



## CONDITIONAL USE PERMIT *Submittal Requirements*

### STEP ONE SUBMITTAL

Step One provides information required for initial staff and agency analysis prior to the Staff Review Committee (SRC) meeting. Additional information and special studies may be required at the SRC meeting, before further processing can take place. Additional fees may be required for review of special studies.

- (1) Completed and signed General Application form.
- (1) Copy of fee receipt.
- (1) Completed Environmental Information Form.
- (1) Mounted set of photos of site and adjoining properties with location and direction of the photos indicated (use site plan below as base).
- (3) Sets of the following plans; collated, stapled, and folded to 8.5" x 11" (see exhibit requirements). **Please Note: rolled plans will not be accepted.**
  - A. Site Plan showing all existing easements and right-of-ways, with phasing plan (if Phasing is proposed), and preliminary grading information.
  - B. Floor Plans and Roof Plans of all buildings.
  - C. Architectural Elevations of all sides of buildings including one set of color elevations and/or a rendering.
- (20) **Legible** black and white reductions of the above plans no larger than 11" x 17".
- (1) **Acetate transparent reductions** of all plans, 8.5" x 11".

### STEP TWO SUBMITTAL

Step Two provides additional information that may be required by the Staff Review Committee (SRC) and Code requirements. Information required could include project redesign and additional information for Water Quality Management Plan (WQMP) design and/or landscape review and public hearing (if applicable).

#### **PUBLIC HEARING ITEMS**

- 1 Assessor parcel map indicating all parcels within 300 feet of the exterior boundaries of the applicant's property (or a radius as stipulated by Staff if the project is determined to be of significant public interest). Indicate the radius line and the applicant's property on the map.
- 3 Sets of gummed labels and "paper" copy of the names, addresses and parcel numbers of property owners within a 300 foot radius of the exterior boundaries of subject property (or alternative radius as determined by the Planning Division), including the names and addresses of the subject property's owner(s), applicant and representative.
- 1 Certification of Property Owners Form—The applicant, representative, or title company preparing the above items shall complete the **Certification Form** attached to the General Application packet .

**EXHIBIT REQUIREMENTS****SITE PLAN: Shall be to engineer's scale and legible**

- ◇ Title of project, date of plan preparation, gross and net acreage, address and assessor's parcel number(s).
- ◇ Existing General Plan and Zoning designations of the property, and proposed designations if changes are proposed.
- ◇ Indicate existing uses, zoning, lot layout and tract or parcel map numbers of adjoining properties.
- ◇ Name, addresses, phone numbers of owner of record, applicant and engineer/architect/representative that prepared the plan.
- ◇ Accurate metes and bounds description tied to known point (i.e., section or quarter corner).
- ◇ All project site boundaries shall be clearly indicated and include dimensions.
- ◇ Small scale vicinity map with location of project site in relation to major streets (need not be to scale) with North arrow.
- ◇ Legend: scale and North arrow (top of map to be oriented to the North).
- ◇ Summary tables of gross area, net area, intended uses, improvements, existing trees, number and sizes of buildings, areas to be dedicated to the City.
- ◇ The layout of buildings, parking and circulation areas, and landscaped areas including the dimensions and area (in square feet) and pad elevation of each building.
- ◇ Identification of areas not proposed as a building site and explanation of intended future use.
- ◇ Width, locations and designation of all existing and proposed easements or rights-of-way, whether public or private, for access, water, drainage, sewers, flood control, maintenance, recreation, or other purposes.
- ◇ All existing streets and highways within and adjacent to the project site and within 50 feet of the boundaries of the project.
- ◇ Show location of adjacent structures and property improvements within 50 feet of subject property.
- ◇ Approximate radius of all centerline curves on highways, streets, alleys and vehicular access ways.
- ◇ Total approximate length in feet along the centerline of all existing and proposed streets within the boundaries of the project site.
- ◇ Location of future vehicular access ways within the project site, both public and private, indicated with a dotted line.
- ◇ Dimensions and locations of sidewalks and bicycle, equestrian and hiking trails.
- ◇ Summary table of required off-street parking per Article 15 of the Zoning Ordinance and proposed parking.

**EXHIBIT REQUIREMENTS—Continued**

- ◇ Typical cross-sections of all existing and proposed streets within and adjacent to project site including:
  - ◇ Name of Street, Centerline (existing and proposed), and Right-of-way or property lines.
  - ◇ Easements adjacent to right-of-way (designate type and width).
  - ◇ Dimensions of improvements from centerline.
  - ◇ Approximate grades of existing and proposed streets, drives, and sidewalks.
  - ◇ Total ultimate right-of-way improvements and whether existing or proposed.
  - ◇ Curb and gutter, sidewalks, bike trails, medians, and/or on street parking.
- ◇ Location and sizes of all areas offered for public use (if any).
- ◇ Location and size of all landscaped areas. Size of total landscaped areas to be indicated in square feet, and as a percentage of the net area of site and a percentage of parking area.
- ◇ Location and outline, to scale, of existing buildings or structures above or below ground within the project site, noting whether the building or structure is to be removed or remain in the development of the project.
- ◇ Location of any excavation within the project site or within 50 feet of any portion of the site.
- ◇ Location of any existing wells, irrigation lines, cesspools, septic tanks, sewage leach fields, sewers, culverts, storm drains and underground structures within the project site, and a statement noting whether or not such uses are to be abandoned, to be removed, or remain.
- ◇ Uses proposed on the Site Plan as specified by applicable or pending zoning district regulations. If for multiple family dwelling uses the proposed number of units shall be stated.
- ◇ Location and limits of previously filled areas within the project site, including any liquid or solid waste disposal sites.
- ◇ Names of utility purveyors and location of existing known public utilities including sewer, water, gas, cable, solid waste, telephone, etc.
- ◇ Preliminary grading and drainage information including building pad elevations, drainage flow lines, gradients, location of cut and fill slopes, the manner in which storm runoff will enter the project site (include approximate size, type, lineal footage of storm drainage facilities and catch basin locations); the manner in which disposal beyond the site boundaries will be assured; and, if applicable, reference to any duly adopted Master Drainage Plan.
- ◇ Designation and boundaries of special flood hazards, including base flood elevation data. If no special flood hazards exist, a statement to this effect shall be made.
- ◇ Designation, location, widths and directions of flow of all watercourses and flood control channels.
- ◇ Maximum contour interval shall be as required by the City Engineer. Contour lines shall extend 50 feet beyond the exterior boundaries of the property when adjacent property is unimproved or vacant unless otherwise determined by the City Engineer. Copies of USGS topographic maps are acceptable when approved by the City Engineer. County Flood Control and County Road base maps may be acceptable.
- ◇ The height, width, direction and slope of man-made slopes and retaining walls.
- ◇ Locations, number, type, height, and trunk size of existing trees and rocks (height) on-site.
- ◇ Total Area to be held in reserve for improvements or facilities, itemized by type of improvement or facility.
- ◇ A "Revision Block" placed on each revised plan, with amendment numbers.

**EXHIBIT REQUIREMENTS—Continued****PRELIMINARY GRADING INFORMATION (INCLUDE ON SITE PLAN)**

- ◇ Existing and proposed pad elevations.
- ◇ Slopes three (3) feet or greater in height.
- ◇ Approximate grades of proposed roads and street center-lines, and of interior driveways and circulation aisles.
- ◇ All curve radii.
- ◇ Existing contours with maximum interval as follows:
 

◇ <b>Slope</b>	<b>Interval</b>
◇ Less than 2%	2'
◇ 2-10%	4'
◇ Greater than 10%	10'
- ◇ Proposed contours and spot elevations.
- ◇ Land subject to overflow, inundation or flood hazard.
- ◇ Drainage plan to control both on-site and off-site storm runoff, watercourses, channels, existing culverts and drainpipes, including existing and proposed facilities for control of storm waters, data as to amount of runoff and the approximate grade and dimension of proposed facilities.
- ◇ Provide specific information required by the Environmental Information Form.

**ARCHITECTURAL REQUIREMENTS**

- ◇ Architectural Elevations including one set of color elevations and/or a rendering. See staff for specifics on each project.
- ◇ Floor plans and location of handicapped facilities.
- ◇ Material board with colors and construction materials in an 8.5" x 11" format.
- ◇ Roof plans with location and screening of roof equipment.

**LANDSCAPE/PLANTING PLANS**

- ◇ Indicate species and common name, box size, drip lines, percentage evergreen, and quantities of planting material.
- ◇ Clear delineation of landscaped areas with percentage coverage of parking areas and net area of site.
- ◇ Signature of Landscape Architect, Architect, or Licensed Nursery person.
- ◇ All Landscape Plans must be consistent with the City's Landscape Design Guidelines and Article 15 of the Zoning Ordinance for parking lot landscaping.