



CONDITIONAL USE PERMIT INFORMATION SHEET

This type of development case is specified by the Zoning Ordinance (ZO) 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 (CUP) 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 CUPs. You will also be billed for project related costs such as public notice advertising, postage, and City Attorney fees if they 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 CUP. If you are applying to modify an approved CUP, 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.

SUBMITTAL REQUIREMENTS

SECTION A: CITY DOCUMENTS

- [Electronic/Digital Signature Disclosure](#)
- [Development Case Application](#)
- [Developer Deposit Case Set Up](#)
- Orange County Fire Authority Service Request Form and Fees

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 CUP section of the ZO 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 ZO 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 ZO except for approved Variances and/or Administrative Relief per Sections 2-37 and 2-2.
 - If the proposed CUP 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.

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- 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: FEES

- For a CUP requiring Zoning Administrator approval, a deposit of \$3,000 is required. When the CUP requires Planning Commission approval, the deposit is \$10,000. You will receive a billing invoice after initial submittal to the Online Plan Submission Portal.

SECTION D: PROJECT PLANS

These must be legible and must be drawn to scale to clearly illustrate the components of the project. Remember that the staff and City decision makers are not familiar with the property and will need this information to evaluate your project. **If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.** Use the checklist to be sure your plans include the following **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)

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- Note distance from each driveway to the nearest access of adjacent properties
- Sidewalks and any pedestrian walkways, including accessible paths of travel
- "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
- Color photo simulations when cellular antennas and monopoles require Conditional Use Permits
- Conceptual landscape plan, including proposed art or water features

SECTION E: PUBLIC NOTICE MATERIALS

Please note that the homeowners' associations (HOAs) which govern property in the vicinity of the project site will be notified of your project, as required by the City's ZO. Staff suggests you advise the HOA of your intent to develop a project as soon as possible to receive their comments and address their concerns.

Should you wish City staff to generate the public notice materials described below, staff time will be charged at the hourly rate against the case deposit.

SUBMITTAL REQUIREMENTS

- A list of all names and addresses for the following:
 - a. Each property owner and residential tenant, and all HOAs/community associations governing property within 500 feet of the property line of the project site. This information shall be provided from the most up to date equalized assessment roll of Orange County. 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 1,000 feet of where businesses use, store, transport, and/or manufacture hazardous materials or waste; or 2) the proposed project is a heavy manufacturing use which involves the use, storage, transportation, and/or manufacture of hazardous materials or waste.
 - b. Each local agency expected to provide water, sewage, schools, or other essential facilities or services to the project site.
 - c. The property owner or the owner's duly authorized agent.
 - d. The project applicant.
- A map (saved as a PDF), which is keyed to the above list.
- A certification letter (saved as a PDF) providing the name of the individual who prepared the notice materials, as well as the preparation date, which attests that the mailing list was generated from the most up to date equalized assessment roll.

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INSTRUCTIONS

- Electronic mailing labels may be generated in ONE of the following formats:
 - a. Excel TEXT format with separate fields of information, or
 - b. Excel with separate fields of information (NOTE: MS Word, 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.

Example of Preferred Format:

CELL 1 APN	CELL 2 Attention	CELL 3 Name	CELL 4 Company	CELL 5 Complete Address	CELL 6 City	CELL 7 State	CELL 8 Zip Code
123-456-78	J Jones	Property Management		123 Sesame	Irvine	CA	92623

For information or questions on formatting, please call the City's Mail Center at 949-724-6012.

SECTION F: ADDITIONAL MATERIALS

- Technical studies for noise, traffic, parking, hazardous materials, or other issues may be required according to City policy.
- Water Quality Management Plan (WQMP)
The WQMP shall provide a 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 949-724-6315.

As stated in Section 2-9-3 of the ZO, 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 a complete application if any additional materials will be necessary to finalize the application.