City of Susanville, Planning Division
66 North Lassen Street, Susanville, CA 96130
Phone: (530) 252-5117 ◆ Fax (530) 257-4725
www.cityofsusanville.org

USE PERMIT SUBMITTAL REQUIREMENTS
Includes the requirements for Architectural and Site Plan Review,
which is normally part of the Use Permit process

Items required for submittal:

☐ Completed and signed application

☐ Completed and signed Environmental Questionnaire

☐ Current preliminary title report dated within the last 3 months

☐ Copy of any recorded maps that affect the project

☐ Copy of any deeds that may affect the property

☐ Any information that the project proponent has that may be necessary to make an environmental determination, such as: traffic study, archaeological study, etc

☐ Plans to include (when applicable): Existing Site Plan, Proposed Site Plan, Preliminary Grading and Drainage Plan, Landscape and Irrigation Plan, Building Elevations and Floor Plans.

☐ One (1) full size copies 18"x26' or larger of all plan sheet sets stapled and **one (1)** reproducible copy of all sheets 11"x17" in size.

☐ Fees: see fee schedule

NOTES:

- Once the project is approved by the Planning Commission the project owner/developer will be required to submit final building plans to the City Building Division and final site and improvement plans to the City Planning Division for plan check and final approval *before* a building permit will be issued (if applicable).

- Prior to submitting a Use Permit and/or Architectural & Site Plan Review application to the City, the developer should submit three (3) sets of plans to the Planning Division for preliminary review and comments.

- The Use Permit process usually requires Architectural and Site Plan Review. There is no additional fee for this process if it runs concurrent with the Use Permit application.

- On average, Use Permit applications process from four (4) to eight (8) weeks from the time an approved submittal is received by the Planning Division, as long as the project is exempt from CEQA.

s/planning/forms/use permit submittal-updated 12/12