

Submittal Checklist for

### **CONDITIONAL USE PERMIT / MINOR CONDITIONAL USE PERMIT**

This checklist should be reviewed together with a Planner at the Permit Center and must be submitted with the application. Incomplete applications cannot be processed and will be returned to the applicant together with a checklist specifying the items that are incomplete.

#### **MINIMUM SUBMITTAL REQUIREMENTS:**

Listed below are the minimum submittal requirements for Conditional Use Permits/Minor Conditional Use Permits. If there are multiple entitlements, they may be combined under one submittal

<ul> <li>MASTER APPLICATION (eight copies)</li> <li>a) Cover Sheet with Applicant Signature.</li> <li>b) Environmental Assessment.</li> <li>c) Tree Inventory.</li> <li>d) Taxpayer Protection Act Disclosure Form.</li> </ul>
<ul> <li>SITE PLANS (fully dimensioned, eight full size copies and four 11"X17" reductions)</li> <li>a) Applicant name, address and phone number.</li> <li>b) Project site address, north arrow and drawing scale.</li> <li>c) Property lines.</li> <li>d) Internal and external rights-of-way and any vehicular access or other easements.</li> <li>e) Existing and proposed structures with their uses labeled.</li> <li>f) Location of structures on adjacent properties and their uses.</li> <li>g) Mature trees 4 inches or more in diameter (on-site, adjacent to property lines and in public right-of-way).</li> <li>h) Yard dimensions.</li> <li>i) Topography (when applicable).</li> <li>j) Vicinity map showing ½-mile radius street system with project site highlighted (integrated at lower right hand corner of plan).</li> </ul>
<ul> <li>OWNERSHIP VERIFICATION (one copy)</li> <li>a) Copy of Grant Deed, Deed Trust or Title Report showing ownership.</li> <li>b) Written Consent from property owner to authorize representative (if applicable).</li> </ul>
NOTIFICATION PACKET (two sets) a) Radius Map and Ownership List. b) Affidavit. c) Labels.
<ul><li>PHOTOS (two sets)</li><li>a) A minimum of four colored photos (varied angles) of the project site showing walls, trees and existing structures.</li></ul>
APPLICATION FEES
CHECKLIST FOR SPECIFIC ENTITLEMENTS & OTHER ITEMS Refer to the reverse page for additional submittal requirements.

CUP-CHK Rev: 03/09/10

### **CONDITIONAL USE PERMIT / MINOR CONDITIONAL USE PERMIT**

### <u>SPECIFIC ENTITLEMENT REQUIREMENTS</u>: *In addition to the minimum submittal requirements, the following specific entitlement requirements*

for	Conditional Use Permits/Minor Conditional Use Permits shall also be submitted:
	<ul> <li>SUPPLEMENTAL APPLICATION (eight copies)</li> <li>a) Description of Request.</li> <li>b) Findings for a Conditional Use Permit/Minor Conditional Use Permit.</li> <li>c) Public Hearing Request (for Minor Conditional Use Permits only).</li> <li>d) Additional findings for specific land uses or specialized conditional use permits.</li> </ul>
	<b>INCLUSIONARY HOUSING PLAN</b> (two copies, if 10 or more new housing units are proposed) For additional information, contact the Housing Department at (626) 744-8300.
	DITIONAL ITEMS:  If following items may be required by the Planner for submittal:
	FLOOR PLANS
	ELEVATIONS
	ELEVATION SECTIONS
	STREET ELEVATION SKETCHES
	GRADING PLAN (if greater than or equal to 50 cubic yards)
	TOPOGRAPHIC MAP
	CALCULATIONS (square footage, floor area ratio, average slope, etc.)
	LANDSCAPE PLAN
	CIRCULATION PLAN
	PHOTO SIMULATIONS (before and after project implementation, typically for wireless facilities)
	SIGN INVENTORY
	DEVELOPMENT SCHEDULE
	ESCROW TITLE PAPERS
	LEASE AGREEMENT
	<b>THREE-DIMENSIONAL DIGITAL MODEL</b> (nonresidential projects over 25,000 sq. ft. must include a 3-D digital model of the proposed building in one of the following formats: .3ds (3D Studio Max), .dae (COLLADA), skp (SketchUp v6), .flt (OpenFlight), kml (Google Earth). For other software than these, consult with staff to determine if this software will be compatible with the City's 3-D digital model)
	OTHER ITEMS



# Supplemental Application for CONDITIONAL USE PERMIT/ MINOR CONDITIONAL USE PERMIT

Projec	roject Address: Ca	ase #
A se	ESCRIPTION OF REQUEST: A separate description and set of findings must be submitted if there is more that Permit / Minor Conditional Use Permit request. This Conditional Use Permit / Miles to:	n one Conditional Use nor Conditional Permit
		<del></del>
EINIC	INDINGS:	
The the Concern	The applicant must thoroughly respond to the six (6) directives below to make the proposed project. A separate set of findings must be submitted if the Conditional Use Permit / Minor Conditional Use Permit request. Use additional secessary to complete your response. The City's Zoning Code and General Plan Permit Center and online at <a href="https://www.cityofpasadena.net">www.cityofpasadena.net</a> .	re is more than one heets if more space is
z tl	The proposed use is allowed with a Conditional Use Permit (Major and Minor zoning district and complies with all applicable provisions of this Zoning Code the City's Zoning Code and the zoning district purposes at the introduction t regulation);	(see Section 17.10 of

## Supplemental Application for CONDITIONAL USE PERMIT / MINOR CONDITIONAL USE PERMIT

Proj	ect Address:	Case #
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2)	purposes of the applicable zoning district;	the special purposes of this Zoning Code and the
3)	The proposed use is in conformance with the grand the purpose and intent of any applicable spec	oals, policies, and objectives of the General Plan cific plan;
4)		the use would not, under the circumstances of the afety, or general welfare of persons residing or

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Project Address:		Case #
5)	The use, as described and conditionally approved, would n and improvements in the neighborhood or to the general we	ot be detrimental or injurious to property elfare of the City; and
6.	The design, location, operating characteristics, and size of with the existing and future land uses in the vicinity, in term and view protection.	
Se Co red	JBLIC HEARING REQUEST: ection 17.61.050(F) of the Zoning Code specifies that a public conditional Use Permit if no concern is registered with the aquired public notice. If no concern is registered, however, earing be held.	Zoning Administrator in response to the
Sig	gn here if you wish to have a public hearing held even if no co	oncern is registered.
	Signature of Applicant	 Date

### **CONDITIONAL USE PERMIT / MINOR CONDITIONAL USE PERMIT**

Project Address:	 Case #	
Toject Address.	 Od3C #	

#### **ADDITIONAL FINDINGS:**

In addition to the regular six (6) findings outlined above, the following additional findings are required <u>only</u> for specific land uses or specialized conditional use permits as outlined in the Zoning Code. Attach additional sheets to the findings outlined above to complete your response.

#### ADDITIONAL FINDINGS FOR A MODIFICATION

7. There are changed circumstances sufficient to justify the modification to the original approval in that...

#### ADDITIONAL FINDINGS FOR A DRIVE-THRU BUSINESS

- 7. The proposed parking and circulation plan will provide adequate area for safe queuing and maneuvering of vehicles, and the site design will provide adequate buffering of the use from adjoining land uses in that...
- 8. The proposed location of the drive-through business will not result in adverse impacts upon the vicinity after giving consideration to a litter clean-up plan, the ours of operation and the site plan in that...

#### ADDITIONAL FINDING FOR A TELECOMMUNICATION FACILITY, MAJOR

7. No new support structure shall be allowed unless the review authority, in addition to the findings required by Section 17.61.050, first finds that, based upon evidence submitted by the applicant, no existing building or support structure can reasonable accommodate the proposed wireless telecommunications antenna facility in that...

#### ADDITIONAL FINDINGS FOR A TRANSIT-ORIENTED DEVELOPMENT (TOD)

- 7. The project consists of a use, or mix of uses, that encourages transit use and is oriented toward the transit user in that...
- 8. The project is designed to enhance pedestrian access and/or other non-motor vehicle modes of transportation to public transit in that...
- 9. The project encourages pedestrian activity and/or other non-motor vehicle modes of transportation and reduces dependency on motor vehicles in that...

#### ADDITIONAL FINDINGS FOR SHARED PARKING

- 7. The spaces to be provided would be available as long as the uses requiring the spaces lawfully exist in that...
- 8. The quality and efficiency of the parking or loading utilization would equal or exceed the level that is otherwise required in that...

Supplemental Application for

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Project Address:	Case #	
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#### ADDITIONAL FINDINGS FOR FLAG LOTS

- 8. The proposed flag lot subdivision is the only reasonable subdivision design due to extreme topographic conditions, or other physical and natural constraints of the subject property (e.g. natural drainage course or streams, protected trees, etc.) in that...
- 9. The design of the proposed flag lot subdivision complies with the flag lot development standards identified in the Zoning Code in that...
- 10. The lots created from the proposed flag lot subdivision do not adversely impact the established neighborhood character nor deviate from the established neighborhood character, which shall consider the scale of the existing lot sizes and lot configurations in the surrounding area in that... (for purposes of this finding, the surrounding area shall mean all properties within a 1,000-foot radius of the subject property's boundary before the subdivision).

#### ADDITIONAL FINDING FOR CONDITIONED USES IN THE INTERIM STUDY DISTRICT

7. The proposed use will not conflict with the land use regulations and development standards established for the area at the time the Interim Study (IS) district was adopted.