



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 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.

SUBMITTAL REQUIREMENTS

SECTION A: CITY DOCUMENTS

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- 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 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 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.

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SECTION C: DEPOSIT CHECK PAYABLE TO THE CITY OF IRVINE

- For a CUP requiring Zoning Administrator approval, a deposit of \$1500 is required. When the CUP requires Planning Commission approval, the deposit is \$12,000.

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, Planning Commission and Zoning Administrator 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)
- Note distance from each driveway to the nearest access of adjacent properties
- Sidewalks and any pedestrian walkways, including accessible paths of travel.

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- "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
- Three sets of color photo simulations when cellular antennas and monopoles require Conditional Use Permits

SECTION E: PUBLIC NOTICE MATERIALS

Please note that the homeowners' associations which govern property in the vicinity will be notified of your project as required by the City's Zoning Ordinance. Staff suggests that you advise them 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 mailing labels; staff time will be charged at the hourly rate to the project case.

- An electronic list of all names and addresses for all of the following:
 - a. Each property owner and residential tenant, and all homeowners' and community associations governing property within 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 1,000 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.

- A map which is keyed to the above labels (stet).

- Electronic mailing labels may be submitted in any one of the following formats:
 - Excel TEXT format with separate fields of information on a CD, **or**
 - Excel with separate fields of information on a CD.
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.
 - 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 Pkw	PO Box 19575	Irvine	CA	92623

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

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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 949-724-6315.

As stated in ZO Chapter 2-9-3, 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.

SECTION G: SUBMITTAL REQUIREMENTS

- A CD/DVD with PDF format files for the Letter of Justification, project plans, exhibits and all associated studies. The plans must be black and white drawings with landscape orientation in PDF format. All other documents may be in color, as appropriate. Pages in the set shall be the same sheet size.
- Three sets of 24"x36" project plans, folded to approximately 8 1/2" x 14"
- One hard copy of the project WQMP, if necessary

E-PLANS

E-plans should be on a DVD, CD or a flash drive. Please note that these will not be returned to the customer. The plans shall be black and white drawings with landscape orientation in PDF format. Pages in the set shall be the same sheet size.

Architect or Engineer of record stamps (renewal date, license & signature) should be on each appropriate plan sheet as required by law.

Naming Convention: The following list shows how each section of plans should be labeled. Each section shall be a separate PDF file. If a section is not applicable to your project then please do not include. Please do not submit a CD, DVD or flash drive with PDF files inside of file folders. Please test your PDF files to ensure they will open before submitting your CD, DVD or flash drive.

Summary Index Sheet listing all sheets within each PDF

- Title Sheets
- Project Summary and Code Summary Sheet
- Demolition Plan
- Site Plan
- Architectural (Floor Plans and Elevations)
- Landscaping
- Civil
- Other Reports -- Please Label, e.g., Acoustical Report, WQMP, etc.