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PLAN OF OPERATION

WHY IS A PLAN OF OPERATION NEEDED?

The review of a development permit helps ensure a proposed project will not cause problems for the neighborhood, City, County or State facilities (e.g. roads, sewer or water services, schools, and parks), or public facilities (e.g. police and fire protection). The review also includes a determination that the project does not cause serious public health, safety or welfare problems, or have an adverse impact on the environment. To enable an effective review, staff must receive the most thorough information on the project as possible. Consequently, staff may require the applicant to submit a Plan of Operation.

WHEN IS A PLAN OF OPERATION NECESSARY?

The majority of projects processed are not complex and do not require a Plan of Operation. However, for more difficult projects, usually complex commercial and industrial projects or projects that may impact neighbors, a plan may be necessary.

WHAT DOES A PLAN OF OPERATION CONTAIN?

It should include the following items:

1. The name of the applicant and property owner, the address of the project site and the Assessor Parcel Number (APN).
2. A complete project description including the proposed use(s), hours and days of operation, number of employees, and the permanency of your project (seasonal, permanent, or temporary).
3. A description of any by-products that the project will generate, and the method of storage and disposal.
4. A description of any proposed discharge the project will generate (into the air, ground or surface water).
5. A description of the current noise levels and potential increases as a result of project operation.
6. A description of the use of public facilities such as roads, water or sewer systems (include a description of impact on access roads from additional traffic).

If any item listed above does not apply to your project, please include a statement explaining why.

WHO PREPARES A PLAN OF OPERATION?

Property owners, applicants or agents may prepare the Plan of Operation. A consultant, such as an engineer, land surveyor, or professional planner, may be hired for its preparation.

WHO REVIEWS AND APPROVES THE PLAN OF OPERATION?

It is reviewed by Planning and Building staff, and the Department of Public Works staff as part of the permit referral process. Once staff has reviewed the Plan and the project for conformance with all required county regulations and state law, the project is scheduled for a decision, either administratively or before the Planning Commission. The Commission considers the recommendations of all reviewing agencies before approving or denying the application. Unless the decision of the Planning Commission is appealed to the City Council, its decision is final.

If you have any questions regarding the Plan of Operation, please contact the City Planner at (707) 764-3532.