

CITY OF ORLAND

815 Fourth Street
Orland, CA 95963
530.865.1600
530.865.1632 (fax)

**INFORMATION FOR APPLICATION FOR
“SIGN” ADMINISTRATIVE USE PERMIT**

Planning Application Fee: \$65.00

Please note:

- 1) Applicant or applicant’s representative and the landowner(s) will be required to **sign this form as part of the complete application.**
- 2) Planning application fees are paid for the process only and are non-refundable if the application is denied.
- 3) Building permit fees and impact fees are separate from planning application fees. Impact fees, if applicable, are due at the time the Building Permit is issued. Please contact the Building Department at 530.865.1606 for additional information.
- 4) A qualified, professional licensed surveyor or engineer to prepare any required maps or plans is the responsibility of the applicant.

This list is intended to meet the requirements of State of California Government Code Section 65940 and Chapters 17.78 and 17.80 of the Orland Municipal code.

The law requires that the City Manager or his/her designee make affirmative findings of fact in each of the following if your application is to be approved, that the:

- Use is consistent with the purposes of the district in which the site is located; and
- Proposed location of the use and the conditions under which it may be either operated or maintained will not be detrimental to the public health, safety, or welfare or be materially injurious to the properties or improvements in the vicinity; and the
- Propose use is in conformance with the General Plan.

**PROCEDURE FOR FILING APPLICATION FOR
“SIGN” ADMINISTRATIVE USE PERMIT**

1. File one copy of the attached application form properly filled out and signed by the applicant(s) AND owner(s). Either all property owners must sign (husband and wife, etc.) or a Power-of-Attorney must be submitted specifically authorizing a designated person to sign this application. If a corporation is the property owner, a resolution from the corporation authorizing this application shall be submitted to the City as part of a complete application submittal.
2. Along with the application, a reproducible 8 ½” x 11” plot plan must be submitted detailing existing building(s) and structure(s) on the site, fences, property lines, driveway(s) and the

Information and Procedure for Filing Application for
Sign Administrative Use Permit

distances of all buildings and structures from all property line(s) to scale. The Site Plan must also include sign details (size, colors, location).

3. File one copy of the current County Assessor's Map with the property's proposed use delineated (Contact: County Assessor, 2nd Floor County Courthouse, Willows, 530.934-6402).
4. **A filing fee of \$65.00** by check or money order payable to the "City of Orland", shall be submitted with the application.
5. City staff, in the course of processing the application, may request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application.
6. The City of Orland by State Law (Government Code Section 65943) has thirty (30) days from the date of application submittal and payment of filing fees to process an Administrative Use Permit. No processing will begin on any application until it is deemed complete.
7. Applicant will be notified by letter of the action taken on the application.
8. Appeal to the City Council from any decision of the City Manager or his/her designee may be made in writing to the City Clerk within ten (10) days from the date of the City Manager's or his/her designee's action. All decisions made by the City Council are final.
9. Approval of the Sign Administrative Use Permit does not constitute approval of a Building Permit. A separate application shall be submitted to the Building Department for review. Please contact the Building Department at 530.865.1606 for additional information.

SIGNATURES:

Property Owner(s):

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

Information and Procedure for Filing Application for
Sign Administrative Use Permit

Applicant(s):

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____