



City of Willows

201 N. Lassen Street
Willows, Ca. 95988
530.934.7041 (tel)
530.934.7402 (fax)

City Use Only – do not write in this area

Date Received _____

File Number(s) _____

Land Use Designation _____

Zoning _____

Planning Permit Application - please print or type

Project title _____ Project address _____

APN(s) _____ - _____ - _____

Application Type

<u>Appeal</u> ☐ Appeal	<u>General Plan Amendment</u> ☐ Major
<u>Design Review</u> ☐ Minor/Major	<u>Sign Permit</u> ☐ Administrative Program
<u>Environmental Assessment CEQA Review</u> ☐ Categorical Exemption w/no initial study ☐ Notice of Determination ☐ Initial Study w/Minor Neg. Dec. ☐ Initial Study w/Mitigated Neg. Dec. ☐ Initial Study w/EIR ☐ Impact Report (EIR)	<u>Minor/Major Subdivision</u> ☐ Minor ☐ Major ☐ Vesting Tentative Map ☐ Final Map ☐ Certificate of Compliance ☐ Voluntary Lot Merger ☐ Lot Line Adjustment ☐ Revisions & Extensions
<u>Use Permits</u> ☐ Minor ☐ Major ☐ Temporary Use ☐ Home Occupation Permit	<u>Zoning Amendment</u> ☐ Rezoning-Prezoning ☐ Variance (Minor) ☐ Variance (Major)
	<u>Zoning Clearance Letter</u> ☐ Administrative

****For applications that require a deposit, please review the Cost Recovery Agreement information (Pages 5-7).**

Project Description _____

Project Address: _____

Existing Use(s) of Property _____

Applicant	_____	Property Owner	_____
Mailing Address	_____	Mailing Address	_____
City, State, ZIP	_____	City, State, ZIP	_____
Telephone	_____	Telephone	_____
Fax	_____	Fax	_____
E-mail	_____	E-mail	_____

Applicant/Owner Certifications, Agreements and Acknowledgements:

- a) In the event the Property Owner is different from the Applicant, the Property Owner must sign to indicate their consent to the filing and agreement to be liable with the applicant for payment of the processing fees.
- b) Additional property owners and/or applicants (name, address, telephone number, and signature) shall be included on the application. In the case of a partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.
- c) If you desire project correspondence and notice of meetings to be sent to parties other than the Applicant and Property Owner, please list their names, address and telephone numbers below.
- d) As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Willows its agents, officers, employees, boards, commissions and Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, council members, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.
- e) The City of Willows shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or the City's outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree with all of the above.

Property Owner Signature(s)	_____	Date	_____
	_____	Date	_____
Applicant Signature(s)	_____	Date	_____
	_____	Date	_____

Additional space provided to list the following as applicable:

Partnerships: All general and limited partners shall be identified.

Corporations: All shareholders owning 10% or more of the stock and all officers and directors shall be identified.

Name	Address	Telephone No.	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Project correspondence to be provided to (in addition to the Applicant and Property Owner):

Name	Address	Email
_____	_____	_____
_____	_____	_____

City of Willows Planning Fee Schedule

Planning Fees				
Fee Description	Unit	Flat Fee	Cost Recovery Agreement	Notes
Certificate of Compliance	Flat + CRA	\$109.00	\$1,669.00	CRA amounts are estimates, actual cost may vary.
Design Review	Flat + CRA	\$339.00	\$1,043.00	CRA amounts are estimates, actual cost may vary.
Categorical Exemption	Flat	\$234.00		
Notice of Determination (NOD)	Flat+ County Posting Fee	\$234.00		County Posting Fee in addition to Flat Fee
Initial Study w/minor Neg. Dec	Flat + CRA	\$365.00	\$4,173.00	CRA amounts are estimates, actual cost may vary.
Initial Study w/MND	Flat + CRA	\$365.00	\$8,347.00	CRA amounts are estimates, actual cost may vary.
Environmental Report (EIR)	Flat + CRA	\$834.00		Deposit determined per project
Tentative Parcel Maps (4 or few lots)	Flat + CRA	\$339.00	\$1,043.00	CRA amounts are estimates, actual cost may vary.
Tentative Parcel Maps (4 or few lots) - per lot	Flat	\$33.00		
Tentative Subdivision Maps (5 or more lots)	Flat + CRA	\$339.00	\$4,173.00	CRA amounts are estimates, actual cost may vary.
Tentative Subdivision Maps (5 or more lots) - per lot	Flat	\$33.00		
Vesting Tentative Map	Flat + CRA	\$365.00	\$8,347.00	CRA amounts are estimates, actual cost may vary.
Vesting Tentative Map - per lot	Flat	\$33.00		
Extensions and Revisions to Approved Plan	Flat + CRA	\$339.00	\$626.00	CRA amounts are estimates, actual cost may vary.
Final Maps	Flat + CRA	\$339.00	\$834.00	CRA amounts are estimates, actual cost may vary.
Final Maps - per lot	Flat	\$33.00		
General Plan Amendment	Flat + CRA	\$599.00	\$4,173.00	CRA amounts are estimates, actual cost may vary.
Home Occupation	Flat	\$89.00	\$0.00	
Lot Line Adjustment	Flat + CRA	\$109.00	\$834.00	CRA amounts are estimates, actual cost may vary.
Lot Merger	Flat + CRA	\$109.00	\$834.00	CRA amounts are estimates, actual cost may vary.
Rezone or Prezone	Flat + CRA	\$365.00	\$4,173.00	CRA amounts are estimates, actual cost may vary.
Sign Permit	Flat	\$313.00		
Temporary Use Permit	Flat	\$469.00		
Land Use Maps	Flat	\$103.00		
Zoning Map	Flat	\$103.00		
Minor Use Permit	Flat + CRA	\$198.00	\$1,669.00	CRA amounts are estimates, actual cost may vary.
Major Use Permit	Flat + CRA	\$599.00	\$3,338.00	CRA amounts are estimates, actual cost may vary.
Minor Variance	Flat + CRA	\$234.00	\$834.00	CRA amounts are estimates, actual cost may vary.
Major Variance	Flat + CRA	\$339.00	\$1,669.00	CRA amounts are estimates, actual cost may vary.
Zoning Clearance Letter	Flat	\$130.00		
Appeal to PC or CC	Flat	\$626.00		
Site Plan Review	Flat	\$187.00	\$187.00	CRA amounts are estimates, actual cost may vary.
2nd Pre-Development Meeting Fee	Flat	\$104.00		1st meeting is free, \$100 for each additional meeting.
CEQA filing fees	Flat	Applicants will pay current rate for filing fees		

City of Willows Planning Fee Schedule

Engineering Fees				
Fee Description	Unit	Flat Fee	Cost Recovery Agreement	Notes
Final Map Checking Fee	CRA		\$2,086.00	CRA amounts are estimates, actual cost may vary.
Parcel Map Checking Fee	CRA		\$1,565.00	CRA amounts are estimates, actual cost may vary.
Lot Line Adjustment Checking Fee	CRA		\$521.00	CRA amounts are estimates, actual cost may vary.
Lot Merger Checking Fee	CRA		\$521.00	CRA amounts are estimates, actual cost may vary.
Deed Review/Processing	CRA		\$1,043.00	CRA amounts are estimates, actual cost may vary.

Effective July 1, 2026

CITY OF WILLOWS

COST RECOVERY AGREEMENT

FACT SHEET

COST RECOVERY AGREEMENT EXPLAINED

1. What is Cost Recovery?

- The City uses consultants to process certain planning and building applications. The deposit collected by the City is used to pay for the services rendered by the consultant.

2. Why do only certain applications require a Cost Recovery Agreement?

- Certain applications inherently require substantial time to review, while others can be completed quickly. Applications that need substantial time for review require a Cost Recovery Agreement to ensure transparency of costs to the applicant and protect the City from loss.

3. How is the deposit amount calculated?

- The deposit amount is calculated using the estimated hours the consultant will need to complete the review of your specific application.

4. How is the actual cost determined?

- The consultant will track time spent on each application and will provide invoices to the City detailing tasks performed, time spent, and cost. This information will be provided to the applicant to ensure the process is as transparent as possible.

5. What happens if my deposit was more or less than the actual cost?

- If actual costs are lower than the deposit amount, the City will refund the applicant the unused funds. The City will monitor your deposit against billed amounts and will promptly notify applicants if additional funds are required.

6. Does the City make a profit from the Cost Recovery process?

- No, the City only recovers the cost from the applicant that was paid to the Consultant.

7. Which applications require a Cost Recovery Agreement?

- A list of applications requiring Cost Recovery Agreements is attached.



Cost Recovery Agreement

Dear Applicant,

As part of our ongoing commitment to providing efficient and effective planning and engineering processes, the City of Willows is implementing Cost Recovery Agreements (CRA) for certain services. The CRA is designed to ensure that the costs associated with the review and processing of applications are adequately covered, while also providing transparency and fairness to applicants.

Pursuant to City Council Resolution No. 10-06, the cost of processing for land use, zoning, and building services must be paid for directly by the applicant ensuring that Willows' taxpayers and the City's General Fund are not burdened with paying for private development and investment.

It is important to note that any unused portion of the deposit will be refunded upon completion of the application review process. In cases where additional funding is needed to complete the review process, the City of Willows will notify the applicant as promptly as possible. This notification will include a detailed explanation of the additional funds required and the reasons for the additional costs.

Upon completion of services rendered, the applicant will receive backup documentation showing details of hours spent and costs incurred. This assures transparency to the applicant that they were only charged for services performed specific to their application

If you have any questions or concerns regarding this agreement, please do not hesitate to contact the City Planning or Building Department for clarification.

Sincerely,

Marti Brown

Marti Brown,
City Manager



The Applicant does hereby agree as follows:

1. The applicant shall deposit funds with the City towards expenses to be incurred for consultant costs relating to their application.
2. If it is determined that costs have or will exceed the initial deposit, additional deposits will be required. Staff will provide a written request for additional funds and provide an accounting of expenditures for service to date. Application review will be on hold until the additional deposit is received.
3. The City will not return funds to the applicant if the application is withdrawn, rejected, approved subject to conditions, or modified upon approval unless it is determined that funds deposited remain in excess of the costs to the City, after the project has been approved or denied. Once a full reconciliation of all costs has been completed, the City will determine if funds are eligible for reimbursement.
4. The undersigned applicant assumes full responsibility for all costs incurred by the City in processing this application. The initial deposit for the project identified in this document shall be in the amount of

\$ _____

Address and Site Information:	Invoice and/or notices to be mailed to:
Property Owner/Business Name:	
Email:	
Telephone:	

I certify under proof of perjury that I am the property owner or that I am authorized to enter into this fee agreement on his/her behalf.

Signature

Date

Printed Name



City of Willows

PLANNING PERMIT APPLICATION DOCUMENT CHECKLIST

Applicants will receive a marked checklist after their application is received. No additional documents are required at the time of submittal.

- [] **A signed and dated written statement** if a new business activity is proposed, describing its purpose, proposed hours of operation, number of full-time employees, number of part-time employees, type of business (i.e., type of office space, type of products, type of manufacturing or processing, etc.)
- [] _____ copies of each of the following on sheets with a dimension of _____ stapled in sets.
- [] **Dimensioned plot plan** (site plan), drawn to scale depicting:
 - the boundaries of the site
 - the location and names of adjacent and abutting streets
 - all existing on-site improvements (buildings, paving, driveways, walkways, etc.) and all existing trees
 - all proposed new improvements including but not limited to buildings, roads, paving, driveways, walkways
 - all required and proposed setbacks from all property lines
- [] **Fully-dimensioned building elevations** for all four sides of each building, including:
 - the finish material and color of all exterior surfaces and roofs
 - all exterior mechanical, ductwork, and utility boxes
 - roof pitch
 - details of all windows and doors
- [] A minimum of 2 **fully-dimensioned cross sections**, with at least one across each building axis
- [] **Fully-dimensioned roof plan** showing direction of slope and location of mechanical equipment, ducts and vents
- [] **Fully-dimensioned floor plans** depicting all rooms, doors, windows, etc.
- [] **Sign plans** depicting the design(s) of all proposed signs, including locations, dimensions, height, materials, colors, and illumination
- [] **Landscape and irrigation plan** that includes location of sprinkler heads and utility lines
- [] **Grading plan** depicting all proposed site work including grading (depicting existing and finish contours at 1-foot intervals, limits of all earthwork, and cut and fill amounts)
- [] **Drainage plan** depicting all existing and proposed drainage-ways

- [] **Fully-dimensional fence/wall plan**, including the finish material and color of all fences and walls
- [] **Lighting plans**, including proposed locations and manufacturer's specifications for all exterior lighting fixtures
- [] One 8½" x 11" or 8½" x 17" **reduction** of each of the above required exhibits.
- [] **Materials and colors board** depicting all exterior finish materials and colors.
- [] One set of 8½" x 11" or 11" x 17" exhibits for filing that show all of the information on the color board (e.g. catalog cuts, color chips, material sheets, etc.)
- [] **Colored rendering** of project
- [] **Site photographs** depicting representative views of and from the site.
- [] 2 copies of the **Preliminary Title Report** not more than 3 months old.
- [] **Findings for Variance request**
- [] **Findings for Conditional Use request**
- [] **Processing fees** of \$ _____
- [] Other _____
- [] For Subdivisions See Engineering submittal requirements Checklist

ITEMS REQUIRED FOR ENVIRONMENTAL REVIEW:

- [] 2 copies of a Preliminary Soils Report
- [] Archaeology Report (Preliminary data search)
- [] Arborist Report (ID of all trees on the site over 6" DBH)
- [] Traffic Report
- [] Biologist/Wetlands Report
- [] Phase I Environmental Assessment
- [] If a stream exists, contact a City Planner at 934.7041 to discuss possible additional requirements.
- [] **Note:** Department of Fish and Game (DFG) Filing Fee Exemption Form must be approved by DFG, or fees are due when Notice of Determination is filed at the County Clerk's Office (see staff for explanation)