



# CITY OF SUSANVILLE PLANNING DIVISION PROJECT & ENVIRONMENTAL QUESTIONNAIRE

This document will assist the Planning Divisions evaluation of the proposed project and its potential environmental impacts. Complete and accurate information will facilitate the City’s environmental assessment of the project and will minimize future requests for additional information. Please contact the Planning Division at 66 N. Lassen Street, Susanville, CA 96130-3904, Phone: (530) 252-5117, Fax: (530) 257-4725, if you have any questions regarding this document, environmental review or your project. *Please attach additional sheets and/or information as necessary.*

**I. GENERAL INFORMATION**

**A. Applicant’ Statement of Intent and Description of Project:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Common name of Proposed Project or Subdivision:** \_\_\_\_\_  
\_\_\_\_\_

**C. Property Owner’s Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: Business (\_\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**D. Applicant’s Name/Authorized Representative:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: Business (\_\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**E. Applicant’s Name/Authorized Representative:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: Business (\_\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**F. Who is Your Main Contact Person:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: Business (\_\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_\_) \_\_\_\_\_  
Fax (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

- G.** Would you like us to provide copies of correspondence (review comments, staff reports, approval letters, etc.) to persons on this application who are not the main contact person?  YES  NO (check one). If no preference is given we will only correspond with the main contact person.

**II. PROJECT SITE INFORMATION:**

**A. Physical Characteristics:**

1. Address or Location: \_\_\_\_\_
2. Assessor's Parcel Number: \_\_\_\_\_
3. Property Area: \_\_\_\_\_ square feet \_\_\_\_\_ acres
4. Site Dimensions: \_\_\_\_\_ feet by \_\_\_\_\_ feet

**B. Land Use Characteristics**

1. Current Land Use (check one):  Undeveloped  Developed
2. If developed, describe the existing land use: \_\_\_\_\_  
\_\_\_\_\_
3. Are there any existing structures on the project site? (If yes, include description, present use, proposed use, and square footage of all structures): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Will any structures be moved or demolished? \_\_\_\_\_  
Please attach a plan showing the location of all existing structures on the project site and if they are to be moved or demolished. The plan should describe the age, condition, size and architectural style of all existing on-site structures. Photos of the existing structures should be included

**C. Zoning Information:** *(Contact the Planning Department for this information)*

1. Zoning District(s): \_\_\_\_\_
2. General Plan Land Use Designation: \_\_\_\_\_
3. Proposed Zoning (if applicable): \_\_\_\_\_
4. Proposed General Plan Land Use Designation (if applicable): \_\_\_\_\_

**D. Adjacent Zoning and Existing Land Uses Within 300 Feet of the Project site:** *(Contact the Planning Department for this information)*

	Zoning	Existing Land Use
North		
South		
East		
West		

**E. Environmental Settings:**

1. Describe the project site's existing topography, soil stability, plant and animal life, scenic vistas, cultural, historical or archaeological resources or any other outstanding site characteristics: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Will any significant views be obstructed by the project? (If yes, please describe): \_\_\_\_\_  
 \_\_\_\_\_
3. What will the visual impact of the project be in relation to its location: \_\_\_\_\_  
 \_\_\_\_\_
4. Is the project in the vicinity of any historical or archaeological resources? (If yes, please describe): \_\_\_\_\_  
 \_\_\_\_\_
5. Vegetation:
  - a. Are there any trees, bushes or shrubs on the project site? (If yes, please describe location, size and species): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  - b. Will any trees, bushes or shrubs be removed or otherwise disturbed by the project?  
 \_\_\_\_\_  
 \_\_\_\_\_
  - c. Is any of the vegetation on the site wetlands or riparian (streamside) in nature? \_\_\_\_  
 \_\_\_\_\_

6. Are there any natural bodies of water, including intermittent bodies of water, within 300 feet of the project site? (If yes, please describe location and nature): \_\_\_\_\_

7. Is the project site within either of the following?  
 Floodway       100-year floodplain       500-year floodplain

**III, PROJECT INFORMATION:**

**NOTE: Check project type and proceed to and fill in the appropriate section then continue to Section IV.**

Residential Project       Commercial/Industrial Project

**A. RESIDENTIAL PROJECTS:**

1. Type of residential project: \_\_\_\_\_
2. Is this a:  subdivision (5 or more lots);  Parcel Map (1-4 lots);  Single Lot Development
3. Total number of lots: \_\_\_\_\_. Total number of dwelling units: \_\_\_\_\_.
4. Total acreage: \_\_\_\_\_. Total dwelling units per acre: \_\_\_\_\_.

BREAKDOWN OF PROPOSED RESIDENTIAL UNITS				
	Single Family	Duplex / Triplex/ Fourplex	Multi-Family Apartments	Multi-Family Condominiums
Number of Units				
Square Feet Per Unit				
For Sale or Rent				
Price Range				
Type of Unit				
Studio				
1 Bedroom				
2 Bedroom				
3 Bedroom				
4 + Bedroom				

5. Provide the type, number of stories, gross floor area (square feet), height and dimensions of all proposed structures: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What will be the finished floor elevation? \_\_\_\_\_

7. Will the finished floor be higher than the existing topography of the site? \_\_\_\_\_

8. What is the height of building appurtenances (measured from ground to highest point) such as antennas, mechanical equipment, and light poles? \_\_\_\_\_

\_\_\_\_\_

9. Project Site Coverage:

Building Coverage:		(s.f.)		%
Landscaped Area:		(s.f.)		%
Paved Surface Area:		(s.f.)		%
Other ( )::		(s.f.)		%
<b>Total:</b>		<b>(s.f.)</b>	<b>100</b>	<b>%</b>

10. Exterior Building Materials and Colors: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11. Roof Materials and Colors: \_\_\_\_\_

12. Total Number of Off Street Parking Spaces Provided: \_\_\_\_\_

(If off-street parking spaces are not on the project site, attach a recorded easement, a signed lease agreement or a letter of agency for off-site off-street parking spaces)

13. Type of exterior lighting proposed for the project (height, intensity, coverage, sheilding):

Building: \_\_\_\_\_

Parking: \_\_\_\_\_

\_\_\_\_\_

14. Is the proposed project a component of an overall larger plan or project? (If yes please describe the overall project and its various phases and show the overall project on a site plan.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
15. Estimated date to begin construction: \_\_\_\_\_
16. Estimated date to complete construction: \_\_\_\_\_

**B. COMMERCIAL, INDUSTRIAL, MANUFACTURING, OR OTHER PROJECTS:**

1. Type of project: \_\_\_\_\_
2. Type of Use(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Customer Base (check one):  Regional  Citywide  Neighborhood
4. Employee Base (check one):  Regional  Citywide  Neighborhood
5. Overall Influence (check one):  Regional  Citywide  Neighborhood
6. Days and Hours of Operation: \_\_\_\_\_
7. Total Occupancy/Capacity of Building(s): \_\_\_\_\_
8. Total Number of Fixed Seats: \_\_\_\_\_ Total Number of Employees: \_\_\_\_\_  
 Anticipated Number of Employees Per Shift: \_\_\_\_\_
9. Square footage of: Office Area \_\_\_\_\_ s.f.; Warehouse Area \_\_\_\_\_ s.f.;  
 Sales Area \_\_\_\_\_ s.f.; Storage Area \_\_\_\_\_ s.f.; Loading Area \_\_\_\_\_ s.f.
10. Total Number of Visitors/Customers on site at any one time: \_\_\_\_\_
11. Other Occupants (If applicable): \_\_\_\_\_
12. Will the proposed use involve any toxic or hazardous materials or waste? (If yes, please explain): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
13. Is this a:  Subdivision (5 or more lots),  Parcel Map (1-4 lots), or  Single Lot Development (check one).

14. Total number of lots: \_\_\_\_\_ Total number of units: \_\_\_\_\_
15. Total acreage: \_\_\_\_\_ Total units per acre: \_\_\_\_\_
16. Provide the type, number of stories, gross floor area (square feet), height and dimensions of all proposed structures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. What will be the finished floor elevation? \_\_\_\_\_
18. Will the finished floor be higher than the existing topography of the site? \_\_\_\_\_
19. What is the height of building appurtenances (measured from ground to highest point) such as antennas, mechanical equipment, and light poles? \_\_\_\_\_

\_\_\_\_\_

20. Project Site Coverage:

Building Coverage:		(s.f.)		%
Landscaped Area:		(s.f.)		%
Paved Surface Area:		(s.f.)		%
Other ( )::		(s.f.)		%
<b>Total:</b>		<b>(s.f.)</b>	<b>100</b>	<b>%</b>

11. Exterior Building Materials and Colors: \_\_\_\_\_

\_\_\_\_\_

12. Roof Materials and Colors: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Total Number of Off Street Parking Spaces Provided: \_\_\_\_\_

(If off-street parking spaces are not on the project site, attach a recorded easement, a signed lease agreement or a letter of agency for off-site off-street parking spaces)

14. Type of exterior lighting proposed for the project (height, intensity, coverage, sheilding):

Building: \_\_\_\_\_

\_\_\_\_\_

Parking: \_\_\_\_\_

\_\_\_\_\_

15. Is the proposed project a component of an overall larger plan or project? (If yes please describe the overall project and its various phases and show the overall project on a site plan.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
16. Estimated date to begin construction: \_\_\_\_\_
17. Estimated date to complete construction: \_\_\_\_\_

**IV. ENVIRONMENTAL IMPACTS:**

**A. Surface Water runoff and Water Quantity:**

1. Will the project alter existing drainage patterns on the site?  Yes  No (see #5 below)
2. Will the project increase the amount of surface water runoff leaving the site? Yes  No (see #5 below)
3. Will surface water runoff from the site enter a stream, pond or other natural drainage facility?  Yes  No (see #5 below)
4. Will the project affect ground waters in terms of quality or quantity?  Yes  No (see #5 below)
5. If you answered yes to any of the above, please explain the specific situation and any proposed water treatments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. Traffic:**

1. What street(s) provide primary access to the site? \_\_\_\_\_  
 \_\_\_\_\_
2. Projected vehicle trips per day (see appendix for details regarding this calculation): \_\_\_\_\_  
 \_\_\_\_\_
3. Projected truck trips per day: \_\_\_\_\_
4. Proposed street improvements (if any): \_\_\_\_\_  
 \_\_\_\_\_

**C. Water Consumption:**

1. Estimated gallons of water consumed per day (please see appendix for details regarding this calculation): \_\_\_\_\_
2. Source of Water: \_\_\_\_\_

**D. Fire Protection:**

1. What is the location of the fire hydrant(s) nearest the project site? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Are any new fire hydrants proposed? (If yes, please describe the proposed location): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. If new buildings are proposed, will sprinkler systems be installed? (Please describe): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Type of building construction: \_\_\_\_\_
5. Occupancy load: \_\_\_\_\_

**E. Natural Gas Consumption:**

1. Indicate the approximate number of gas appliances per residential unit:  
Furnace \_\_\_\_\_, Water Heater \_\_\_\_\_, Range \_\_\_\_\_, Dryer\_\_\_\_\_  
Number of residential units \_\_\_\_\_.
2. Indicate the approximate number of gas appliances per commercial unit:  
Furnace \_\_\_\_\_, Water Heater \_\_\_\_\_, Range \_\_\_\_\_, Dryer\_\_\_\_\_  
Number of commercial units \_\_\_\_\_.

**F. Sewage Disposal:**

1. Estimated amount (gallons per day) of sewage to be generated by the project (please see appendix for details regarding this calculation): \_\_\_\_\_
3. Describe the type of sewage to be generated: \_\_\_\_\_  
\_\_\_\_\_
4. Will any special or unique sewage wastes be generated by this development? (If yes, please describe): \_\_\_\_\_  
\_\_\_\_\_

**G. Solid Waste:**

1. Amount of solid waste to be generated by this project (please see appendix for details regarding this calculation): \_\_\_\_\_
2. Type(s) of solid waste to be generated: \_\_\_\_\_  
\_\_\_\_\_
3. How will the solid waste be stored: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Where will solid waste be disposed of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**H. Hazardous Waste Concerns:**

1. Are there any buried tanks or riser pipes on the project site? (If yes, please describe location and nature): \_\_\_\_\_  
\_\_\_\_\_
2. Is there any evidence of surface contamination on the project site? (If yes, please describe location and nature): \_\_\_\_\_  
\_\_\_\_\_

**I. Public Controversy:**

1. Is there any known public controversy or individual objections related to the project or the project location? (If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. ATTESTATION:**

As applicant/agent for this proposal, I hereby state that, to the best of my knowledge, the above answers and statements are true and complete.

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and title of Applicant/Agent

**NOTE:** If the project site is on or near a historical site, archaeological site, landfill site, river, floodplain, freeway, railroad, or airport, then specific technical studies may be required. Applicants are encouraged to contact the Community Development Department at the earliest possible opportunity to determine the possible need and scope of such studies.

**City of Susanville**

**Planning Division**

66 North Lassen Street

Susanville, CA 96130-3904

Fax: (530) 257-4725

**Contacts:**

Craig Sanders, City Planner

Phone: (530) 252-5104

e-mail [csanders@cityofsusanville.org](mailto:csanders@cityofsusanville.org)

**APPENDIX TO CITY OF SUSANVILLE**

# PROJECT & ENVIRONMENTAL QUESTIONNAIRE

## 1. TRAFFIC TRIP GENERATION RATES: To be used for completion of Section IV.B.

<u>Land Use</u>	<u>Weekday Trip end Generation Rates (at 100% Occupancy)</u>
Single Family	10.0 trips per dwelling unit
Patio Homes/Townhomes	7.9 trips per dwelling unit
Condominiums	5.1 trips per dwelling unit
Apartments	6.0 trips per dwelling unit
Mobile Homes	5.4 trips per dwelling unit
Retirement Communities	3.3 trips per dwelling unit
Motel/Hotel	11 trips per room
Fast-Food Restaurant	553 trips per 1,000 s.f. of building area
Retail Commercial	51.3 trips per 1,000 s.f. of building area
Shopping Center	115 trips per 1,000 s.f. of building area
Sit-Down Restaurant	56 trips per 1,000 s.f. of building area
General Office	12.3 trips per 1,000 s.f. of building area
Medical Office	75 trips per 1,000 s.f. of building area
Institutions (Schools/Churches)	10.2 trips per student or 9.4 trips per 1,000 s.f. of building area
Industrial Plant	7.3 trips per 1,000 s.f. of building area or 3.8 trips per employee
Industrial Warehouse	5.0 trips per 1,000 s.f. of building area or 4.2 trips per employee

## 2. WATER CONSUMPTION RATES

<u>Land Use</u>	<u>Estimated Water consumption Rates (gallons per day)</u>
Single-Family Residential	800 gallons per day
Multi-Family Residential	800 gallons per 3 bedroom unit; 533 gallons per 2 bedroom unit; 267 gallons per 1 bedroom unit
Offices	100 gallons per day per 1,000 s.f. of floor area
Retail Commercial	100 gallons per day per 1,000 s.f. of floor area
Service Commercial/Industrial	The water consumption rate for service commercial and industrial land uses is variable. Please describe the expected levels of water consumption for your project based upon either the water requirements of other similar service commercial or industrial uses or your own calculations (please show your calculations).

## 3. SEWAGE GENERATION RATES

<u>Land Use</u>	<u>Estimated Sewage Generation Rates (gallons per day)</u>
Single-Family Residential	300 gallons per day per unit
Multi-Family Residential	200 gallons per day per unit or 100 gallons per day per resident
Commercial	100 gallons per day per 1,000 s.f. of floor area
Office	100 gallons per day per 1,000 s.f. of floor area
Industrial	Generally, the sewage generation rate for industrial projects is approximately 2,500 gallons per day per acre. However, the generation rate of variable. Please describe the sewage requirements for any industrial uses in your project.

#### **4. SOLID WASTE GENERATION RATES**

<u>Land Use</u>	<u>Estimated Solid Waste Generation (pounds per day)</u>
Single-Family Residential	10.96 lbs. per day per unit
Multi-Family Residential	7.37 lbs. per day per unit
Commercial	50 lbs. per day per 500 s.f. of floor area
Industrial	The solid generation rate for industrial land uses is variable. Please describe the expected levels of solid waste consumption for your project based upon either the amount of solid waste generated by other similar industrial uses or you own calculations (please show your calculations).