

464 Sutton Condominium TM (25PLN-21)

Attachment List

1. Vicinity and Aerial Exhibit
2. Applications (Universal, Tentative Map)
3. Tentative Condominium Map

464 Sutton Wy - Aerial



Parcel APN: 035-480-003
464 SUTTON WAY

Land Value: \$502,212.00
Improvement Value: \$2,555,023.00
Acreage: Unknown
Zoning: C-2 GVCity
General Plan: C GVCity
Fire District: Grass Valley
Elementary Sch. Dist: Grass Valley
Water District:
Nevada Irrigation Dist: NID Water - Zone 1.0
Public Utility:
Park District:
Service Area: Solid Waste Grass Valley - Csa 32
Snow Load: 49 lbs/sqft
Wind Exposure: C
Climate Zone: 11
Elevation: 2,618 feet

Overview Map



464 Sutton Wy - Vicinity



Parcel APN: 035-480-003
464 SUTTON WAY

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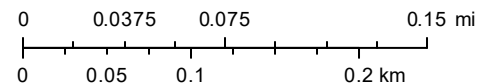
Overview Map



May 30, 2025

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Scale:
1:4,514



UNIVERSAL PLANNING APPLICATION



Application Types

Administrative

- ☐ Limited Term Permit
\$757.00
- ☐ Zoning Interpretation
\$243.00

Development Review

- ☐ Minor Development Review – under 10,000 sq. ft.
\$1,966.00
- ☐ Major Development Review – over 10,000 sq. ft.
\$3,571.00
- ☐ Conceptual Review - Minor
\$497.00
- ☐ Conceptual Review – Major
\$847.00
- ☐ Plan Revisions – Staff Review
\$342.00
- ☐ Plan Revisions – DRC / PC Review
\$901.00
- ☐ Extensions of Time – Staff Review
\$306.00
- ☐ Extensions of Time – DRC / PC Review
\$658.00

Entitlements

- ☐ Annexation
\$8,505.00 (deposit) + \$20.00 per acre
- ☐ Condominium Conversion
\$5,339.00 (deposit) + \$25 / unit or \$25 / 1,000 sf com.
- ☐ Development Agreement – New
\$20,023.00 (deposit) + cost of staff time & consultant minimum \$300
- ☐ Development Agreement – Revision
\$7,486.00 + cost of staff time & consultant minimum \$300
- ☐ General Plan Amendment
\$8,000.00
- ☐ Planned Unit Development
\$8,839.00 + \$100.00 /unit and / or \$100 / 1,000 sf floor area
- ☐ Specific Plan Review - New
Actual costs - \$18,399.00 (deposit) (+ consultant min. \$300)
- ☐ Specific Plan Review - Amendments / Revisions
Actual costs - \$7,576.00 (deposit) (+ consultant min. \$300)
- ☐ Zoning Text Amendment
\$3,364.00
- ☐ Zoning Map Amendment
\$5,501.00
- ☐ Easements (covenants & releases)
\$1,794.00

Environmental

- ☐ Environmental Review – Initial Study
\$1,858.00
- ☐ Environmental Review – EIR Preparation
Actual costs - \$34,274.00 (deposit)
- ☐ Environmental Review - Notice of Determination
\$162.00 (+ Dept. of Fish and Game Fees)

- ☐ Environmental Review - Notice of Exemption
\$162.00 (+ County Filing Fee)

Sign Reviews

- ☐ Minor – DRC, Historic District, Monument Signs or other districts having specific design criteria
\$330.00
- ☐ Major – Master Sign Programs
\$1,407.00
- ☐ Exception to Sign Ordinance
\$1,046.00

Subdivisions

- ☒ Tentative Map (4 or fewer lots)
\$3,788.00
- ☐ Tentative Map (5 to 10 lots)
\$5,267.00
- ☐ Tentative Map (11 to 25 lots)
\$7,053.00
- ☐ Tentative Map (26 to 50 lots)
\$9,668.00
- ☐ Tentative Map (51 lots or more)
\$14,151.00
- ☐ Minor Amendment to Approved Map (staff)
\$1,208.00
- ☐ Major Amendment to Approved Map (Public Hearing) \$2,642.00
- ☐ Reversion to Acreage
\$829.00
- ☐ Tentative Map Extensions
\$1,136.00
- ☐ Tentative Map - Lot Line Adjustments / Merger
\$1,325.00

Use Permits

- ☐ Minor Use Permit - Staff Review
\$562.00
- ☐ Major Use Permit - Planning Commission Review
\$3,292.00

Variances

- ☐ Minor Variance - Staff Review
\$562.00
- ☐ Major Variance - Planning Commission Review
\$2,200.00

Application	Fee
Tentative Map <4	\$3,788.00
Total:	\$3,788.00

Below is the Universal Planning Application form and instructions for submitting a complete planning application. In addition to the Universal Planning Application form, a project specific checklist shall be submitted. All forms and submittal requirements must be completely filled out and submitted with any necessary supporting information.

Upon receipt of the **completed forms, site plan/maps, and filing fees**, the Community Development Department will determine the completeness of the application. This review will be completed as soon as possible, but within thirty (30) days of the submittal of the application. If the application is determined to be complete, the City will begin environmental review, circulate the project for review by agencies and staff, and then schedule the application for a hearing before the Planning Commission.

If sufficient information **has not** been submitted to adequately process your application, you will receive a notice that your application is incomplete along with instructions on how to complete the application. Once the City receives the additional information or revised application, the thirty (30) day review period will begin again.

Since the information contained in your application is used to evaluate the project and in the preparation of the staff report, it is important that you provide complete and accurate information. Please review and respond to each question. If a response is not applicable, N/A should be used in the space provided. Failure to provide adequate information could delay the processing of your application.

Additional information may be obtained at www.cityofgrassvalley.com regarding the 2020 General Plan and Zoning. You may also contact the Community Development Department for assistance.

ADVISORY RE: FISH AND GAME FEE REQUIREMENT

Permit applicants are advised that pursuant to Section 711.4 of the Fish and Game Code a fee of **\$3,445.25** for an Environmental Impact Report and **\$2,480.25** for a Negative Declaration* shall be paid to the County Recorder at the time of recording the Notice of Determination for this project. This fee is required for Notices of Determination recorded after January 1, 1991. A Notice of Determination cannot be filed and any approval of the project shall not be operative, vested, or final until the required fee is paid. This shall mean that building, public works and other development permits cannot be approved until this fee is paid. These fees are accurate at the time of printing, but **increase the subsequent January 1st** of each year.

This fee is **not** a Grass Valley fee; it is required to be collected by the County pursuant to State law for transmission to the Department of Fish and Game. This fee was enacted by the State Legislature in September 1990, to be effective January 1, 1991.

*If the City finds that the project will not have an impact on wildlife resources, through a De Minimus Impact Finding, the City will issue certificate of fee exemption. Therefore, this fee will not be required to be paid at the time an applicant files the Notice of Determination with the County Recorder. The County's posting and filing fees will still be required.

4. **Cortese List:** Is the proposed property located on a site which is included on the Hazardous Waste and Substances List (Cortese List)? Y _____ N x _____

The Cortese List is available for review at the Community Development Department counter. If the property is on the List, please contact the Planning Division to determine appropriate notification procedures prior to submitting your application for processing (Government Code Section 65962.5).


5. **Indemnification:** The City has determined that City, its employees, agents and officials should, to the fullest extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, expense, attorney's fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this permit, or the activities conducted pursuant to this permit. Accordingly, to the fullest extent permitted by law, the applicant shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorney's fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this permit, or the activities conducted pursuant to this permit. Applicant shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.
6. **Appeal:** Permits shall not be issued until such time as the appeal period has lapsed. A determination or final action shall become effective on the 16th day following the date by the appropriate review authority, where no appeal of the review authority's action has been filed in compliance with Chapter 17.91 of the City's Development Code.

The 15-day period (also known as the "appeal" period in compliance with Chapter 17.91) begins the first full day after the date of decision that the City Hall is open for business, and extends to the close of business (5:00 p.m.) on the 15th day, or the very next day that the City Hall is open for business.

I hereby certify, to the best of my knowledge, that the above statements are correct.

Property Owner/*Representative Signature:  William J Waters, CEO
ea92c897-3e16-448b-9f90-020c14406b79 Digitally signed by ea92c897-3e16-448b-9f90-020c14406b79
Date: 2025.05.28 08:20:40 -07'00'

***Property owner must provide a consent letter allowing representative to sign on their behalf.**

Applicant Signature:  William J Waters, CEO
ea92c897-3e16-448b-9f90-020c14406b79 Digitally signed by ea92c897-3e16-448b-9f90-020c14406b79
Date: 2025.05.28 08:21:41 -07'00'

--OFFICE USE ONLY--	
Application No.:	Date Filed:
Fees Paid by:	Amount Paid:
Other Related Application(s):	

TENTATIVE PARCEL/ SUBDIVISION MAP



SUPPLEMENTAL APPLICATION INFORMATION

This document will provide necessary information about the proposed project. It will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project.

**PLEASE PRINT CLEARLY OR TYPE
USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:**

I. Project Characteristics:

- A. Describe all existing buildings and uses on the property: One building- rents out a portion to a restaurant and uses the rest for a newspaper company. Outdoor patio for restaurant.

- B. Describe surrounding land uses:

North: Commercial Center

South: Commercial Center

East: Commercial Center

West: Commercial Center

- C. Describe existing public or private utilities on the property: Public sewer & water plus a well

- D. Subdivision phasing: If the project is a portion of an overall larger project, describe future phases or extension. Show all proposed phases on site plan: _____

- E. List any proposed exceptions to the City's Subdivision Standards contained in Section 17.080.100 of the City's Development Code: _____

APPLICATION CHECKLIST

The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project. If you are not sure, ask Planning Division Staff. Planning Staff will use a copy of this list to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you marked according to the legend.

A. Application Checklist:

- ☒ One completed copy of Universal Application form.
- ☐ One completed copy of the Environmental Review Checklist (if applicable).
- ☒ Preliminary Title Report dated no later than 6 months prior to the application filing date.
- ☒ The appropriate non-refundable filing fee.

B. Tentative Map:

- ☒ One electronic copy of the tentative map (min. size 18" x 26") showing the following:
 - ☒ The map number, name if any, date of preparation, north arrow scale, and if based on a survey, the date of the survey.
 - ☒ Name and address of the person or entity which prepared the map and the applicable registration or license number.
 - ☒ Names and addresses of the subdivider and all parties having a record title interest in the property being subdivided.
 - ☒ The boundaries of the subdivision, defined by legal description with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivision, if any.
 - ☒ Topographic information with a reference to the source of the information. Contour lines shall have the following intervals:
 - ☒ Two-foot contour interval for ground slope between level and five percent.
 - ☐ Five-foot contour interval for ground slope exceeding five percent. Contours of adjacent land shall also be shown whenever the surface features of such land, affects the design or development of the proposed subdivision.
 - ☒ Approximate location and general description, of any trees over eight inches in diameter at the trunk, with notations as to their proposed retention or removal.

- ☒ Location and outline to scale of all structures which are to be retained within the subdivision and all structures outside the subdivision and within 10 feet of the boundary lines; notations concerning all structures which are to be removed.
- ☒ Locations, widths and purposes of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines, within and adjacent to the subdivision (including proposed building setback lines, if known).
- ☒ Location of all existing and proposed utilities including size of water lines and the size and grade of sewer lines, locations of manholes, fire hydrants, street trees and street lights.
- ☒ Location, width and directions of flow of all watercourses and flood-control areas within and adjacent to the property involved; the proposed method of providing storm water drainage.
- ☐ Location of all potentially hazardous areas, including areas subject to inundation, landslide, settlement, soil contamination of mining sites or excessive noise, and the means of mitigating the hazards.
- ☒ Locations, widths and names of designations of all existing or proposed streets, alleys, paths and other right-of-way, whether public or private; private easements within and adjacent to the subdivision; the radius of each centerline curve; a cross-section of each street; any planned line for street widening or for any other public project in and adjacent to the subdivision; private streets shall be clearly indicated.
- ☒ Lines and approximate dimensions of all lots, and the number assigned to each lot; the total number of lots; the approximate area of the average lot; lots shall be numbered consecutively. Also note all existing lot lines.
- ☒ Boundaries, acreage and use of existing and proposed public areas in and adjacent to the subdivision. If land is to be offered for dedication for park, recreation or open space purposes or for purpose of providing public access to any public waterway, river or stream, it shall be so designated.
- ☒ Locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property.
- ☒ The following supplementary material shall be filed with the tentative map:
- ☒ Vicinity map of appropriate scale showing sufficient adjoining territory to clearly indicate surrounding streets; other land in the subdivider's ownership, and features which have a bearing on the proposed subdivision.
- ☒ Statement of proposed improvements and landscape modifications, including the estimated time of completion in relation to subdivision of the property.

- ☒ Description of proposed public or commonly held areas and draft open space easement agreements, if applicable.
- ☒ Proposed building pads and footprints.
- ☐ Upon the City Engineer's determination, an engineering geology report shall be submitted for review and comment by the City Engineer, prepared by a registered engineering geologist.
- ☐ Upon the City Engineer's determination, a soils engineering report, prepared by a civil engineer, registered in the State of California, and based upon adequate test boring, shall be required. If the soils engineering report indicates soil problems which, if not corrected, could lead to structural defects, a soils investigation of each lot in the sub-division may be required.
- ☐ Soils engineering report including data regarding the nature, distribution and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, when necessary and opinions and recommendations conveying adequacy of sites for development.

C. FOR SUBDIVISION MAPS WITH 5 LOTS OR MORE

- ☐ Preliminary grading plan showing the location of all retaining walls, lot pad elevations, and cut and fill slopes, exceeding 3 feet in height.
- ☐ Proposed phasing lines, if separate final maps are to be filed.
- ☐ Preliminary improvement plan, showing all public utilities in relation to existing and proposed topography.

D. FOR SUBDIVISION MAPS WITH 20 OR MORE LOTS

- ☐ **Develop "neighborhoods."** Each new residential subdivision shall be designed to integrate with adjacent development to ensure edges between existing and new development that provide for compatible densities, intensities, and design, as determined by the review authority. Subdivisions in City expansion areas shall be designed so that individual, separately developed projects work together to create distinct neighborhoods, instead of disjointed or isolated enclaves.
- ☐ **Integrate open space.** New subdivisions adjacent to planned or existing parks or other public open spaces (e.g. creeks, riparian areas), or the landscaped grounds of schools or other public facilities shall maximize visibility and pedestrian access to these areas. Where these facilities are not already planned, the subdivision shall be designed to provide usable public open spaces in the form of parks, linear bicycle and pedestrian trails, squares, and greens, as appropriate.
- ☐ **Edges. "Gated communities,"** and other residential developments designed to appear or that function as walled-off areas, disconnected and isolated from the rest of the community, are prohibited. The security and noise attenuation objectives that may lead

to consideration of walls and fences should instead be met by creative design that controls the height and length of walls, develops breaks and variations in relief, and uses landscaping, along with natural topography changes, for screening.

■ **Scale.** New residential subdivisions, and groups of subdivisions that, in effect, collectively create a new neighborhood, shall be designed to provide a “walkable” scale, that places all homes within ¼ mile of neighborhood shopping opportunities, a neighborhood park, or a public or a public facility that can serve as a “center” for the neighborhood. Where feasible, each neighborhood shall have a center that includes all three facilities.

■ **Site planning.** Residential subdivision and multi-family project site planning shall emphasize the needs of pedestrian and cyclists.

1. **Pedestrian orientation.** Subdivision design shall emphasize pedestrian connectivity within each project, to adjacent neighborhoods, nearby schools and parks, and to transit stops within ¼ mile of planned residential areas. All streets and walkways shall be designed to provide safe and pleasant conditions for pedestrians, including the disabled, and cyclists, as determined by the review authority.
2. **Block length.** The length of block faces between intersections streets shall be as short as possible, no more than 400 feet where feasible, to provide pedestrian connectivity.
3. **Access to open areas.** Single-loaded streets (those with residential development on one side and open space on the other) shall be used to provide public access to, and visibility of natural open spaces, public parks, and neighborhood schools, as well as a means for buffering homes from parks and schools.

Where single loaded streets are not feasible or desirable, other methods that provide similar access and visibility may be used, including private streets, bike and pedestrian paths, or the placement of private common open space or recreation facilities adjacent to the public open space.

4. **Alleys.** Alleys may be provided for garage access, otherwise individual lots shall be wide enough to accommodate a sign yard driveway to a detached garage at the rear of the lot, so that appearance of the street frontage is not dominated by garages and pavement.
5. **Traffic calming.** A subdivision shall incorporate traffic calming measures in compliance with the City’s improvement Standards as determined by the review authority to be appropriate.

■ **Open space and natural features.**

1. Natural amenities (including view, mature trees, creeks, riparian corridors, rock outcrops, and similar features) shall be preserved and incorporated into proposed development to the greatest extent feasible.

2. Development adjacent to parks or other public open spaces shall be designed to provide maximum visibility of these areas.
3. Development on hillsides shall generally follow the natural terrain contour. Stepped building pads, larger lot sizes, and setbacks shall be used to preserve the general shape of natural land forms and to minimize grade differentials with adjacent streets and with adjoining properties.
4. Public access and visibility to creeks, and the separation of residences and other uses from creeks shall be provided through the use of single-loaded frontage roads in combination with multi-use trails. Pedestrian access to and along creeks and riparian corridors may need to be restricted to flatter areas (e.g. beyond top of bank, natural benches) where grading needs and erosion potential are minimal, and where sensitive environmental resources require protection.

ENVIRONMENTAL



SUPPLEMENTAL APPLICATION INFORMATION

REQUIRED UNLESS CDD STAFF DETERMINE THE PROJECT TO BE EXEMPT

This document will provide necessary information about the proposed project. It will also be used to evaluate potential environmental impacts created by the project. Please be as accurate and complete as possible in answering the questions. Further environmental information could be required from the applicant to evaluate the project.

PLEASE PRINT CLEARLY OR TYPE USE A SEPARATE SHEET, IF NECESSARY, TO EXPLAIN THE FOLLOWING:

Project Characteristics:

1. Site characteristics (size, slope, shape, development constraints: _____
1.37 ac, relatively flat commercial property

2. Precisely describe the existing use and condition of the site: _____
currently it is being rented by a restaurant and a newspaper publication

3. Describe surrounding land uses:

North: Commercial Center
South: Commercial Center
East: Commercial Center
West: Commercial Center
4. Describe the plant cover found on the site, including the number and types of all trees:
developed landscape

5. Water Supply: NID or City of Grass Valley? GV
6. Is the site filled land or has slopes in excess of 10 percent? no
7. Has the site been surveyed for historical, paleontological or architectural resources? no If yes, provide a copy of the survey report.
8. Does the site contain any asbestos containing ultramafic rock? no

-
- Page | 2

23. List all other permits or public agency approvals required of this project: none

24. During construction or project operations, will the project:
- a. Emit dust, ash, smoke, fumes or odors? no If so, what is emitted and in what quantities? _____
 - b. Alter existing drainage patterns? no _____
 - c. Create a substantial demand for energy or water beyond the typical use associated with the project? no _____
 - d. Increase noise levels on site or for adjoining areas that may exceed noise levels of the City's General Plan? no _____
 - e. Generate large amounts of solid waste or litter beyond quantities associated with the type of project? no _____
 - f. Use, produce, store or dispose potentially hazardous materials such as toxic or radioactive substances, flammable or explosives? no _____
 - g. Would the project require unusually high demands for such services as Police, fire, schools, water, public recreation? no _____
 - h. Will the project displace any residential occupants? no _____
25. Number of existing trees on the site: existing trees approx 20
a. Number, size and type of trees to be removed: 0
b. Describe other vegetation on the site: existing landscape
26. Describe the type and amount of outdoor lighting involved: _____
existing building and lighting

27. Will the project use or dispose of any potentially hazardous materials such as toxic substances, flammables, or explosives? no If yes, please explain: _____

28. Will the project utilize Federal funds or require Federal authorization subject to the provisions of the National Environmental Policy Act (NEPA) of 1969? no

- If yes, please provide a copy of all related grants and/or financing documents, related information and environmental requirements.

PROJECT INFORMATION

SITE ADDRESS

464 SUTTON WAY
NEVADA CITY, CA

OWNER

NEVADA COUNTY PUBLISHING CO
527 CALIFORNIA AVE
RENO, NV 89509

MAP PREPARED BY

SCO PLANNING & ENGINEERING, INC.
140 LITTON DRIVE, SUITE 240
GRASS VALLEY, CA 95645
(530) 272-5841
CONTACT: MARTIN WOOD, P.L.S.

ASSESSOR'S PARCEL NUMBER

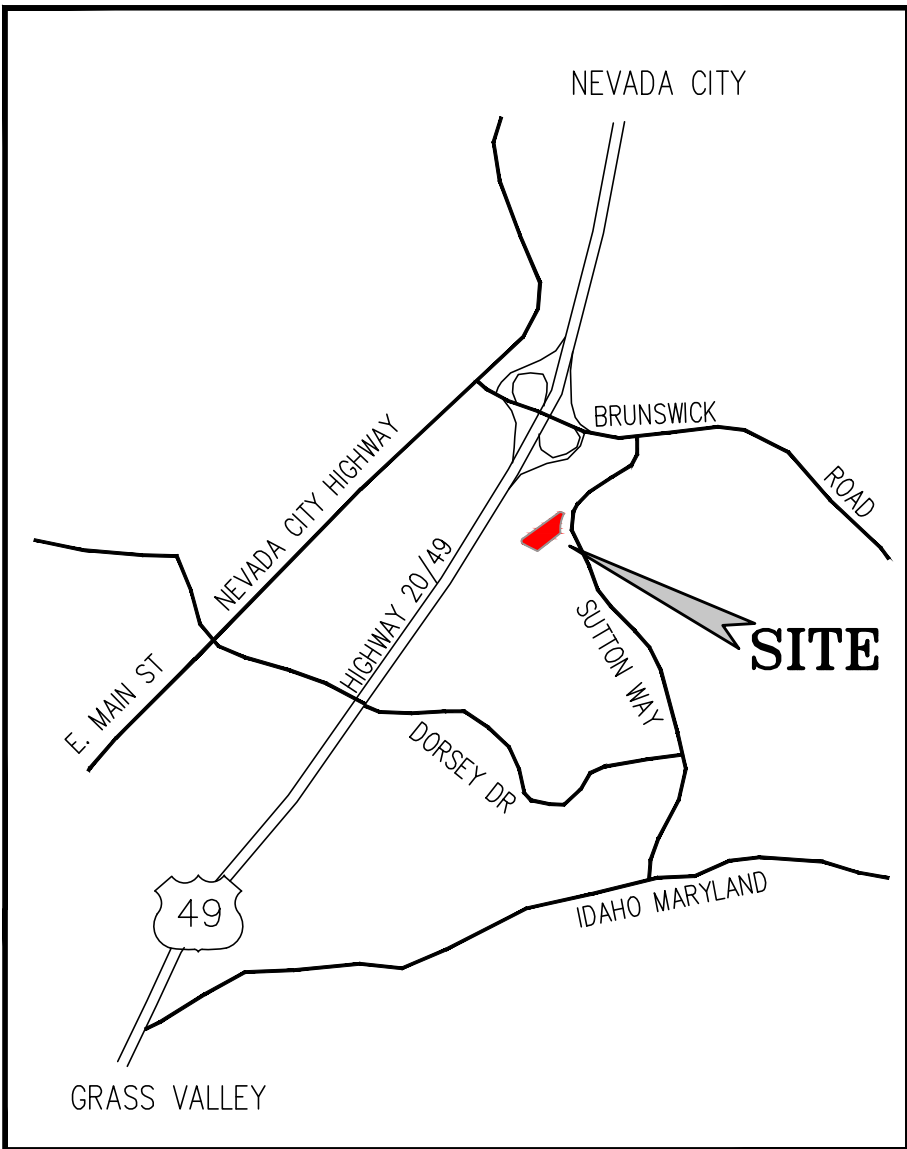
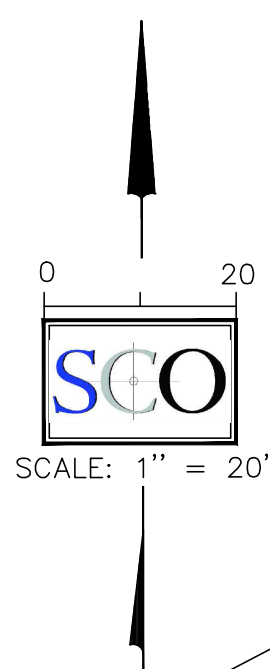
035-480-003

LOT AREA

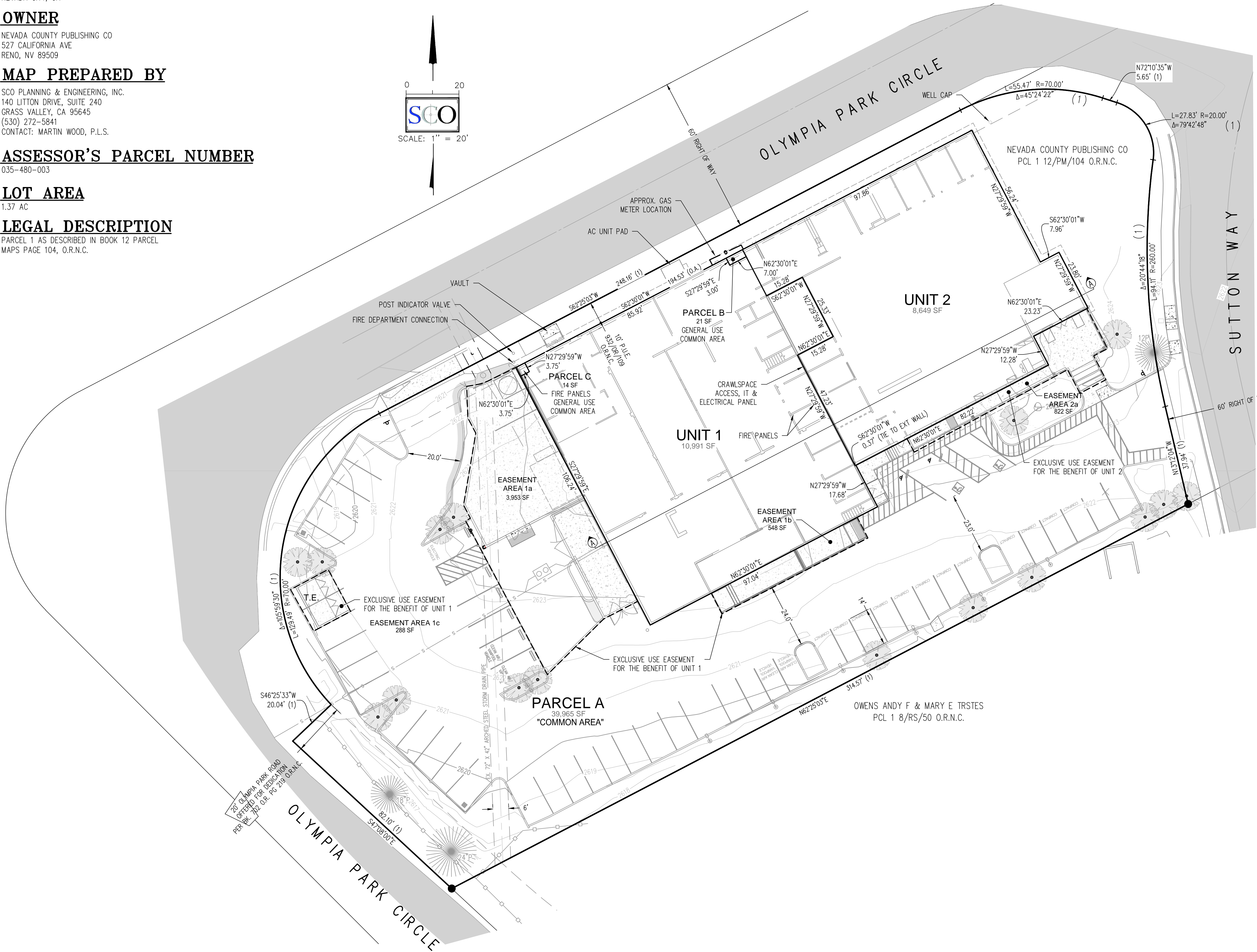
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LEGAL DESCRIPTION

PARCEL 1 AS DESCRIBED IN BOOK 12 PARCEL
MAPS PAGE 104, O.R.N.C.



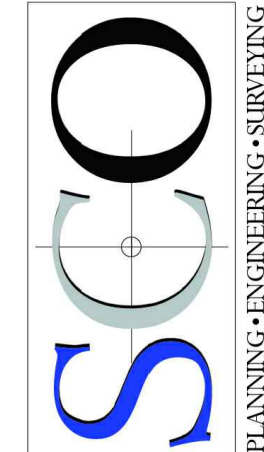
VICINITY MAP
N.T.S.



NOTES:

1. THE AREAS SHOWN ARE CALCULATED FROM EXTERIOR WALL TO THE CENTER OF THE INTERIOR WALL.
2. PARCEL A (COMMON AREA) SHOWN HEREON INCLUDES PARKING, LANDSCAPING, TRASH COLLECTION FOR GENERAL COMMON USE OF UNITS 1 AND 2.
3. ALL EXTERIOR AND PARTITION WALLS BETWEEN UNITS ARE COMMON AREA.

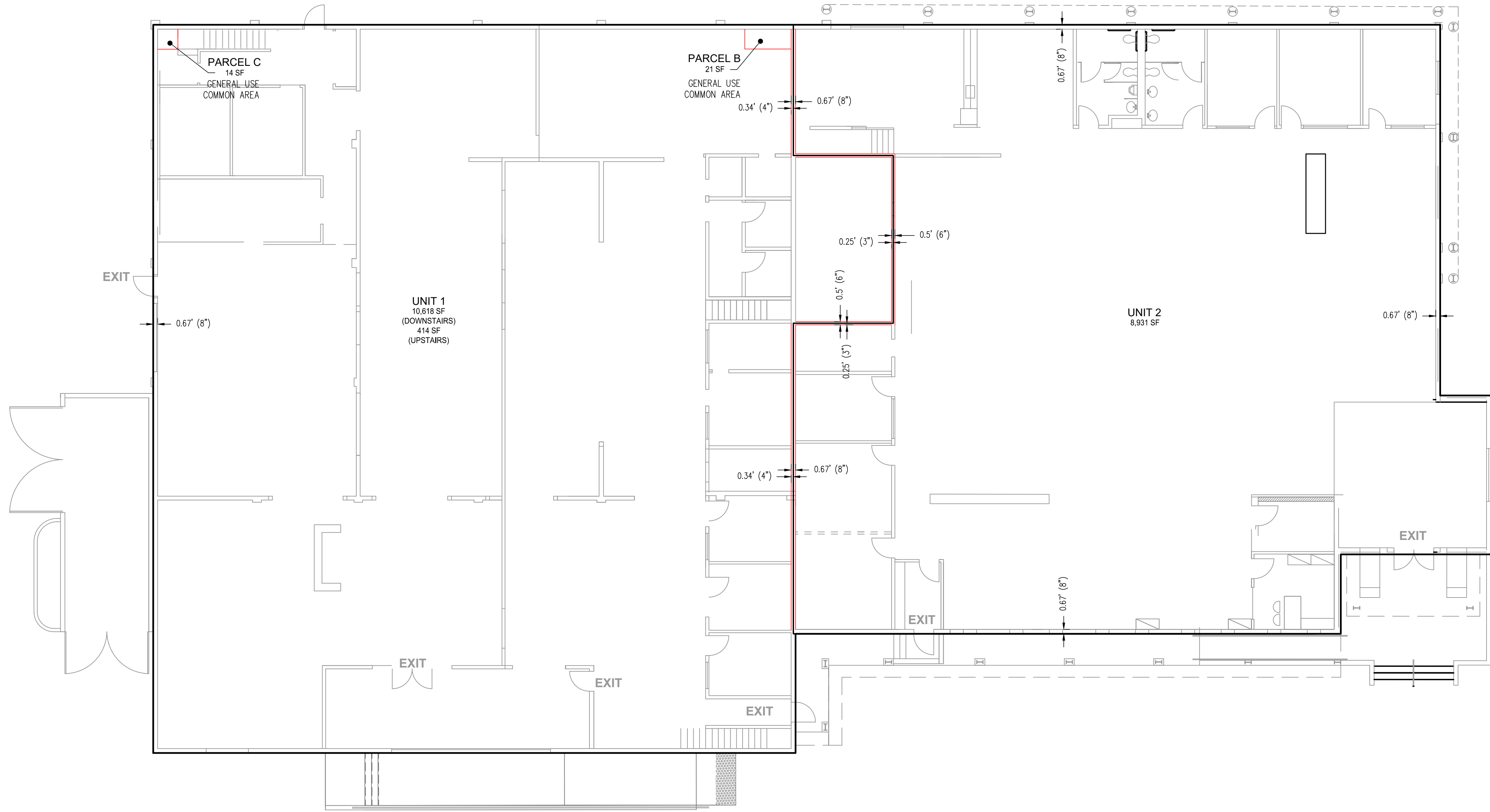
TENTATIVE MAP
UNION BUILDING
SITE PLAN



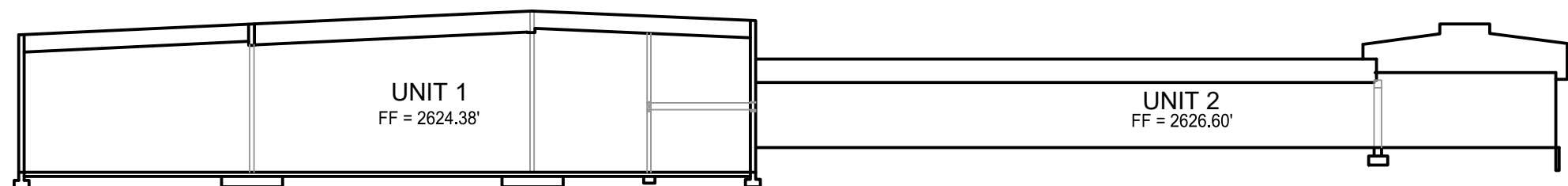
GRASS VALLEY
(530) 272-5841
TRUCKEE
(530) 582-4043



C1.0

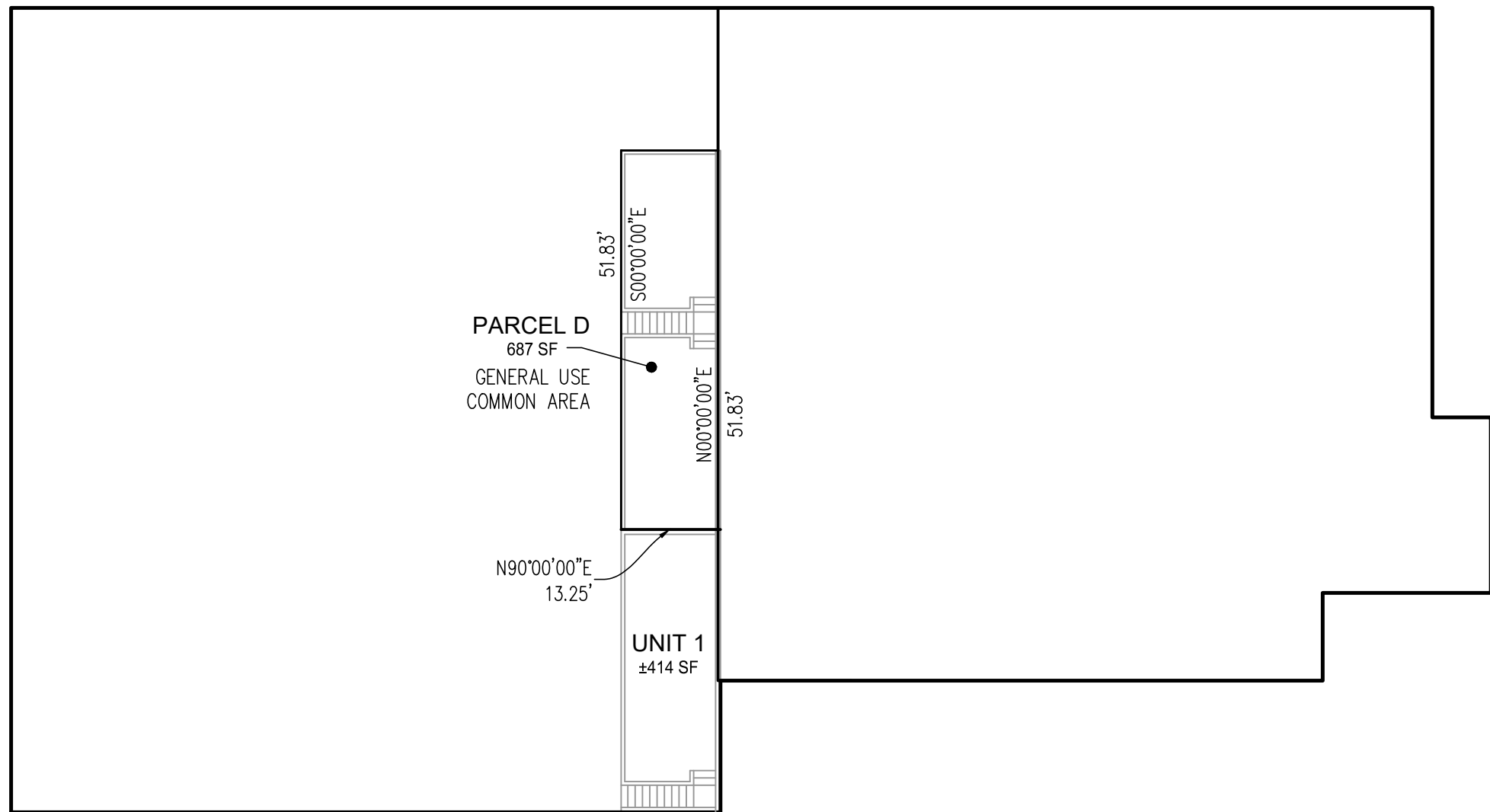


FIRST FLOOR PLAN
1" = 10'



AIR SPACE CROSS SECTION A-A
1" = 20'

- NOTES:**
1. THE AREAS SHOWN ARE CALCULATED FROM EXTERIOR WALL TO THE CENTER OF THE INTERIOR WALL.
 2. PARCEL A (COMMON AREA) SHOWN HEREON INCLUDES PARKING, LANDSCAPING, TRASH COLLECTION FOR GENERAL COMMON USE OF UNITS 1 AND 2.
 3. ALL EXTERIOR AND PARTITION WALLS BETWEEN UNITS ARE COMMON AREA.



SECOND FLOOR PLAN
1" = 20'

DESIGNED: MDW		DATE		NO. REVISIONS		TOWN/CITY/COUNTY		CALIFORNIA	
DRAWN: KST		XX/XX/2023		PLAN CHECK 1		TENTATIVE MAP		UNION BUILDING	
PROJ. NO: 202361		XX/XX/2023		PLAN CHECK 2		FLOOR PLANS			
DATE: DECEMBER, 2023									
DWG: SEE DAY STAMP									

PLANNING • ENGINEERING • SURVEYING

GRASS VALLEY
(530) 272-5841
TRUCKEE
(530) 582-4043

MARTIN D. WOOD
L.S. 84444
STATE OF CALIFORNIA

C2.0