposed trailer? Yes No Does it have a minimum radius of at least 40 feet? Yes No

Is there an access gate to the property? Yes No If yes, proposed emergency access: _____

Is there a physical address posted with 4-inch high letters and visibly reflective? Yes No
[Note, a physical, situs address can be created for the property. Check box, if needed

What is the proposed fire-suppression/water supply: Self-filling freeze-protected water tank with compliant hydrant (Size of tank = _____). Reservoir with a lake standpipe
 Pressurized hydrant/fire valve system (Approximate Flow Rate _____ GPM @ _____ PSI).
If there is a pressurized hydrant, is there a reflective blue marking? Yes No

As fire protection, has brush been cleared 30 feet around the trailer site? Yes No

Are you in a fire protection district? Name: _____

How far are the nearest fire protection/Emergency Medical Services facilities:

Nearest Hydrant? _____ Nearest Fire station? _____ Nearest Hospital? _____

Please make sure the fire-safe driveway access to the trailer is clearly displayed on the submitted plot plan. If additional information is needed, please provide below:

APPLICATION CHECKLIST:

- Completed and Signed Application Form (including execution of consent and certification statement, below)
- Location Map (may be combined with Plot Plan if sufficiently clear)
- Plot Plan (1 legible hard copy, min. 11" x 17"; plus 1 electronic copy in Adobe Acrobat (.pdf) format if feasible)
- Sierra County's "Indemnification Agreement" [*Note: must be returned with original signatures; photocopies, faxes, or electronic/scanned images cannot be accepted*]
- Application process fee: \$ 600.00 (includes a \$100 non-refundable application review fee, and \$500 deposit for estimated processing costs. Actual costs may vary).

"I CERTIFY THAT I AM PRESENTLY THE LEGAL OWNER OR THE AUTHORIZED AGENT OF THE OWNER/s OF THE ABOVE DESCRIBED PROPERTY. FURTHER, I ACKNOWLEDGE THE FILING OF THIS APPLICATION AND CERTIFY THAT ALL OF THE ABOVE INFORMATION IS TRUE AND ACCURATE; AND I HEREBY AUTHORIZE THE PROCESSING OF THIS APPLICATION BY SIERRA COUNTY, AND AUTHORIZE OFFICIAL COUNTY STAFF EMPLOYEES OR THEIR AUTHORIZED CONSULTANTS TO ENTER THE PROPERTY DURING REASONABLE HOURS AS NECESSARY TO CONDUCT FIELD INSPECTIONS AND SURVEYS."

Signature of Applicant Date

[Note: If "Applicant" is different from "Property Owner," evidence of Owner's consent to this application is required. All persons having a vested interest in the property must consent in writing, unless otherwise provided by law. Attach original Notary/-ies or legible copy of driver's license/s, or other evidence of signature verification acceptable to the Planning Director.]

Signature of Landowner Date

Print Name

Signature of Landowner Date

Print Name

Signature of Landowner Date

Print Name