

**GLENN COUNTY
PLANNING & PUBLIC WORKS AGENCY
125 SOUTH MURDOCK AVENUE
WILLOWS, CA 95988
(530) 934-6540 FAX (530) 934-6713
www.countyofglenn.net**

**INSTRUCTIONS FOR FILING APPLICATION FOR ADMINISTRATIVE PERMIT -
RESIDENTIAL DWELLING**

It is advisable to obtain Building Department and Health Department requirements **PRIOR** to applying for an Administrative Permit. This application is for the use of the property and in no way guarantees the acceptability of the site for onsite sewage disposal systems.

This list is intended to meet the requirements of State of California Government Code Section 65940.

All Conditional Use Permits or annual Administrative Permits required for the placement of travel trailers, mobile homes or manufactured housing shall be applied for by and issued to the owner of land upon which it is proposed to be placed.

1. Application Form must be properly filled out and signed by owner(s) of property and applicant(s). All property owners must sign (husband and wife) 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.
2. Filing Fees: Residential Dwelling - \$172.00
3. One reproducible development plan must be submitted with the application. The development plan shall contain the following information:
 - (a) Property dimensions and acreage.
 - (b) All existing and proposed buildings and structures including location from property lines, size, height and proposed use.
 - (c) Name of all adjoining streets.
 - (d) Location and nature of all utilities including septic systems and potable water sources in accordance with the Health Standards.
4. One copy of the current County Assessor's Map with the property for the proposed Administrative Permit delineated on the map must be submitted with the application.
5. Interdepartmental Routing Sheet - signed.
6. Conditions shall be attached to Administrative Permits when granted.