



## CONDITIONAL USE PERMIT (MODIFICATION) SUBMITTAL REQUIREMENTS

(DETERMINATION OF WHETHER THE MODIFICATION IS MINOR OR MAJOR SHALL BE MADE BY THE COMMUNITY DEVELOPMENT DIRECTOR PRIOR TO THE FILING OF THE APPLICATION).

### A. ITEMS REQUIRED FOR FILING:

- 1. Completed Application Form.
- 2. Processing fees of:
  - a. Application processing fee of \$3,981.00
  - b. Public Notice fee of \$150.00
  - c. Scanning fee of \$47.00
  - d. Legal publication fee if set for City Council public hearing of \$85 (if appealed)
  - e. County Clerk processing fee of \$50.00 to be paid at time of application submittal
  - f. Fish & Wildlife (Mitigated) Negative Declaration fee of \$2,354.75 (to be determined at PRC); or
  - g. Fish & Wildlife EIR fee of \$3,271.00 (to be determined at PRC)
- 3. Completed Environmental Information Form with:
  - a. Photographs of site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west and mounted on 8.5"11" paper.
  - b. Environmental Impact Assessment fee  
\$6,722.00 – Preparation of a Mitigated Negative Declaration or Negative Declaration  
\$251.00 – Preparation of a Notice of Exemption
- 4. Twenty (20) full size (24"x36" folded to 8.5"x14") copies of each, drawn to scale (placed in sets with the plans described by Item #5)
  - a. Site plan
  - b. Preliminary grading plan (if applicable)
  - c. Utility Plan (existing and proposed wet and dry utilities) (if applicable)
- 5. Twenty (20) 11"x17" copies of each, drawn to scale (placed in sets and folded 8.5"x11")
  - a. Site plan
  - b. Preliminary grading plan (if applicable)
  - c. Building elevations with exterior materials clearly depicted.
  - d. Preliminary landscape plan.
  - e. Floor plans.
  - f. Sign program details.
  - g. Fence Plan showing location, materials and height.
  - h. Additional items as required as a result of Development Plan Review.  
*Note: If it is determined through DPR or screen check that 11"x17" plans are not legible, full size plans will be required.*
- 6. One (1) 11"x17" color copies of each, (placed in sets and folded 8.5"x11"):
  - a. Conceptual building rendering and building elevations.
  - b. Material pallet
  - c. Preliminary landscape plan.

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- 7. One (1) set of 8.5"x11" reduction of all plans (including colored renderings).
- 8. A letter signed and dated by the applicant addressing the scope of work and following areas at a minimum:
  - a. Proposed Land Use and Surrounding Uses
  - b. Site design
  - c. Architecture and Materials
  - d. Parking and Access
  - e. Landscaping
  - f. Fencing (perimeter and retaining)
- 9. Noticing package which includes:
  - a. Separate lists of property owners names, addresses and assessors parcel numbers with 500 feet of subject site, prepared and certified by a licensed Title Company, prepared from latest tax roll.
  - b. List of property occupants addresses (when owner mailing address is different than property address) and assessor parcel numbers for properties contiguous to the site.
  - c. Assessor's maps (reduced to 8.5"x11") showing the site and indicating the properties listed in the 500 foot radius.
  - d. Two sets of gummed mailing labels for 500 foot property owner list and property occupants addresses list (when owner mailing address is different than property address).
- 10. Proof of ownership (i.e., latest Grant Deed).
- 11. Letter of authorization from the property owner if different than applicant.
- 12. Submit one (1) CD containing the following information organized in the following folders:
  - a. Application Materials: Including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, title reports, etc.
  - b. Technical/Environmental Studies if applicable.
  - c. Plans: Including but not limited to a subdivision maps, site plans, grading plans, utility plans, architectural elevation plans and renderings, floor plans, conceptual landscape plans, sign program, etc. as applicable to the respective application type.

### **B. NOTICE TO APPLICANTS:**

1. Acceptance of application at the counter **does not** represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is completed or that additional items are necessary.
2. It is recommended that applicant, representative or property owner should be present at all hearings.
3. All correspondence and reports will be mailed to the project proponent only.
4. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.
5. All plans or maps submitted shall be folded to a maximum size of 8 x 14" with the title block visible.

### **C. ATTACHMENTS:**

CMC Section 17.92.110.