

PLAN OF OPERATION

PLANNING AND BUILDING DEPARTMENT

WHAT IS A PLAN OF OPERATION?

A Plan of Operation typically contains:

- A complete project description including the proposed use(s), hours and days of operation, number of employees, and the duration (temporary, seasonal or permanent) of the operation.
- A description of any byproducts the operation will generate and the method of disposal.
- A description of any discharge or emissions the operation will generate
- A description of any noise level increase as a result of the operation.
- A description of the operation's use of public facilities such as roads, water or sewer systems.

Depending on the operation, some items on the list may not be needed while other details not listed may be requested.

WHY IS A PLAN OF OPERATION NEEDED?

A Plan of Operation helps the county in its review of development projects. A Plan of Operation provides additional details about a project to determine impacts on neighborhoods, roads, water and sewer services, schools, parks and other public services and facilities.

WHEN IS A PLAN OF OPERATION REQUIRED?

Most projects do not require a Plan of Operations. A Plan of Operation is usually required for complex projects such as commercial or industrial developments or special events such as venues or festivals.

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 THE PLAN OF OPERATION?

Multiple county agencies review the Plan of Operation as part of the permit application referral process. A Plan of Operation could be reviewed by the Building Inspection Division, Current Planning Division, the Public Works Department or the Division of Environmental Health.

The details of the Plan of Operation are generally incorporated into the permit staff report through the project description and conditions of approval. 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. Decisions are made either administratively or require a public hearing before the Zoning Administrator or Planning Commission. Decision-makers consider the recommendations of all reviewing agencies before taking action.

HOW LONG DOES THE PERMIT PROCESS TAKE?

Projects that require a Plan of Operation take approximately three to five months to reach a decision. This time frame can change depending on the specific details and complexity of a project.



Current Planning Division

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