



# CHECKLIST FOR CONDITIONAL USE PERMIT



**The Conditional Use Permit provides a process for Director review and determination of requests for uses and activities whose effects on adjacent sites and surroundings need to be evaluated in terms of specific development proposal for the specific site. It is anticipated that uses qualifying for a Conditional Use Permit are minor in nature, only have an impact on immediately adjacent properties, and can be modified and/or conditioned to ensure compatibility. If in the opinion of the Planning Director the application involves unusual requirements or raises questions of land use policy substantially more significant than generally pertain to such application, the Planning Director may refer the application to the Planning Commission for consideration. For more information, refer to Article II, Section 17.16.120 of the Rancho Cucamonga Development Code.**

## SECTION 1: Filing Requirements

- 1. Uniform Application Parts 1 and 3.
- 2. Six (6) sets of the development package (see Section 3) to be reviewed by staff for completeness and accuracy.
- 3. A letter explaining, in detail, the proposed use or business operation, the hours of operation, number of employees on the largest shift, and the reasons for requesting the CUP at this particular location.
- 4. List of all tenants within the center or complex by name, address, type of use, square footage, and hours. This information should be readily available from the property manager/leasing agent.
- 5. Public Notification Information as follows:
  - Property ownership list: Three sets of typed, gummed labels on 8-1/2" x 11" sheets, listing the name, address, and assessor's parcel number of all property owners within 660 feet of the exterior boundaries of the subject property (see format in attached example). The list shall be obtained from the latest equalized assessment roll issued by the Tax Assessor. **Contact the Tax Assessor's satellite office at: 8575 Haven Avenue, 2nd Floor, Rancho Cucamonga, CA 91730, (909) 948-6488.**
  - A radius map drawn on the Assessor's Parcel Maps, spliced together on an 8-1/2" x 11" format, indicating the subject property with a 660 foot radius drawn around the property as shown in the attached example.
  - Supplemental** notification information may be required as determined by the Planning Department upon completion of the review of the Initial Submittal.
- 6. Filing Fees (see Section 2).

## SECTION 2: Filing Fees

- Contact the Planning Department to determine which fees are applicable:**
- Conditional Use Permit..... See current fee list.
  - Rancho Cucamonga Fire Protection District Review..... Payable with the planning fee. See current fee list.
  - The applicant shall be required to pay any applicable Fish and Game fees. The project planner will confirm which fees apply to this project. All checks are to be made payable to the Clerk of the Board Supervisors and submitted to the Planning Commission Secretary prior to final approval.

### SECTION 3: Contents of Development Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process. All required plans shall be collated, stapled together and shall be rolled into individual development package sets, secured with rubber bands. For items A, B, C in addition to providing scaled drawings, the applicant shall provide one set of 8 ½ x 11 reductions.

- A. **Site Utilization Map (as required by the Planning Department):** This map shall show the location of the site and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project site plan and all of the following items within a 600-foot radius: all parcel lines and streets (r.o.w., improvements, drainage facilities), location and use of structures, adjacent access and circulation, and existing zoning and land use. The scale of this map shall not be less than 1" = 100'.
- B. **Site Plan:** This plan, drawn to scale, shall include the subject property, any improvements to the property, and the location of the proposed uses.
- C. **Floor Plan:** This plan, drawn to scale, shall indicate the proposed seating arrangement and number of seats and aisle-ways, and the location of interior uses (i.e. office, bathroom, waiting area, etc.). Dimension all room sizes, corridors and hallways, and aisle widths. Show existing and proposed improvements. Churches and schools shall also indicate location of public assembly rooms (i.e., sanctuary or other meeting rooms for 50 or more persons) and classrooms, nurseries, exit pathway and doors, location of existing or proposed 1-hour fire-rated walls, and label the number of children and adults in each classroom. If rooms will be used for more than one use, such as office and classroom, label accordingly.

### SECTION 4: Additional Submittal Requirements

**Additional documents (analyses, special studies, assessments, reports, etc.) that discuss the following may be required based upon initial consultation with Staff and/or after further review of the development application once it has been submitted:**

<input type="checkbox"/> Air Quality/Greenhouse Gases	<input type="checkbox"/> Phase 1 Environmental	<input type="checkbox"/> Photometric/Lighting
<input type="checkbox"/> Alquist-Priolo/Fault Hazard	<input type="checkbox"/> Health Risk (Air Emissions)	<input type="checkbox"/> Soils
<input type="checkbox"/> Arborist/Tree	<input type="checkbox"/> Line of Sight	<input type="checkbox"/> Slope (Hillside Development)
<input type="checkbox"/> Biological Resources	<input type="checkbox"/> Local Significance Thresholds	<input type="checkbox"/> Traffic
<input type="checkbox"/> Cultural/Historic Resources	<input type="checkbox"/> Noise/Acoustic	<input type="checkbox"/> Final Project-Specific WQMP
<input type="checkbox"/> Drainage	<input type="checkbox"/> Parking	<input type="checkbox"/> Other

**The contents of these documents are described in other handouts, the City's Municipal Code, City ordinances, and/or State regulations. The applicant is responsible for the preparation of special studies and/or reports, and paying/reimbursing the City, its agent(s), officer(s), and/or consultant(s) for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of special studies and/or reports.**

### SECTION 5: Fire District Submittal Requirements

For further information, please contact the Fire District at (909) 477-2710 ext. 4209

- 1. Provide on the plans: The specifics of the buildings on this project, such as use, occupancy, square footage, height, number of stories and type of construction in accordance with its current use. This information is required to provide the applicant with a complete review and applicable comments.
- 3. When a change of use and occupancy is proposed with the CUP application, a preliminary "Change of Occupancy Plans" is usually required to be submitted to Building & Safety Services Department for the evaluation of a CUP application regarding a new proposed use and occupancy in the existing residential or commercial/industrial building. Some of the issues that must be addressed to change the occupancy of a building include (but are not limited to): California Disabled Accessibility to buildings and facilities (such as restrooms and parking) mixed occupancy allowable area ratios, area separation walls, maximum occupant loads, type of doors, swing of doors, panic hardware, exit signs, emergency illumination, aisle widths, fire sprinklers, fire alarms, structural analysis and exiting criteria. A complete change of occupancy plans will be required to be submitted after the CUP is approved. Building permits and final acceptance is required before occupancy.