

CITY OF GRASS VALLEY  
Community Development Department  
125 E. Main Street  
Grass Valley, California 95945  
(530) 274-4330  
(530) 274-4399 fax

# UNIVERSAL PLANNING APPLICATION

\* DUE WITH EVERY PLANNING APPLICATION \*



## Application Types

### Administrative

- ☐ Limited Term Permit  
\$698.00
- ☐ Zoning Interpretation  
\$224.00

### Development Review

- ☐ Minor Development Review – 10,000 or less sq. ft.  
\$1,813.00
- ☐ Major Development Review – over 10,000 sq. ft.  
\$3,293.00
- ☐ Conceptual Review - Minor  
\$459.00
- ☐ Conceptual Review – Major  
\$782.00
- ☐ Plan Revisions – Staff Review  
\$316.00
- ☐ Plan Revisions – DRC / PC Review  
\$831.00
- ☐ Extensions of Time – Staff Review  
\$282.00
- ☐ Extensions of Time – DRC / PC Review  
\$607.00

### Entitlements

- ☐ Annexation  
\$7,843.00 (deposit)
- ☐ Condominium Conversion  
\$4,923.00 (deposit)
- ☐ Development Agreement – New  
\$18,463.00 (deposit)
- ☐ Development Agreement – Revision  
\$6,903.00
- ☐ General Plan Amendment  
\$7,377.00
- ☐ Planned Unit Development  
\$8,150.00 (minimum charge) + 100.00 / dwelling  
unit and / or \$100 / every 1,000 sq. ft.  
commercial floor area
- ☐ Specific Plan Review - New  
Actual costs - \$16,966.00 (deposit)
- ☐ Specific Plan Review - Amendments / Revisions  
Actual costs - \$6,986.00 (deposit)
- ☐ Zoning Text Amendment  
\$3,102.00
- ☐ Zoning Map Amendment  
\$5,073.00

### Environmental

- ☐ Environmental Review – Initial Study  
\$1,713.00
- ☐ Environmental Review – EIR Preparation  
\$31,604.00 (deposit)
- ☐ Environmental Review - Notice of Determination  
\$149.00 (+ Dept. of Fish and Game Fees)
- ☐ Environmental Review - Notice of Exemption  
\$149.00(+ County Filing Fee)

### Sign Reviews

- ☐ Minor – DRC, Historic District, Monument Signs  
or other districts having specific design criteria  
\$313.00
- ☒ Major – Master Sign Programs  
\$1,279.00
- ☐ Exception to Sign Ordinance  
\$964.00

### Subdivisions

- ☐ Tentative Map (4 or fewer lots)  
\$3,493.00
- ☐ Tentative Map (5 to 10 lots)  
\$4,857.00
- ☐ Tentative Map (11 to 25 lots)  
\$6,503.00
- ☐ Tentative Map (26 to 50 lots)  
\$8,915.00
- ☐ Tentative Map (51 lots or more)  
\$13,049.00
- ☐ Minor Amendment to Approved Map  
(staff) \$1,114.00
- ☐ Major Amendment to Approved Map  
(Public Hearing) \$2,436.00
- ☐ Reversion to Acreage  
\$765.00
- ☐ Tentative Map Extensions  
\$1,047.00
- ☐ Tentative Map - Lot Line Adjustments  
\$1,200.00

### Use Permits

- ☐ Minor Use Permit - Staff Review  
\$480.00
- ☐ Major Use Permit - Planning Commission Review  
\$3,035.00

### Variances

- ☐ Minor Variance - Staff Review  
\$518.00
- ☐ Major Variance - Planning Commission Review  
\$2,029.00

Application	Fee
Major - Master Sign Programs	waived
<b>Total:</b>	<b>\$0</b>

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](http://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 **\$3,539.25** for an Environmental Impact Report and **\$2,548.00** 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 1<sup>st</sup>** 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 Minimis 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.



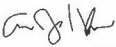
4. **Cortese List:** Is the proposed property located on a site which is included on the Hazardous Waste and Substances List (Cortese List)? Y \_\_\_\_\_ N ✓

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 16<sup>th</sup> 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 15<sup>th</sup> 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: 

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

Applicant Signature: 

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

## Fee Request Waiver

messages

Amber Jo Manuel <amanuel@thecenterforthearts.org>  
to: Hannah Mosby <hmosby@thecenterforthearts.org>

Fri, May 26, 2023 at 6:03 PM

Sent from my iPhone

Begin forwarded message:

**From:** Tim Kiser <Timk@cityofgrassvalley.com>  
**Date:** May 26, 2023 at 10:51:51 AM PDT  
**To:** AManuel CFTA <amanuel@thecenterforthearts.org>  
**Cc:** Lance Lowe <lancel@cityofgrassvalley.com>, Jan Arbuckle <jana@cityofgrassvalley.com>  
**Subject:** RE: Fee Request Waiver

Amber Jo,

The City will agree to be a sponsor for the cost of the permit if you get the grant.

Thanks,

Tim Kiser, P.E.  
City of Grass Valley  
City Manager  
T (530) 274-4312  
F (530) 274-4399

This message is for the designated recipient only and MAY CONTAIN PRIVILEGED OR CONFIDENTIAL INFORMATION. If you have received it in error, please notify the sender immediately and delete the original. Any other use of this E-mail is prohibited.

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**From:** Amber Jo Manuel <amanuel@thecenterforthearts.org>  
**Sent:** Wednesday, May 24, 2023 9:39 AM  
**To:** Tim Kiser <Timk@cityofgrassvalley.com>  
**Cc:** Lance Lowe <lancel@cityofgrassvalley.com>; Jan Arbuckle <jana@cityofgrassvalley.com>  
**Subject:** Fee Request Waiver

Dear Tim,



We will be applying for a mural for the back wall of the theater on Richardson St. on May 31st. However, we have applied for a grant and will not be notified of the grant status until mid-June. Without the funding from this grant, it will be impossible for The Center to move forward with the project and it will be cancelled due to lack of funding.

As a leading nonprofit in the community, can we request a waiver of the permit fee of \$1,279. If funding for the mural can be secured it will be seen by the 55,000 annual visitors to The Center including 7,000 youth and their families.

We recognize this is a special request and would be grateful for the city's consideration in waiving the fee. Also, we would be happy to list the City of Grass Valley as a sponsor of the mural upon its completion.

Many thanks for your consideration,

Amber Jo

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**Amber Jo Manuel (she/her) | Executive Director**

**The Center for the Arts | California WorldFest**

phone: (530) 274-8384 ext. 206 | cell: (917) 703-1741

email: [amanuel@thecenterforthearts.org](mailto:amanuel@thecenterforthearts.org)

web: [www.thecenterforthearts.org](http://www.thecenterforthearts.org)



THE CENTER  
FOR THE ARTS



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## VISUAL ARTISTS RIGHTS ACT OF 1990 (VARA) CONSENT FORM

AGREEMENT by and between The Center for the Arts (Owner), and Sarah Coleman (Artist) regarding the installation of the Artist's Work of Visual Art on the backside of The Center for the Arts facility, located at 314 West Main Street.

Through this Agreement, the Owner gives consent, receipt of which is hereby acknowledged by the Artist, for work of visual art of the Artist consisting of an approximate 3,002 square foot mural on 3 adjoining walls bordering the lower parking lot accessible from Richardson Street at 314 W Main St. (APN: 008-341-001).

In consideration of consent, the Artist acknowledges the Artist's understanding and agreement that such installation may subject such work to destruction, distortion, mutilation or other modification by reason of the removal of such artwork from such location. Therefore, Artist hereby waives all rights under Visual Artists Rights Act of 1990 (VARA) and California Civil Code section 987 (Art Preservation Act).

ARTIST:


Date: Jun 4, 2023



Printed Name: Sarah Coleman

OWNER:

Date: Jun 2, 2023



Printed Name: Amber jo Manuel

**The Center for the Arts Community Mural**  
**at 314 W. Main St. Grass Valley, CA**

**City of Grass Valley Universal  
Planning Application  
Major- Master Sign Programs**

**2. PROJECT DESCRIPTION**

1. Artist Biography, Work Samples
2. Work Samples
3. Mural Concept and Sketch
4. Color Palette



# The Center for the Arts Community Mural with Sarah Coleman

## Artist Biography

Sarah Coleman is a local artist whose home is in Western Nevada County. With degrees in Fine Art and Cultural Anthropology from UC Santa Cruz, she views the world through a lens that includes both creativity and culture. Through her work, she explores the emotional and cultural impacts of atmosphere and weather, honoring the idea that all humans - past, present, and future - are connected by the unseen reverberations of our shared cosmos.



## Sarah Coleman Work Samples

Website: <https://colemanpaintings.com/> .

### Nevada Theater Project:



Completed in 2021, Sarah Coleman conceived the design and managed the execution of this large-scale mural inside the historic Nevada Theater located in Nevada City, California. The mural reveals all of the wonder and magic of the surrounding natural landscape while also paying homage to the indigenous and immigrant groups that are so often forgotten. Sarah employed the help of several other local artists in the completion of the project.



## Sarah Coleman Work Samples

### Various Mural Projects:



Sarah Coleman completed this mural, depicting the Yuba River, at River Valley Bank in Grass Valley in 2018.



In 2018, Sarah Coleman completed this floral mural on the walls of Cake Bakery in downtown Grass Valley, California.



In 2019, Sarah Coleman completed this mural inside the Onyx Theater in Nevada City, California.



## Mural Concept and Sketch Initial Draft

This mural proposal is for the backside of The Center for the Arts building in downtown Grass Valley. With enough funding, it will also include the adjacent wall along “Off Center Stage” as well as a small retaining wall directly across the parking lot. All three walls combined would encompass the parking and loading area and create a festive and uplifting gathering space for the community.

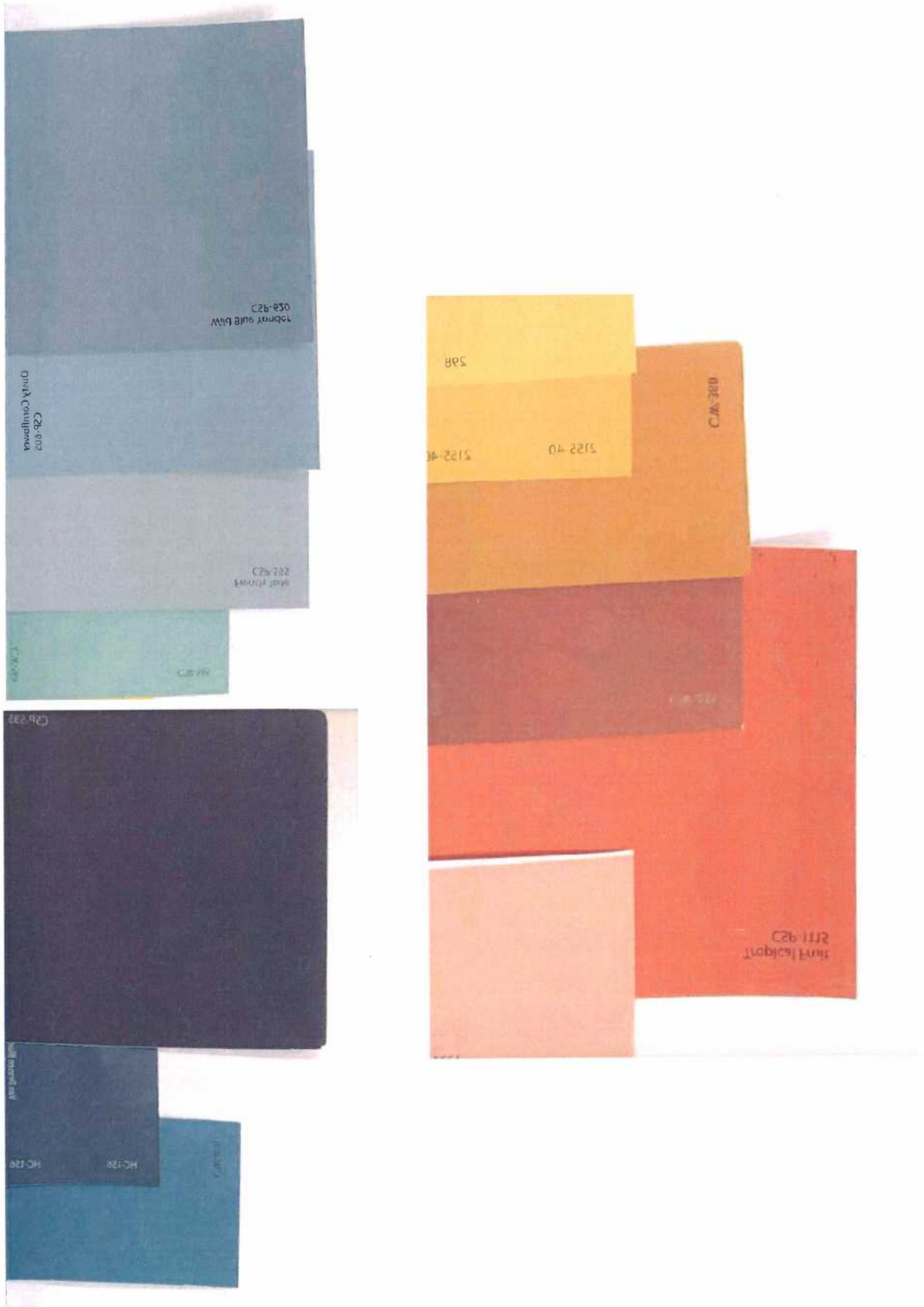
The main theme of the murals will be Hands. It will convey what we as a community “hold” as important. Hands represent humanity, creative expression, community and much more. Hands are for helping and loving and communicating. Large, transparent hands will be painted over a sky-scape backdrop. The background imagery will encompass all times of day including morning, daytime, sunset and night. Additionally, it will include several types of weather and phenomena for example sun, wind, snow, stars and a rainbow. This is to show that we, as a community, are here for each other all day, all year, etc.

Hands offer cross-cultural significance. There will be all types of hands included in this mural that represent a variety of ages, genders, tired hands, graceful hands, etc.. The large painted hands will be performing positive gestures and activities i.e. offering help, giving flowers, dancing, painting, playing instruments, love and letting go.

Additionally, local children from several schools will be invited to help paint this mural and learn about the process. It will be a community-themed mural made by our community for our community. It will be beautiful. A title will be determined during the painting process. Ideas include: Held Together, What Holds us Together.



## Sample Color Palette



# MASTER SIGN PROGRAM MURALS & SIGN EXCEPTIONS



## SUPPLEMENTAL APPLICATION INFORMATION

**Application Request:** The Center for the Arts Community Mural

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**Property Address or Location:** 314 W. Main St, Grass Valley CA 95945

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## SUPPLEMENTAL CHECKLIST

The following includes items required for a complete application. Some specific types of information may not apply to your project. If you are unsure, check with Planning Division Staff. A copy of this list will be returned to you if your application is determined to be incomplete.

### A. Application Checklist:

- ☒ One completed copy of Universal Application form.
- ☐ One completed copy of the Environmental Review Checklist (if applicable).
- ☒ 15 copies of the site plan and all other applicable plans/information.
- ☒ One materials sample board (if applicable).
- ☐ If a sign exemption is being requested, list the reasons for the exemption.
- ☒ The appropriate non-refundable filing fee.

### B. Site Plan:

- ☒ SITE PLAN; An 8 1/2" x 11" Site Plan for the property on which the sign(s) will be placed including:
- ☒ Location of existing and proposed signs on site.
- ☒ Provide square footage and type of each sign and total square footage for all signs.
- ☒ For more than one sign, please give each sign a number starting with the number 1.
- ☐ For suspended or projecting signs please note distance from sidewalk to bottom of sign.

- ☐ For wall signs add an additional sheet showing dimensions and square footage of building walls on which signs will be placed.
- ☐ For monument, shopping center, or other freestanding signs show sight distance from driveways and intersection corners.

**C. Sign Illustrations:**

- ☐ Color drawing of each proposed sign including:
- ☐ Number each sign corresponding to number shown on the site plan.
- ☐ Message on sign including; typeface, font, and design details.
- ☐ Dimensions in feet and total square footage area of proposed sign.
- ☐ Overall height of all monument and freestanding signs.

**D. Murals:** A mural placed on a wall of a structure may be allowed in any commercial, industrial, and other non-residential zone subject to the following requirements. All murals shall be subject to the review and recommendation by the Development Review Committee (DRC) and approval by the Commission.

- ☒ A mural without text visible from the public right-of-way may be approved in addition to (not counted as part of) the sign area allowed by the Development Code; a mural with text shall comply with the sign area limitations applicable to the site.
- ☒ Murals that illustrate the local setting, history, or cultural significance as sources of inspiration are encouraged.
- ☒ The approval of a mural shall require that the review authority first find that the colors, placement, and size of the mural are visually compatible with the structure's architecture, and that the mural will serve to enhance the aesthetics of the City.

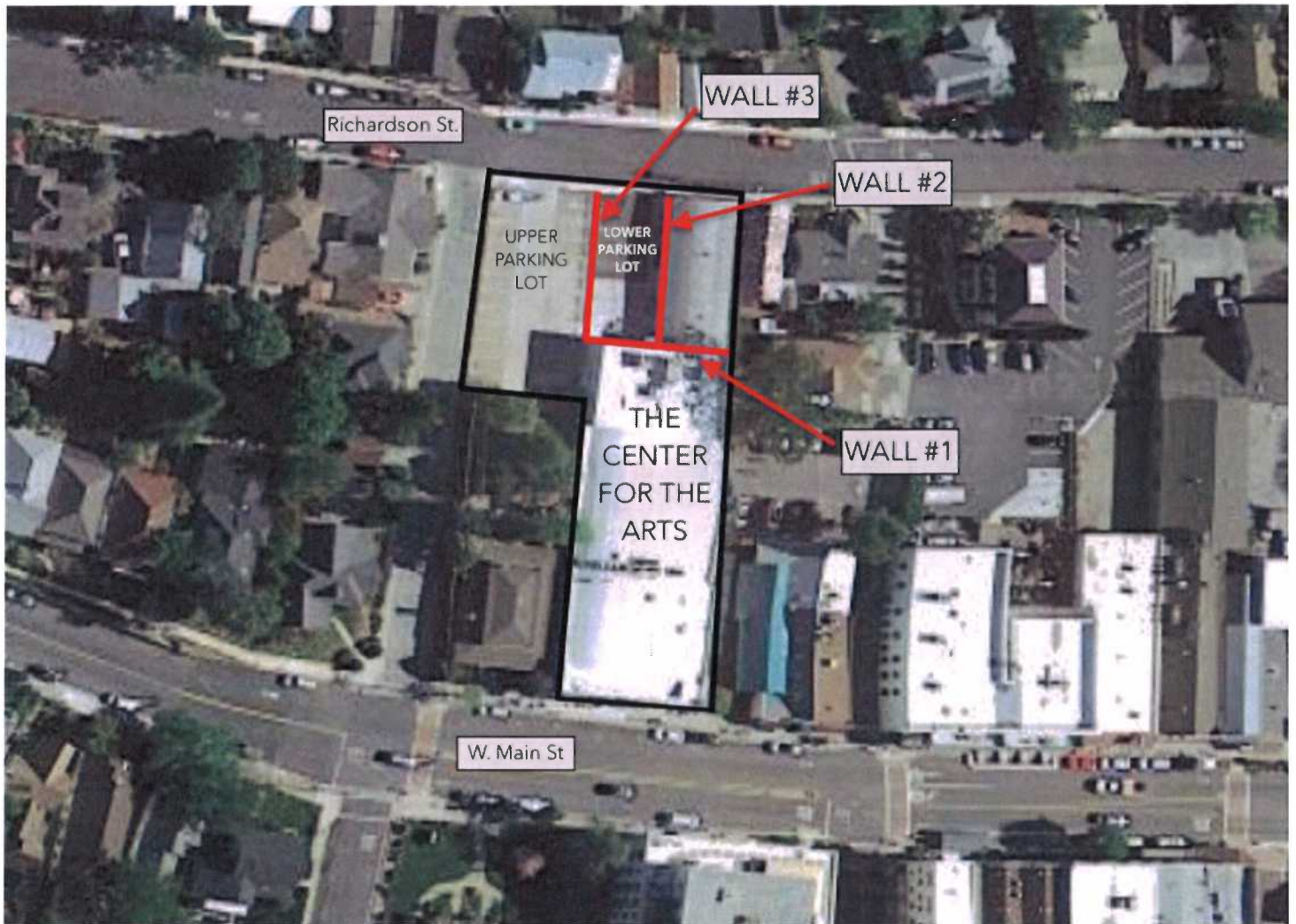
**E. Mounting Details:**

- ☐ Mounting details may be placed on the Sign Plan or as a separate sheet but must include the following:
- ☐ Description of material used in construction of sign.
- ☐ Thickness and approximate weight of sign for suspended or projecting signs.
- ☐ Means of exterior or interior lighting including shielding, type, and size of lamps (if applicable).
- ☐ For suspended signs provide details of anti-sway devices.



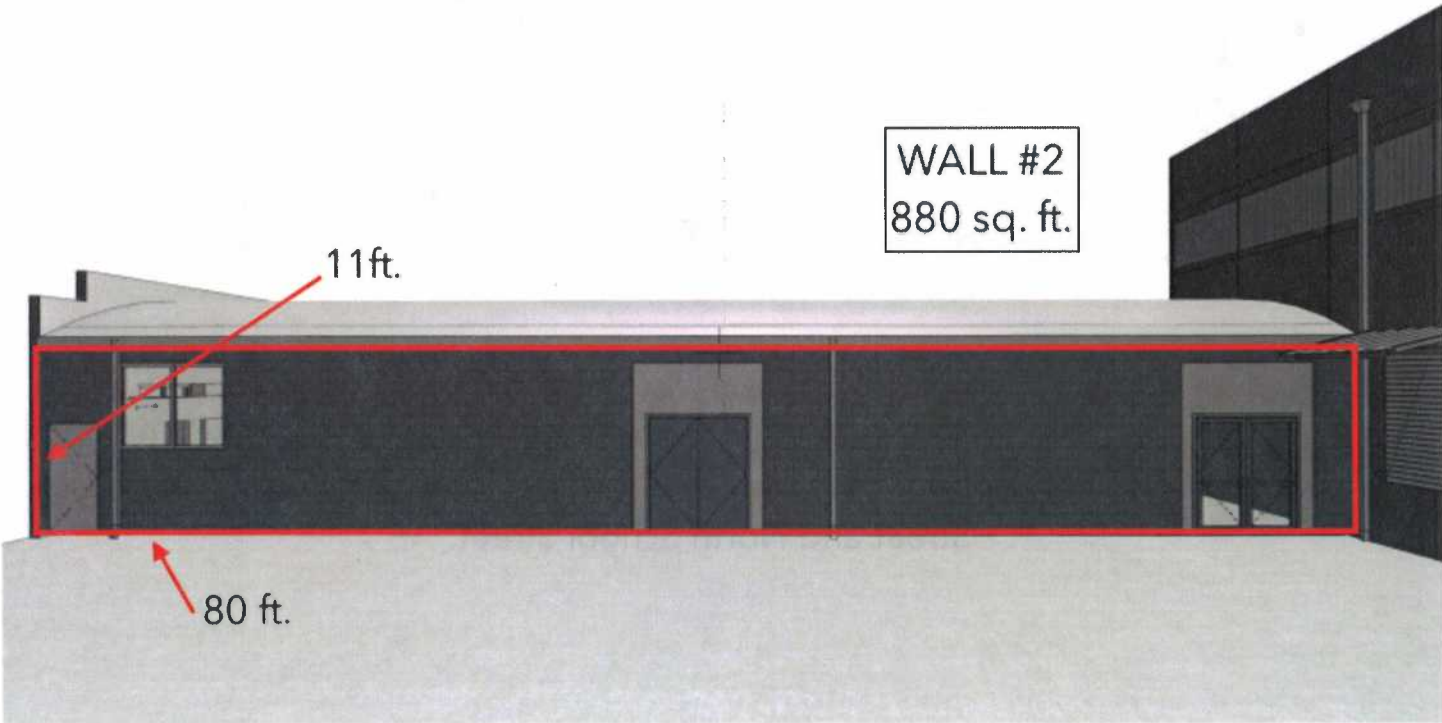
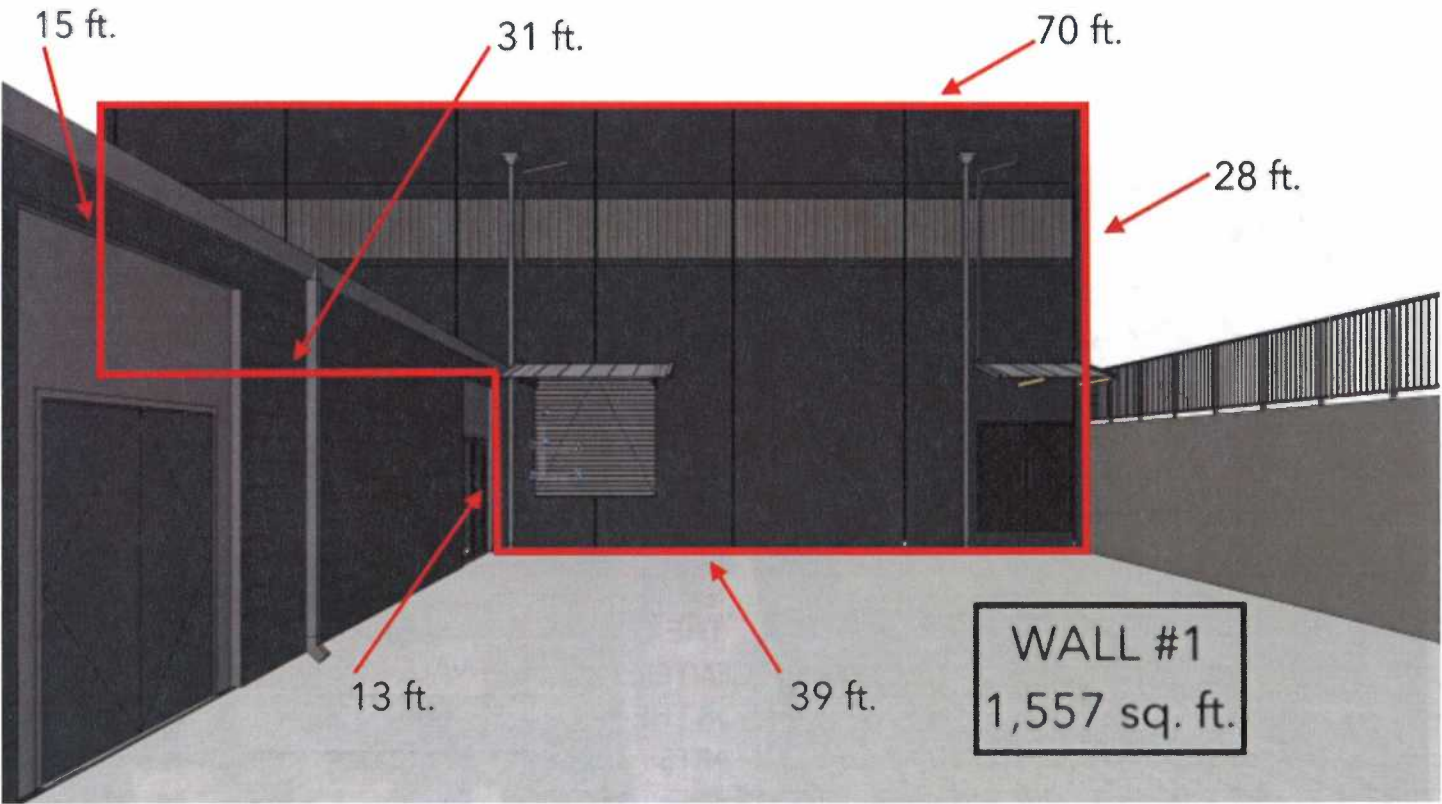
# The Center for the Arts Community Mural with artist Sarah Coleman

## SITE PLAN:



This mural will span the 3 walls bordering the lower parking lot of the newly renovated CFTA facility, totaling 3,002 square feet. The mural will be visible from Richardson Street and North School Street.

SITE PLAN CONTINUED:



SITE PLAN CONTINUED:

