



City of Arcata

Community Development Department

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www.cityofarcata.org

INTERPRETATION/DETERMINATION REQUEST APPLICATION

OVERVIEW

The Zoning Administrator has the authority to interpret any provision of the Land Use Code. Whenever the Zoning Administrator determines that the meaning or applicability of any Land Use Code requirement is subject to interpretation, the Zoning Administrator may issue an official interpretation. The Zoning Administrator may also refer any issue of interpretation to the Planning Commission or Historic and Design Review Commission, as appropriate, for their determination. Individuals may request an interpretation of the Land Use Code by the Zoning Administrator. Individuals may also request a determination in writing from the Zoning Administrator regarding the Land Use Code and a proposed development.

HOW TO APPLY

Interpretation/Determination request applications are available at the Community Development Department, or on the Department's website at www.cityofarcata.org. Staff can assist you with the materials needed for a complete application packet. Submit the completed application packet along with the application fee to the Department for processing.

THE PROCESS

Step 1: Application Filing and Initial Review

The applicant shall file a written request for a Land Use Code interpretation or determination, together with the filing fee required by the City's Fee Schedule. Once the request has been submitted and fees collected, staff will perform an initial review to determine if the request is clear.

Step 2: Research and Written Response

Staff will review the request and the Land Use Code and draft a written response for the Zoning Administrator. The Zoning Administrator will review the response, make changes, and sign an official interpretation or determination. The interpretation or determination will be mailed to the applicant.

Instead of making an official interpretation or determination, the Zoning Administrator may choose to forward the request to the Planning Commission. If this occurs, staff will prepare a written staff report, and the item will be heard under Public Hearings or Business Items depending on the type of determination. The staff report will be mailed to the applicant prior to the Planning Commission meeting.

Step 3: Appeals

Zoning Administrator actions are appealable to the Planning Commission and Planning Commission actions are appealable to the City Council by you as the applicant, or any other adversely affected person. Appeals to the Planning Commission must be filed with the Community Development Department; appeals to the City Council must be filed with the City Clerk both within 10 calendar days of the actual date of the final decision. Appeals must be submitted in writing and be accompanied by the required fees.

Interpretation/Determination Application Checklist

Visit the Community Development Department page at www.cityofarcata.org. Select the Land Use Code from the menu and then see § 9.10.050.A. for regulations regarding authority to interpret the Land Use Code.

Talk with Arcata Community Development Department Planning Staff to determine which of the following items must be submitted along with a completed and signed application form. **Incomplete or inaccurate information will cause a delay in permit processing.**

- Application form with signatures of all owners of the affected parcels.
- Application fee deposit as indicated on the application form.
- A written request for interpretation and/or determination of the Land Use Code.

Subject to changes or additions at any time. Applications may require additional information for continued processing.