

CONDITIONAL USE PERMIT INFORMATION SHEET

This type of development case is specified by the Zoning Ordinance for certain uses in some zoning districts. These uses, although generally deemed to be consistent with the purpose and intent of the district, typically have characteristics that require special regulation in order to avoid conflicts with surrounding land uses.

The cost of processing your Conditional Use Permit is charged according to the hours spent by staff in checking plans, writing a staff report, preparing an environmental analysis, notifying the public and attending the public hearing. Total cost varies according to the size of the project and the complexity of the issues. The Planning Commission or the Zoning Administrator reviews Conditional Use Permits. You will also be billed for project related costs such as public notice advertising, postage and City Attorney fees if these are required for your project. Total cost *may vary widely* according to the size of the project and the complexity of the issues. You must first open a Developer Deposit Case account with an *initial deposit* to which project costs are charged. See Developer Deposit form for more specific information. At the close of your case, any remaining funds will be returned to you. At the City's sole discretion, a planning consultant may process your application.

Please use this information sheet as a checklist to assemble the materials required for your Conditional Use Permit, and bring it with you when you submit your application. If you are applying to modify an approved Conditional Use Permit use the separate Minor/Major Modification checklist. Be sure the appropriate person has signed all letters and forms. If you have any questions, please call the Development Assistance Center at (949) 724-6308.

SECTION A - City Documents

 Development Case Application
 Developer Deposit Case Setup Form
 Orange County Fire Authority Service Request & Fee

SECTION B - Letter of Justification

- This letter should be addressed to the City. It should describe the project or business in your own words and explain *how it would benefit the community*. As a guideline, use the findings from the Conditional Use Permit section of the Zoning Ordinance listed below. These will assist you in preparing your explanation:
 - The proposed location of the conditional use is in accord with the objectives of chapter 1-1 of the zoning ordinance and the purpose of the zoning district in which the site is located.
 - The proposed conditional use will not be detrimental to the public health, safety or welfare, nor be materially injurious to property or improvements in the vicinity;
 - The proposed conditional use is compatible with existing and future uses to the extent those are known, and will comply with each of the applicable provisions of the Zoning Ordinance except for approved Variances and/or Administrative Relief per sections 2-37 and 2-2;
 - If the proposed Conditional Use Permit affects land located within the coastal zone, the proposed conditional use will comply with the provisions of the land use plan of the Certified Local Coastal Program.
 - Based upon information available at the time of approval, adequate utilities, access roads, drainage and other necessary facilities exist or will be provided to serve the proposed use.

SECTION C - Deposit Check payable to the City of Irvine

	CUP requiring Zoning Administrator approval, a deposit of \$1500.00 is required. When the CUP es Planning Commission approval, the deposit is \$12,000.00.
components of familiar with the or do not consummer Submit ten se	- Project Plans These must be legible and must be drawn to scale to clearly illustrate the of the project. Remember that the staff, Planning Commission and Zoning Administrator are not ne property and will need this information to evaluate your project. If the plans are not legible, ntain the information listed below, your application will not be accepted for processing. Its of project plans, folded to approximately 8 1/2" x 14". Use the checklist to be sure your plans lowing required elements:
	scale (for example 1:20, or 1/8" = 1')
	vicinity map
	north arrow
	building location(s) ("footprints") showing floor plan and access points
	building elevations (new construction only) (Note that your case planner may require elevations if
	necessary to understand the project as indicated in section F below.)
	dimensioned setbacks
	dimensioned property lines
	notes labeling existing and proposed on-site uses
	notes labeling surrounding land uses
	easement locations (if any)
	parking lot layout and circulation, showing dimension of parking spaces and drive aisles
	existing and proposed pavement striping and signage (directional arrows, drop off zones, etc.)
	turning radii of trucks expected to use the project (including trash trucks)
	loading, service areas
	location of trash enclosures
	controlled access gate locations (if any)
	ultimate street right-of-way property lines (if these are different from existing)
	adjacent streets, street names and intersections, showing striping and medians
	existing and proposed bus turn-out locations (if any)
	all access points (driveways), existing or proposed; label access type (i.e. curb return or apron)
	note distance from each driveway to the nearest access of adjacent properties
	sidewalks
	"line of sight" (per City Standard Plan 403) at all access points on a curved roadway or at access
	points where buildings, landscaping or signage may obscure a driver's view
	turning radii and ramp grades of parking structures, if proposed
	site and parking summary table as contained on Page 2 of the Development Case Application
	one set of 11" x 17" reduced project site plan
	8 sets of color photo simulations when cellular antennas and monopoles require Conditional Use Permits
property in the suggests that	- Public Notice Materials: Please note that the homeowners' associations which govern ne vicinity will be notified of your project as required by the City's Zoning Ordinance. Staff you advise them of your intent to develop a project as soon as possible to receive their daddress their concerns.

CONDITIONAL USE PERMIT

A listing of all names and addresses for	r:

- a. Each property owner and residential tenant, and all homeowners' and community associations governing property within five hundred (500) feet of the property line of the proposed project. Commercial tenants within 500 feet shall be included in the following instances only: 1) the subject of the application is a residential development which is proposed within 1000 feet of where businesses use, store, transport and/or manufacture hazardous materials or waste; or 2) the subject of the application is a heavy manufacturing use which involves the use, storage, transportation, and/or manufacture of hazardous materials or waste. This information shall be provided from the latest equalized assessment roll of Orange County.
- b. Each local agency expected to provide water, sewage, schools, or other essential facilities or services to the project.
- c. The property owner or the owner's duly authorized agent.
- d. The project applicant.

____ Mailing labels may be submitted in any one of the following formats:

Preferred Format:

- Excel TEXT format with separate fields of information on a CD, or
- Excel with separate fields of information on a CD.

NOTE: MSWord, Word Perfect, and other common formats will not work

- Each field of information (assessor's parcel number, complete name, complete street address, city, state, zip code) must be separated by a tab key, tab delimited (preferred), or comma, comma-delimited.
- Project number and number of entries on the above list should be printed on the disk label.

Example of Preferred Format:

Cell 1 APN	Cell 2 Attention	Cell 3 Name	Cell 4 Company	Cell 5 Complete Address	Cell 6 Complete Address	Cell 7 City	Cell 8 State	Cell 9 Zip Code
123	J Jones	Payroll	Alton Ctr	567 Alton Pkwy	PO Box 19575	Irvine	CA	92623

For information or questions on formatting, please call (949) 724-6012.

Or

Two sets of labels affixed to a number 10 size envelope in order for the mail room "stuffing machine" to automatically insert the notices and with the following preprinted return address:

City of Irvine Community Development - Project Entitlement P.O. Box 19575
Irvine, CA 92623-9575

____ A map which is keyed to the above mailing list of property owners and labels.

SECTION F - Additional Materials

 Technical studies for noise, traffic, parking, hazardous materials or other issues may be required according to City policy.
 Treatment Control Water Quality Management (TCWQMP). The TCWQMP shall provide complete and comprehensive strategy for meeting onsite Treatment
Control requirements that will be used to treat predictable pollutant runoff as defined under the current
Orange County Stormwater Program Drainage Area Management Plan. For additional information,
please see the WQMP Requirements for Discretionary Applications or contact 724-6315.

As stated in Chapter 2-9-3 of the Zoning Ordinance, the Director of Community Development may require additional materials to determine that your application is complete. You will be notified within 30 days of the date you submit your application if any additional materials will be necessary to complete this application.