



CONDITIONAL USE PERMIT

Conditional Use Permits are required for uses listed as conditional in the Land Use and Development Code or a Policy Plan. It is a land use permit allowing a use under specified conditions which assure that the use will not be detrimental to the public health, safety, and welfare and will not diminish the integrity and character of the zone district. Each application is considered on its individual merit and, if approved, the Conditional Use Permit runs with the land. Conditional Use Permit applications are reviewed by the Planning Commission except in Policy Plan areas where they are reviewed by staff.

SUBMITTAL REQUIREMENTS

The master application must be completed and all fees paid at the time the application is filed.

Filing Fee

- \$2,706.00** For staff level review.
- \$1,483.00** For a time extension of a previously staff-approved application, (no changes).
- \$6,495.00** For Planning Commission review of an original application.
- \$3,211.00** For a time extension of a previously approved application, (no changes).
- \$943** Existing Building (Staff Level & or PC Review)

Intake/Records Maintenance Fee

- \$63.00** Minor
- \$127.00** Major

Environmental Assessment

The Initial Study form must be completed. A filing fee is required for all applications except for those projects determined to be categorically exempt.

Site Plans*

Ten (10) _____ copies of an accurately drawn plan (minimum scale 1" = 10') are required. An alternate scale may be approved depending on plan legibility and area of the site. Plans shall delineate the following:

1. All property lines with dimensions.
2. Locations of all existing or proposed structures, with dimensions of all wall lines and distances to nearest property lines noted.
3. Existing frontage improvements (curbs, sidewalks, edge of paving, sewer and water mains and laterals, etc.).
4. Adjoining streets (names, location), including driveway locations at adjoining properties.
5. Existing or proposed driveways, parking, and service areas, fully dimensioned and labeled, including compact spaces.
6. Locations, dimensions, and use of any outdoor activity areas.
7. Project summary: including zoning, square footage, lot size, and parking requirements. Parking ratios (i.e. parking spaces/1000 sq. ft. of building) shall be listed for all uses (i.e. warehouse, office, storage).
8. Location and type of existing and proposed fencing.

Preliminary Landscape Plan*

The preliminary landscape plan may be incorporated into the site plan. Ten (10) _____ copies of a preliminary landscape plans are required showing the following:

1. All proposed parking lot trees demonstrating compliance with the 50% shading requirement.
2. Lawn and landscape areas demonstrating compliance with the Water Efficient Landscape Regulations in effect at the time the application is submitted.
3. Existing trees including species, trunk size, location, and grade and whether they are to be retained or removed. Any large trees on adjacent properties which are within 50 feet of the project site must also be shown.
4. Relationship of proposed landscaping to any building signage, whether existing or proposed.
5. Slopes.
6. Parking lot and street lighting plans showing coordination with proposed landscaping.

Exterior Elevations and Floor Plans*

Ten (10) copies of accurately drawn elevations and floor plans (minimum scale of 1/8" = 1') are required. All sides of each structure shall be shown, noting materials, treatment, colors, and details, including signage.

*** All plans above must be folded no larger than 9" x 12".**

Sample Board

A sample board shall be submitted with samples of the following (catalog cuts, paint swatches, and small tile samples are sufficient):

1. Exterior siding materials.
2. Roof samples (not required for flat roof).
3. Paint chips for all exterior painted surfaces.
4. Glazing (if other than clear).

Reductions

One paper form reduction (no larger than 11"x 17" in size) is required for each sheet of plans submitted.

Posting of On-Site Signage (for items going to Planning Commission and/or City Council)

At least 10 calendar days before the scheduled public hearing, the project site shall be posted by the applicant, to the satisfaction of the Director, with one or more signs describing the project and advertising the public hearing(s). The sign(s) shall be visible from an adjacent street or other public right-of-way and placed on the site in a location determined by planning staff.

DEVELOPMENT ENGINEERING SUBMITTAL REQUIREMENTS

Grading Information

Ten (10) _____ copies of Preliminary Grading Plan – Show existing and proposed grading for the project site. For projects with significant grade differences, include cross sections. Show Project Post-Best Management Practices of cleaning storm water before it goes into the public system. All existing trees with elevations and identified protection zones. Location and elevations of proposed retaining walls (including bottom of wall and top of wall).

Utility Information

Ten (10) _____ copies of Preliminary Utility Plan – Show (1) all service connections and connections to existing utilities and (2) all proposed layouts of future utilities.

Supplemental Studies

One (1) copy of supplemental studies (will be determined at pre-application/completeness review) – May include, but not limited to, a Preliminary Drainage Study, Preliminary Water System Analysis, Traffic Report, Preliminary Sewer System Analysis, or Soils Report.

Topographic Boundary Survey

Ten (10) _____ copies of Topography Boundary Survey (Topo Map) of entire site and outside areas as needed – Illustrate the project’s property boundaries, existing easements, along adjacent properties and street improvements, both sides of the street (including right-of-way) and 100 feet on either side of the project boundaries. This should include striping, driveways and curbs, and dimensions of street widths.

Title Report

One (1) copy of Title Report – Include up-to-date information on all easements on the subject property. Title reports can be obtained from any Escrow and/or Title Company.

*** All plans above must be folded no larger than 9” x 12”.**