



MINOR AND MAJOR CONDITIONAL USE PERMIT CHECKLIST

Project Information

Project Name: _____

Site Address: _____

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED APPLICATION FORMS:

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyright Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Conditional Use Permit Checklist (Page 1 of this Form)

REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

PROJECT DOCUMENTS:

- Conditional Use Permit Project Description
- Neighborhood Context Map
- Project Valuation
- [Traffic Analysis](#) as determined by the linked document*

PROJECT PLAN SET COMPONENTS:

- Floor Plan Sheet
- Site Plan Sheet

*May be required, see plan sheet requirements and document requirements linked below

REQUIRED FEES:

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s). A Major Conditional Use Permit also requires payment of a Planning Commission Public Hearing fee.

INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

PROJECT DOCUMENTS – All documents must reflect the [document requirements](#). Use the [document requirements](#) to determine if you should include that document.

PROJECT PLAN SET COMPONENTS – All plans/sheets must reflect the [plan sheet requirements](#). Use the [plan sheet requirements](#) to determine if you should include that plan set component.

CONDITIONAL USE PERMIT INFORMATION & PROCESS

Major Conditional Use Permits and Minor Conditional Use Permits provide a process for reviewing land use activities that may be desirable in the applicable zoning district, but whose effect on the site and surroundings cannot be determined before being proposed for a particular location. A Major Conditional Use Permit or Minor Conditional Use Permit is required to authorize proposed land uses identified by [Division 2 \(Zoning Districts and Allowable Land Uses\)](#) as being allowable in the applicable zoning district subject to the approval of a Conditional Use Permit or Minor Conditional Use Permit.

The City's Planning Commission may approve, conditionally approve, or deny an application for a **Major Conditional Use Permit** during a public hearing. The Zoning Administrator may approve, conditionally approve, or deny an application for a **Minor Conditional Use Permit** during a public meeting.

The review authority may approve or deny an application for Major Conditional Use Permit or Minor Conditional Use Permit approval. The review authority may approve a Major Conditional Use Permit or Minor Conditional Use Permit only after first finding all of the following:

1. The proposed use is allowed within the applicable zoning district and complies with all other applicable provisions of this Zoning Code and the City Code;
2. The proposed use is consistent with the General Plan and any applicable specific plan;
3. The design, location, size, and operating characteristics of the proposed activity would be compatible with the existing and future land uses in the vicinity;
4. The site is physically suitable for the type, density, and intensity of use being proposed, including access, utilities, and the absence of physical constraints;
5. Granting the permit would not constitute a nuisance or be injurious or detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located; and
6. The proposed project has been reviewed in compliance with the California Environmental Quality Act (CEQA).