



CONDITIONAL USE PERMIT (COMMERCIAL) APPLICATION (Requires Additional Core Application)

I. INTRODUCTION

Conditional Use Permits (CUP's) are required for new structures or land uses which are not permitted by right in the applicable zone, but which may be allowed after being reviewed by the Planning Commission. The Commission may place conditions on the operation or development of the use or structure, such as limited hours of operation, maximum number of persons, dedications, etc.

This guide and the attached forms identify the information which you must provide to the City before a decision can be made on your CUP request. You are also encouraged to contact the Planning Department at 790-8881 if you have questions about your project or the application process.

II. APPLICATION REQUIREMENTS

The following items are required to be submitted to the Planning Department when applying for a Conditional Use Permit **IN ADDITION TO THE CORE APPLICATION FORM:**

A. Attached Forms:

1. **Project Supplemental Questions Form**

B. Drawing Sets:

1. **Site Plan** - thirteen (13) copies* - at a scale of 1" = 20' or larger (or as otherwise approved by the Director) and including the following:
 - Location of lot lines, streets (with street names), easements, and all structures (existing and proposed);
 - Identification of street names;
 - Slopes, contours, trees and other pertinent physical features;
 - Vehicle circulation and parking areas, including dimensions of drive aisles and parking spaces;
 - All exterior lighting, existing and proposed; and
 - Location, use and approximate distance from property line of the nearest structures on all properties surrounding the project site. This information may be submitted as a separate map or included on the site plan.
2. **Building Elevations** - thirteen (13) copies* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
 - All exterior sides of all existing and proposed buildings;
 - All exterior building dimensions, including heights; and
 - Description of all exterior building materials and colors.
3. **Floor Plans** - thirteen (13) copies* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
 - Description of the proposed use of all interior floor area;



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- **Shading of the affected walls and areas to be modified or built;**
- All dimensions of interior rooms or other enclosed areas; and
- Location of all plumbing equipment, existing or proposed.

NOTE: Please collate and fold all plans and maps to approximately 8½" x 11".

**The applicant may submit four (4) sets of plans for the initial review. Once it has been determined that the plans contain the necessary information, a total of thirteen (13) sets will be required.*

C. Other Materials:

1. **Title Report or Grant Deed.**
2. **Color and materials board** - 8" X 11" or 11" X 17"
3. **Digital Plan Submittal:** All plans will be required to be submitted in digital format (jpeg, tiff). Alternatively, an 8½" x 11" reduced print of each drawing sheet may be submitted.
4. **Landscape Plans (if required)** - thirteen (13) copies* - showing as appropriate:
 - Existing trees with a diameter of 2" or more at 4 ft above grade and/or overall height of 15 ft or more;
 - Species, trunk diameter, height and condition of all trees;
 - Existing trees to remain and those to be removed;
 - Species, location, size, PLANT PICTURES, etc. of landscaping to be added;
 - Provisions for ongoing maintenance and irrigation;
 - Evidence of slope stability through vegetation of created slopes;
 - Non-Residential Projects MAY require additional information to assess compliance with Water Efficient Landscaping and Trip Reduction Ordinances - see Staff Planner for details.
5. **An application fee.** The amount is established by the current fee schedule adopted by the City Council (see below.) Checks should be made payable to the City of La Canada Flintridge.

III. PROCESSING YOUR APPLICATION:

- A. **Pre-Application Review.** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting gives you and Staff a chance to review your project and the applicable Zoning standards.
- B. **Application Submittal.** After you have prepared your plans and filled out the application forms, bring them, with the required fee, to the Planning Department. You will receive a case number for your project and a receipt for your fee payment. Only three (3) sets of plans are required for the initial review.
- C. **Staff Review of Application for Completeness.** The Planning Staff will let you know if there is anything missing from your application packet. When the packet is complete and a date is set for deciding your request, thirteen (13) sets of plans will be required.



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- D. **Staff Review for Environmental Determination.** Your project will also be reviewed for any possible environmental impacts. If additional information is required, we will notify you.
- E. **Design Review Board Review.** Your project may also require review by the Design Review Board for design, landscaping, signs, etc. Contact the Planning Department for additional information.
- F. **Staff Review of the Conditional Use Permit request.** Staff will examine the application materials, including your plans, justification statement and other information. We will make one or more site visits, and may contact surrounding property owners.
- G. **Decision on Request.** A decision on your request will be made by the Planning Commission. The decision could be approval, approval with conditions, continuation for redesign, or denial. **THE PLANNING COMMISSIONERS WILL VISIT YOUR SITE PRIOR TO THE MEETING. BE SURE TO ARRANGE FOR OPEN GATES, PENNING OF ANIMALS, ACCESS TO SITE, ETC.**
- H. **Appeal.** If you or someone interested in the project disagrees with the decision, an appeal can be filed with the City. Information regarding the appeals process is available at the Planning Department.

IV. FEES:

The current fee schedule for a Conditional Use Permit: The Application Fee, Deposit, Environmental Assessment and Hearing Notice Fee shall be paid to the “City of La Cañada Flintridge” at the time of application. The County Posting Fee and any Department of Fish & Game fees shall be paid later as instructed by your Project Planner. These checks shall be made out to the County Recorder and/or Department of Fish & Game directly.

<u>Projects Over 5,000 sf in area</u>		<u>Projects 5,000 sf and under in area</u>	
Application Fee:	\$4,515.00	Application Fee:	\$2,257.00
Deposit - City Engineer:	\$1,500.00	Deposit - City Engineer:	\$1,500.00
Environmental Assessment:	\$250.00	Environmental Assessment:	\$250.00
Hearing Notice Fee:	\$300.00	Hearing Notice Fee:	\$300.00
TOTAL FEE	\$6,565.00		\$4,307.00

Separate check shall be required later:

County Posting Fee:	\$75.00	(payable to L.A. County Recorder)
Environmental Impact Report:	\$2,792.25	(payable to Dept of Fish & Game)
Negative Declaration:	\$2,010.25	(payable to Dept of Fish & Game)



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V. CONDITIONAL USE PERMIT SUPPLEMENTAL QUESTIONS

CUP#

City Date Stamp

A. DESCRIPTION OF USES

1. Existing uses to be terminated: _____

2. Existing uses to be continued: _____

3. New uses to be initiated: _____

B. DEVELOPMENT DESCRIPTION

1. Gross Floor Area
 - Existing Floor Area to Remain: _____ sq. ft.
 - Proposed Additional Floor Area _____ sq. ft.
 - Total Gross Floor Area Proposed _____ sq. ft.
2. Parking
 - Number of Existing Vehicle Spaces On-site _____
 - Number of New Vehicle Spaces Proposed On-site _____
 - Number of Required Vehicle Spaces for All Uses _____
 - Number of Loading Spaces Proposed _____
3. Amendments. If this application is for an amendment or extension of an existing Conditional Use Permit, please provide the following information:

Previous Case No.: _____

Date Issued: _____



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C. JUSTIFICATION STATEMENT: The following conditions and findings must be met before a CUP can be granted. Please indicate how the proposed project meets these criteria (attach additional sheets as necessary):

1. The proposed use will not be in substantial conflict with the adopted General Plan for the area:

2. The proposed use at the location will not adversely affect the health, peace, comfort, or welfare of persons residing or working in the surrounding area; be materially detrimental to the use, enjoyment or valuation of property of other persons located in the vicinity of the site; or jeopardize, endanger or otherwise constitute a menace to the public health, safety or general welfare:

3. The site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping and other development features prescribed in this Ordinance, or as is otherwise required in order to integrate said use with the uses in the surrounding area:

4. The site is adequately served by highways or streets of sufficient width and improved as necessary to carry the kind and quantity of traffic such use would generate and by other public or private service facilities as are required:

5. The proposed project preserves the existing scale and character of the surrounding neighborhood and protects public views, and aesthetic and other property values in the neighborhood:
