



Butte County Department of Development Services

PERMIT CENTER

7 County Center Drive, Oroville, CA 95965

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FORM NO

PLG-12

PRE-APPLICATION CONFERENCE APPLICATION GUIDE ([BCC §24-190 ET SEQ.](#))

The Pre-Application Conference is an opportunity for an applicant or property owner to meet with county staff prior to formally submitting a development application. After receiving a complete pre-application packet, the Department of Development Services will schedule an interdepartmental review meeting that includes the applicant and/or applicant's representative as well as representatives from the Development Services Department, Environmental Health Division, Public Works Department, County Fire Department, and any other agency with applicable interest in the proposed development site.

The purpose of the meeting is to inform the applicant of local, state and/or federal requirements that may apply to their project; provide an overview of County review process; discuss possible alternatives or modifications; and, identify information and materials required for a formal application submittal, including any necessary studies or information. This process allows the applicant an advanced opportunity to incorporate those requirements into the design of the project.

Any direction given is preliminary and may be subject to further refinement or change as the application progresses through the formal application process. Following the meeting, the Department of Development Services will provide the applicant a letter summarizing what was discussed, including any additional filing requirements for the formal application.

Please submit the following in preparation for the conference:

- Project Information Form ([DPL-1](#))**. Completed and signed.
- Project Narrative**. The written narrative must describe the proposed use or project, including the services to be provided, square footage, hours and days of operations, number of employees, and other applicable information.
- Project Setting Description ([DPL-4](#))**.
- Conceptual Site Plan (Sample)**. One copy of a site plan drawn to scale (i.e. 1"=20'), with scale noted. All site maps shall be drawn on uniform size sheets no greater than 11"x17". The site plan should be as detailed as possible. Having a site plan with detailed and accurate information will allow for a thorough evaluation of your project. The site plan contents listed below are suggested at this stage, but will ultimately be required in a formal application submittal:

- Vicinity Map.** Show north arrow, the location and boundary of the project site, major cross streets and the existing street pattern in the vicinity.
- Information Table.** Include the following information:
 - Name of property owner
 - Location of the subject property, including Assessor Parcel Numbers and site address (if assigned)
 - Name of site plan preparer and date
 - General Plan and Zoning designations
 - Size of property including gross & net lot area (square feet and acres)
- Property Boundaries.** Show existing property lines with property line direction and lengths; right-of-ways and easements with the noted size, type and sufficient recording data to identify the conveyance (book and page of official records).
- Buildings and Setbacks.** Location, dimensions and use of all existing and proposed buildings and structures, including homes, decks, carports, wells, septic systems and leach fields. Show the distance of the structures from property lines and from other structures. Indicate whether any structures are proposed to be removed.
- Traffic and Circulation.** Location and dimensions for all existing access roads and driveways to the site.
- Natural Features.** Location of all natural features such as creeks, ponds, drainage swales, wetlands, adjacent riparian vegetation, etc.
- Application Filing Fees.** A fee of **\$1,052.32** must be provided at the time of application submittal. Please make checks payable to: "Butte County"

The Pre-Application Conference is held at the Development Services Department, located at 7 County Center Drive, Oroville. Pre-application meetings are held on Wednesdays, between 1:30 pm and 3:30 pm. Upon receipt of you complete application packet, a meeting time will be scheduled within 1 to 2 weeks. If you have any questions, please contact the Planning Division at 530.538.7601.