The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Conditional Use Permit - Streamlined Review application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

**THE CONDITIONAL USE PERMIT - STREAMLINED REVIEW APPLICATION FILING PACKAGE CONSISTS OF THE FOLLOWING:**

**A. APPLICATION SUBMITTAL REQUIREMENTS**

- 1. Completed application form.
  - a. Property Owner Consent Affidavit or Corporate Resolution, if owner is different from applicant.

- 2. Processing fees:
  - a. Application processing fee pursuant to the latest adopted fee schedule.
  - b. CEQA – Categorical Exemption fee (paid with submittal).
  - c. Notice of Determination recordation fee (paid when application is scheduled for public hearing).
  - d. Public hearing notice newspaper publication fee (paid when the application is scheduled for public hearing).
  - e. Public hearing notice mailing fee (paid when the application is scheduled for public hearing).
  - f. Scanning fee pursuant to the latest adopted fee schedule.

- 3. Preliminary title report completed by a licensed title company and prepared less than 6 months of the application submittal date.

- 4. Proof of ownership (i.e., grant deed).

- 5. A letter signed and dated by the applicant that addresses each of the following:
  - a. Detailed description of proposed use and activities including hours of operation, number of employees, type of equipment and materials used, time and location of deliveries.
  - b. Description of environmental impact including noise, lighting, parking, storage, aesthetics, hazardous materials, dust, and solid waste disposal.
  - c. Site design including parking and access.

- 6. Two (2) full-size (24x36 folded to 8½ x 11) and one (1) 11x17 copies of the following development plan sheets prepared per City standards
  - a. Site plan including parking and circulation.
  - b. Floor plans.
  - c. Any additional items requested by staff to process the application.

- 7. Photo documentation
  - a. Photos of the site including any existing buildings, landscaping, and site features labeled and keyed to a sitemap.
  - b. Photos of the surrounding properties (north, south, east, west) labeled and keyed to a site map.

- 8. One (1) electronic copy on a flash drive of all submission materials including development plan sheets in PDF format, technical studies, landscape plans and color renderings.
9. Public hearing noticing fees (newspaper publication, mailing, posting).

10. Notification package prepared and certified by a licensed Title Company with data updated less than six months from the submission date and includes:
   a. One (1) 8½ x 11 radius map that shows the boundaries of the subject property, the 500-foot radius line, and the boundaries of all assessor parcels within the 500-foot radius boundary. The radius boundary line may be amended by the Director.
   b. A list of assessor parcel numbers within the 500-foot radius boundary and the mailing addresses of all property owners and property occupants when the owner mailing address is different than the property address.
   c. Two (2) sets of property owner and property occupant (when the owner mailing address is different than the property address) mailing labels for all parcels located within the 500-foot radius boundary and one (1) electronic version in Microsoft Word.
      i. Labels shall be 1 x 2.5, self-adhesive, on 8 ½ x 11 sheets.
      ii. Each mailing label shall include the assessor parcel number.
      iii. The data shall be from the latest County Assessor’s information.
   d. A notarized public notice mailing affidavit signed by the applicant or preparer.

B. APPLICANT NOTIFICATIONS

1. Receipt of the application at the Planning Division counter does not indicate acceptance of a complete application. Government Code Section 65943 provides 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period with either a statement of completeness or a list of additional items that are necessary to complete the application.

2. It is recommended that the applicant and/or representative be present at all hearings.

3. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form.

4. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

C. ATTACHMENTS