



**MINOR MODIFICATION SUBMITTAL REQUIREMENTS  
(ADMINISTRATIVE FOR CUP and PP)**

(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. Letter from the applicant describing modification to the previously approved conditional use permit or precise plan.
- 2. Processing fee of \$1,136.00
- 3. Scanning fee of \$47.00
- 4. Five (5) full size (24"x36" folded to 8.5"x14") copies of the size site plan drawn to scale showing the approved plan and the requested modification.
- 5. Five (5) 11"x17" folded to 8.5"x11" copies of:
  - a. Site Plan
  - b. Preliminary landscape plans.
  - c. Elevations.
  - d. Floor plans and square footage of the building and/or each unit.
  - e. Sign details, if applicable.
  - f. Recreation area details (can be included with elevations and floor plans), if applicable.
  - g. Fence Plan showing location, height and materials, if applicable.
  - h. Additional items as requested by the case planner.
- 6. Submit one (1) CD containing the following information organized in the following folders:
  - a. Application Materials: Including but not limited to a completed application and applicant letter.
  - b. Plans: Including but not limited to site plans, architectural elevation plans and renderings, floor plans, preliminary 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. Minor conditional use permit modifications may be reviewed administratively by the Community Development Director. Per CMC Section 17.92.150(A) minor revisions are defined as revisions which in no way violate the intent of any standards or conditions or the permit or of the zone. The director shall render a decision on minor conditional use permit modifications within 30 days of the application being deemed complete. The decision made by the Community Development Director will be submitted in writing to the applicant.
- 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 17.91.020 & 17.92.150.

Revised: 1/1/19