

CITY OF AUBURN

ADMINISTRATIVE PERMIT APPLICATION INFORMATION

1225 Lincoln Way, Auburn, California 95603 Phone: (530) 823-4211

GENERAL INFORMATION: All Administrative Permit requests may be issued by the Planning & Public Works Director. The Director shall forward the permit request to all affected City departments for their comment and recommended conditions.

Not less than ten (10) days prior to the date on which the administrative decision will be made, the Director shall give notice of the proposed request by mail or delivery to all applicable adjacent property owners.

If no hearing is requested by the applicant or other affected person, or if no responses are received in opposition to the request within the prescribed time period, then the Director shall issue said permit subject to such conditions as may be determined by the Director.

If a hearing is requested by the applicant or other affected person, or if any responses are received in opposition to the request, the Director shall forward the application to the Planning Commission for formal public hearing and consideration. When the application is forwarded to the Planning Commission, the applicant shall be responsible for paying any additional application processing fees and providing any additional permit application materials.

A. **Application Checklist:** All of the following listed items must be included when you submit your application, unless indicated otherwise or are inapplicable to your application.

1. One (1) completed copy of the application form.
2. The appropriate non-refundable filing fee.
3. One (1) copy of a site plan which delineates the scope of the proposed project. Include relevant setbacks and dimensions.
4. Letter describing the proposal.
5. Additional information as determined necessary by the City (e.g. photographs; additional plans; materials & colors associated with improvements).