



# MINOR USE PERMIT CHECKLIST

Per RCMC 17.16.120, A minor use permit provides a process for director review and determination of requests for uses and activities whose effects on adjacent sites and surroundings must be evaluated. These uses and activities generally meet the purposes of the applicable zoning district but require special consideration in their design or operation to ensure compatibility with surrounding or potential future uses. It is anticipated that uses qualifying for a minor use permit only have an impact on immediately adjacent properties and can be modified and/or conditioned to ensure compatibility. The planning director is the approving authority for minor use permits. However, the planning director may also refer a minor use permit to the planning commission for review and approval

## SECTION 1: Filing Requirements

- 1. A Minor Use Permit Application through our Online Permit Center at <https://www.cityofrc.us/onlinepermitcenter>.
- 2. Signed Property Owner Declaration Form (attached). Please upload the signed Property Owner Declaration Form to our Online Permit Center.
- 3. Development package submitted electronically (see Section 3) to be reviewed by staff for completeness and accuracy. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).
- 4. 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 MUP at this particular location. Please upload this letter to our Online Permit Center.
- 5. 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. Please upload this information to our Online Permit Center.
- 6. Filing Fees (see Section 2).

## SECTION 2: Filing Fees

Refer to the Planning Department Fee List for most current fees. Additional fees may apply upon review of the application. Application fees apply to 1<sup>st</sup> and 2<sup>nd</sup> submittal. Additional processing fee will apply to 3<sup>rd</sup> and subsequent submittals.

- Minor Use Permit..... See current fee list.
- Public Notice (Staff Time)..... See current fee list.
- Public Notice (Advertising)..... See current fee list.

## 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. Please follow the instructions for PDF Formatting Requirements for EDR Submission (see attached PDF guidelines).

- A. **Site Utilization Map (as required by the Planning Department):** A map showing 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 (ROW improvements, drainage facilities),



location and use of structures, adjacent access and circulation, and existing zoning and land use. Scale shall not be less than 1" = 100'.

- B. Detailed Site Plan (shall include the following):**
  - Name, address, and phone number of the applicant and the author of the plan (architect, engineer, etc.).
  - Property lines with lot dimensions.
  - Dimensioned locations of:
    - Setbacks (actual) from all buildings to street curb face and the side and rear property lines.
    - Existing street dedications and improvements, including curbs, gutters, sidewalks, and paving widths.
    - Access, both vehicular and pedestrian, showing the service areas and points of ingress and egress.
    - Off-street parking and loading or outdoor storage area. Show location, number, and typical dimension of spaces and wheel stop placements (where used).
    - All street improvements and driveways, including adjacent and across-the-street properties.
  - Distances between the buildings and/or structures.
  - Location, height, and materials of the walls and fences (Sections if required).
  - Nearest cross streets in both directions with plus or minus distances from the subject property.
  - A vicinity map showing the closest major cross streets, zoning, and existing land uses (Does not need to be to scale).
  - Total existing impervious area (square feet).
  - Total new impervious area (square feet).
  - Total removal and replacement of impervious area (square feet).
- C. Floor Plan:** This plan, drawn to scale, shall indicate the proposed seating arrangement and number of seats and aisles, 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 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"/> Drainage
<input type="checkbox"/> Parking	<input type="checkbox"/> Fiscal Impact Analysis	<input type="checkbox"/> Final Project-Specific WQMP
<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.
  
- 2. 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.



# PROPERTY OWNER DECLARATION FORM

## PROJECT INFORMATION

Name of Proposed Project:	<b>Staff Use Only</b> <b>FILE NO.:</b>
Location of Project:	
Assessor's Parcel Number:	
Applicant Name:	<b>RELATED FILES:</b>
Address:	
Phone Number:	
Email:	

### Type of Review Requested

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Certificate of Appropriateness   | <input type="checkbox"/> Landmark Alteration Permit      | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Large Family Daycare Permit     | <input type="checkbox"/> Site Development Review   |
| <input type="checkbox"/> Community Plan Amendment         | <input type="checkbox"/> Mills Act                       | <input type="checkbox"/> Specific Plan Amendment   |
| <input type="checkbox"/> Conditional Use Permit           | <input type="checkbox"/> Minor Design Review             | <input type="checkbox"/> Temporary Use Permit      |
| <input type="checkbox"/> Design Review                    | <input type="checkbox"/> Minor Exception                 | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Development Agreement            | <input type="checkbox"/> Plan Check/Zoning Clearance     | <input type="checkbox"/> Tree Removal Permit       |
| <input type="checkbox"/> Development Code Amendment       | <input type="checkbox"/> Planned Community               | <input type="checkbox"/> Uniform Sign Program      |
| <input type="checkbox"/> Entertainment Permit             | <input type="checkbox"/> Pre-Zoning                      | <input type="checkbox"/> Vacation of Easement      |
| <input type="checkbox"/> General Plan Amendment           | <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> Variance                  |
| <input type="checkbox"/> Hillside Design Review           | <input type="checkbox"/> Reasonable Accommodation        | <input type="checkbox"/> Zoning Map Amendment      |
| <input type="checkbox"/> Home Occupation Permit           | <input type="checkbox"/> Sign Permit                     | <input type="checkbox"/> Other: _____              |

## OWNER DECLARATION

I declare that,  I am the owner,  I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information.

Date:	Signature:	
Print Name and Title:		Phone Number:
		Email:
Address:		