



DEPARTMENT OF RESOURCE MANAGEMENT
Planning Services Division

Phone (707) 784-6765

Fax (707) 784-4805

675 Texas Street Suite 5500, Fairfield, CA 94533
Bill Emlen, Director

www.solanocounty.com

Allan Calder, Program Manager

Administrative Permit Overview

PURPOSE

For some uses allowed by right within a zoning district, the Zoning Regulations require issuance of an administrative permit prior to development or operation of the use. The purpose of an administrative permit is to ensure that all standards and requirements for the use, as described in the Zoning Ordinance or elsewhere in the County Code, are met prior to commencement of the use and will continue to be met during operation of the use.

ACTION

The Director of Resource Management shall administratively approve an application for an administrative permit if all standards and requirements specified within the Zoning Regulations and elsewhere in the County Code are satisfied. Action on an administrative permit is ministerial and shall be taken without notice or public hearing.

SUBMITTAL REQUIREMENTS

- Completed and signed application form
- Assessor's Parcel Map with subject property outlined in red
Available at the Assessor's Department located at the County Administration Center (2nd floor) or online via www.solanocounty.com. Click on County's Assessor Recorder Department webpage.
- Development Plans (1 copy of each)
 - Site Plan
 - Elevations
 - Floor Plan
- Filing Fee
Please consult the fee schedule or contact Planning Services at (707) 784-6765 for appropriate filing fees. Cash, ATM/Debit or check made payable to Solano County are accepted.

For assistance call (707) 784-6765 and ask for the Planner on Duty. Access the Solano County General Plan, Zoning Code and property zoning information online at www.solanocounty.com. Click on the Department of Resource Management then Planning Services.



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Administrative Permit Application

For Office Use	
Application No.	Date Filed
Zoning District	Permit Fee
Land Use Type	Receipt No.
	Initial Review by

SITE INFORMATION

Address: _____ City: _____ Zip: _____

Assessor's Parcel Number(s): _____ Size (sq. ft/acre): _____

Preferred Property Access by Staff: OK to access Call applicant before access Call owner before access

CONTACT INFORMATION

Applicant: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Property Owner (check if same as applicant): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Additional Contact: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PROJECT DESCRIPTION

Describe the type of development, proposed uses/business, phases, changes or alterations to the property or building and intent or purpose of your proposal. Attach additional sheets as necessary.

The questions in the following sections relate to the various general land use types that are subject to issuance of an administrative permit. Please review and answer the following questions to provide greater detail of your proposed project. If a particular set of questions does not apply, simply check the 'not applicable' box next to that section.

I. GENERAL	
1) List the square footage devoted to the project within each of the following areas:	
Residential structure:	Garage:
Accessory structure, list type:	
Outdoors:	
2) Is any portion of the property under Williamson Act Contract, agricultural conservation, open space, or similar easement? If yes, provide contract number.	
3) List any known additional permitting required from the County of Solano, and/or other local, state, federal agencies (ex. building permit, Dept. of Fish & Game, etc.)	

II. GENERAL – BUSINESS RELATED USE (check if this section is not applicable <input type="checkbox"/>)
1) List the number of nonresident employees
2) Will customers or clients come on site?
3) List the proposed number of off street parking spaces.
4) Hours of operation?
5) Will there be any signs on the property to advertise or identify the business? If yes, describe how many, size, and type (ex. freestanding, wall mounted, electric, etc.). <i>Please consult with the Planning Division or reference Section 28.96 of the Zoning Regulations to determine if a Sign Permit is also required.</i>

III. AGRICULTURAL PROCESSING & AGRITOURISM (check if this section is not applicable <input type="checkbox"/>)
1) Will the agricultural related facility be operated by the property owner? Leased?
2) What percentage of agricultural product is grown on-site or off-site on land owned or leased by the operator within Solano County?
3) Will product tasting occur on-site? If yes, list the square footage devoted to the tasting facility.
4) Will retail sales take place on-site? If yes, list the square footage devoted to retail sales.
5) Will any non-agricultural products or pre-packaged food be retailed on-site? If yes, list the square footage of area devoted.

6) Will special events, ancillary to the agricultural processing facility, occur on-site? If yes, list the number of attendees and frequency of events.

IV. ANIMAL FACILITIES & OPERATIONS (check if this section is not applicable <input type="checkbox"/>)
1) List the type of animal and number of each.
2) Will any animals be boarded, trained, or given treatment for commercial purposes? If yes, describe activities.

DECLARATION of INFORMATION

The property owner and applicant must sign below certifying that all information is to the best of his or her knowledge and is true and correct.

If the applicant is not the owner of record of all property included in this application, the signature given below is certification that the owners of record have knowledge of and consent to the filing of this application and supporting information. Additionally, the undersigned does hereby authorize representatives of the County to enter upon the above mentioned property for inspection purposes.

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Owner signature: _____ Date: _____

Applicant signature: _____ Date: _____