



Planning Department

GUIDE TO THE CONDITIONAL USE PERMIT APPLICATION

An application for a Conditional Use Permit is required for any new development within the city that will be constructed on property of an average slope of ten percent (10%) or greater. Conditional Use Permit Applications are also required for certain commercial and industrial uses, as designated in the Zoning Ordinance. To determine if a specific commercial or industrial use requires a Conditional Use Permit Application, please refer to the Commercial Use Table of the Zoning Ordinance (Section 9312.2).

Due to their unusual or special characteristics, conditional uses require special consideration so that they may be located properly with respect to the objectives of the zoning regulations and with respect to their effects on surrounding properties. In order to achieve these purposes, the Planning Commission serves as the reviewing authority to grant or deny applications for Conditional Use Permits, and to impose reasonable conditions upon the granting of the permits.

The Planning Commission must find in favor of all of the following findings before approving a Conditional Use Permit Application, as required in Sections 9673.2.(E) of the Zoning Ordinance:

1. That the proposed use is consistent with the objectives and provisions of the Zoning Ordinance and the purposes of the land use district in which the use is located;
2. That the proposed use is compatible with the surrounding property;
3. That the proposed use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety, or welfare;
4. That the proposed use will comply with each of the applicable provisions of the Zoning Ordinance, except for approved Variances or Modifications;
5. That the distance from other similar and like uses is sufficient to maintain the diversity of the community; and
6. That the proposed use is consistent with the goals, objectives, and policies of the General Plan.

CONDITIONAL USE PERMIT SUBMITTAL REQUIREMENT

The application package shall consist of the following documents in hard copy, and in an electronic format (CD or website link to download):

- Completed Planning Application Form.
- Written Description of the proposed use(s).
- Two (2) copies of the property title report (no older than one year).
- Two (2) copies of the legal description of the subject property.
- Completed Environmental Questionnaire.
- Completed “Conditional Use Permit – Burden of Proof”.
- Completed “Supplemental Questionnaire for Hillside Development” (if applicable).
- Photographs of the subject property and abutting properties.
- Applicable Fees (a formal application will not be accepted unless fees are provided).
- One (1) signed copy of the City Consultant Fee Acknowledgement Statement.

Please consult the *Guidelines for Development Project Public Forums* (City Council Resolution No. 18-1866) and *Story Pole Procedures* (City Council Resolution No. 18-1862) to determine project applicability. The *Guidelines for Development Project Public Forums* identify additional items that must be included in the project application.

ALL THE PLANS SHOULD BE ASSEMBLED BY TYPE, I.E. ARCHITECTURAL, LANDSCAPE AND GRADING STAPLED AND FOLDED TOGETHER WHEN SUBMITTED.

- SITE PLAN (Folded accordion style to no larger than 8.5”x14”) [10 sets]

Please include the following items if applicable:

- Vicinity Map locating the proposed development or use;
- Scale: 1” = 20 feet and north arrow (an alternate scale may be used if allowed by the Planning Department);
- Property boundaries, dimensions and area (square feet and acres);
- Location, dimensions and total square footage of existing and proposed structures, clearly labeled;
- Building setback dimensions from all property lines and adjacent structures (show partial outline of structures on adjoining parcels);
- Type and use of each structure, both proposed and existing;
- Location and dimensions of walls and fences;

- Location and identification of existing on-site trees and on/off-site oak trees;
- Dimensions of proposed landscape planter and total square footage of each planter;
- Number of parking spaces required and number of parking spaces provided (include required handicapped parking spaces);
- Proposed parking areas, including location, dimensions, and specifications for parking spaces, aisles, and driveway throats. The specifications for parking space size and striping, per code, must be shown on the Site Plan, including handicap spaces;
- Location and identification of any amenities to be included in any outdoor private or common recreation area;
- Location and size of any monument signs;
- Identification and dimension of loading areas and refuse enclosures;
- Location of street light poles and on-site lighting standards;
- Location and dimension of existing and proposed curb cuts on the site, within fifty (50) of the project boundaries, and across the street from the site;
- Location, identification, and dimensions of easements on, adjacent to, or otherwise affecting the property;
- Dimension from property line to center of adjacent streets;
- Identification and dimensions of existing and proposed sidewalks, curbs and streets;
- Width and configuration of streets, including striping, left turn pockets and median identification from which the proposed development has access;
- Type and color of paving materials proposed, including scored concrete and other enhanced pavement;
- Location of above-ground utility lines, vaults, transformers and other facilities;
- Name and street address and Assessor's Parcel No. of the project;
- A complete legal description of the property;
- Name, address, telephone number, date of plan and wet stamp of the architect or other licensed professional who prepared the plans; and
- Name, address and telephone number of the applicant.

ELEVATION PLANS (Folded accordion style to no larger than 8.5"x14") [10 sets]

- Scale: 1/4" = 1' min.;
- All elevations shall be shown, indicating proposed and existing colors & materials;
- Height and width of buildings;
- Signature of Registered Architect; and
- Proposed wall sign locations, if applicable; and
- Please provide (1) full size set and (1) reduced to 8.5"x11" set of color elevations.

ROOF PLANS (Folded accordion style to no larger than 8.5"x14") [10 sets]

- Scale: 1/4" = 1' min.;
- Roof Pitch;

- Cross-section of parapet wall and roof-mounted equipment; and
- Signature of Registered Architect.

FLOOR PLANS (Folded accordion style to no larger than 8.5"x14") [10 sets]

- Scale: 1/4" = 1' min.;
- Room identification;
- Room and building dimensions with fixed and movable fixtures indicated; and
- Signature of Registered Architect

LANDSCAPE PLANS (Folded accordion style to no larger than 8.5"x14") [10 sets]

- Location, number, size and species identification of trees, ground-cover/shrubs;
- Height of bermed landscaping;
- Location and identification of hardscape and other landscape features such as walkways, fountains, etc.;
- Location of recreational amenities;
- Name, address and telephone number of the landscape architect who drew the plans;
- Property address and Assessor's Panel Number; and
- Landscape Architect's signature and license stamp.

Note: Three (3) sets of detailed stamped landscape and irrigation plans will be required for review and approval prior to issuance of building permits.

OAK TREE REPORT [3 sets]

- Must be prepared by a city-approved oak tree consultant; and
- Must be prepared according to the Oak Tree Preservation Guidelines and Appendix A of the Zoning Ordinance.

Note: Any oak tree within 250 feet of the project or construction area must be included in the study.

LIGHTING PLAN (Folded accordion style to no larger than 8.5"x14") [10 sets]

The plans must include the following:

- A detailed, comprehensive exterior lighting plan prepared by a licensed lighting professional;
- A photometric plan with a maximum of one-foot candle at property lines;
- Lighting fixture specifications and locations (use of energy efficient fixtures and technology is required);
- Proposed lighting intensity;
- Color temperature; and
- Existing and required street lamps located in the immediate vicinity of site.

Note: Parking lot light fixtures shall not exceed the height of sixteen (16) feet from finished grade.

SIGN PROGRAM (Folded accordion style to no larger than 8.5"x14") [10 sets]

- Location, dimensions, area, color, letter style, type and materials for all signs;
- Building signs shall be accurately dimensioned on elevation drawings; and
- Elevation view of proposed monument signs shall be shown.

LINE-OF-SIGHT PLANS (Folded accordion style to no larger than 8.5"x14") [3 sets]

- L-O-S must be drawn to scale; and
- L-O-S studies must be taken from all public streets and abutting properties.

COLOR AND MATERIAL BOARD (no larger than 8.5"x 11"x 0.5" thickness) [1]

- Exterior color and material specifications; and
- Location of each color and material on the proposed building(s).

SLOPE ANALYSIS (Folded accordion style to no larger than 8.5"x14") [5 sets]

- Applies only to property with an average slope of 10% or greater.

GRADING PLANS (Folded accordion style to no larger than 8.5"x14") [10 sets]

- Including a completed cover sheet downloaded from the City's Website
- Drainage Plan
- Best Management Practices (NPDES) Plans. The plans must include:
 - ✓ Permanent: Urban Storm Water Management Plan
 - ✓ Construction: Storm Water Pollution Prevention Plan
 - ✓ Construction during November-April: Wet Weather Erosion Control Plan; and
- Signed and stamped by a Registered Civil Engineer.

HYDROLOGY REPORTS [3 sets]

- Report to be prepared by a Registered Engineer using methodology from the Los Angeles County Hydrology Manual.

LOW IMPACT DEVELOPMENT/SUSMP/SWPPP [3 sets]

The reports or plans must include:

- Low Impact Development Plan (per City Ordinance and L.A. County standards);
- Standard Urban Storm Water Management Plan
- Construction: Storm Water Pollution Prevention Plan; and
- Construction during November-April: Wet Weather Erosion Control Plan.

GEOLOGICAL/GEOTECHNICAL REPORTS [4 sets]

- Reports to be prepared by a Registered Engineer.

One (1) reduced (8.5"x11") copy of each required plan

Please note that all of the preceding items must be submitted with the application. Additional information and/or plans may be required if deemed necessary to complete the Site Plan/Architectural Permit application. **Applicants are strongly encouraged to review the City's Architectural Design Standards and Guidelines prior to submittal of a development application.**

END