



# CITY OF ARROYO GRANDE

## COMMUNITY DEVELOPMENT DEPARTMENT

# CONDITIONAL USE PERMIT

The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Community Development Staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted.

FOR STAFF USE ONLY			
DATE SUBMITTED	DATE DEEMED COMPLETE	CHECKED BY	CASE NUMBER

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed planning application form. New uses requiring a Conditional Use Permit shall be considered a Minor project, while new structures requiring a Conditional Use Permit shall be considered a Major project.
<input type="checkbox"/>	<input type="checkbox"/>	2. All items required on the Architectural Review Application Checklist that are not included on this application checklist.
<input type="checkbox"/>	<input type="checkbox"/>	3. Two (2) sets of typed, gummed labels on 8-1/2" x 11" sheets, listing the names, addresses, and assessor's parcel number of all <b>property owners</b> within a radius of <b>300 feet</b> of the <b>exterior boundaries</b> of the subject property, along with copies of the applicable assessor's parcel map book pages.
<input type="checkbox"/>	<input type="checkbox"/>	4. Eight (8) copies initially of the plot plan drawn to an engineer's scale (approval required for use of scale smaller than 1:30, i.e., 1:40 or 1:50). The copies shall be folded to 9" x 12" size and shall show the following:
<input type="checkbox"/>	<input type="checkbox"/>	A. Location, exterior boundaries, and dimensions of the entire property that is the subject of the application.
<input type="checkbox"/>	<input type="checkbox"/>	B. The written and graphic scale of the drawing.
<input type="checkbox"/>	<input type="checkbox"/>	C. A north arrow.
<input type="checkbox"/>	<input type="checkbox"/>	D. An area location maps showing the proposed project site and its distance from nearby cross streets and natural or man-made landmarks, as necessary to readily locate the site.
<input type="checkbox"/>	<input type="checkbox"/>	E. The location, name, width, and pavement type of adjacent street(s) or alley(s).
<input type="checkbox"/>	<input type="checkbox"/>	F. The location of existing or proposed curbs, gutter, or sidewalk improvements, if any.
<input type="checkbox"/>	<input type="checkbox"/>	G. The location, dimensions, and use of all existing and proposed structures on the property, including accessory structures, trash enclosures, decks, balconies, fences, walls, exterior lighting structures, signs, and other structural elements that protrude into yard areas.
<input type="checkbox"/>	<input type="checkbox"/>	1. If the use of a proposed structure is not certain at the time of application, the occupancy-type, as defined by the California Building Code, may be substituted for use.



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<input type="checkbox"/>	<input type="checkbox"/>	H. The locations, dimensions, and type of existing and proposed utilities, including:
<input type="checkbox"/>	<input type="checkbox"/>	1. Water supply.
<input type="checkbox"/>	<input type="checkbox"/>	2. Sewage disposal facilities.
<input type="checkbox"/>	<input type="checkbox"/>	3. Electricity.
<input type="checkbox"/>	<input type="checkbox"/>	4. Gas.
<input type="checkbox"/>	<input type="checkbox"/>	5. Other utilities.
<input type="checkbox"/>	<input type="checkbox"/>	I. Existing and proposed public and private easements.
<input type="checkbox"/>	<input type="checkbox"/>	J. The location and dimensions of existing and proposed driveways and parking areas (enclosed or open), including:
<input type="checkbox"/>	<input type="checkbox"/>	1. Type of surfacing materials.
<input type="checkbox"/>	<input type="checkbox"/>	2. Parking spaces.
<input type="checkbox"/>	<input type="checkbox"/>	3. Aisles.
<input type="checkbox"/>	<input type="checkbox"/>	4. Identification of driveway grades over 10 percent.
<input type="checkbox"/>	<input type="checkbox"/>	5. The flow of traffic noted by arrows.
<input type="checkbox"/>	<input type="checkbox"/>	K. The generalized location of any major topographic or manmade features on the site, such as rock outcrops, bluffs, streams and watercourses, or graded areas. A topographic map may be required by the Community Development Director.
<input type="checkbox"/>	<input type="checkbox"/>	L. The approximate location and general description, including species and trunk and canopy diameter, of any trees over two inches (2") in diameter at the trunk upon the property or off-site but affected by the project, with notations as to their proposed retention or destruction. Additionally, include notations as to the general type of vegetation in areas not occupied by trees.
<input type="checkbox"/>	<input type="checkbox"/>	M. The following statement of conformance: "The attached plans are in substantial conformance with all applicable state, local and other laws regulating this type of development".
<input type="checkbox"/>	<input type="checkbox"/>	5. Seven (7) copies initially of a grading and drainage plan. The copies shall be folded to 9" x 12".
<input type="checkbox"/>	<input type="checkbox"/>	6. Seven (7) copies initially of preliminary floor plans drawn to a standard engineer's or architect's scale, for each story of each building or structure. The blueprints shall be folded to 9" x 12" and shall show the following:
<input type="checkbox"/>	<input type="checkbox"/>	A. Location of walls, doors and windows.
<input type="checkbox"/>	<input type="checkbox"/>	B. Identification of activity areas.
<input type="checkbox"/>	<input type="checkbox"/>	C. Placement of window and door locations on floor plans in coordination with the elevations.



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		Note: Larger projects, such as shopping centers, as compared to an office building, may receive exemptions from floor plan submittal as required by this subsection if recommended by the Community Development Director.
<input type="checkbox"/>	<input type="checkbox"/>	7. Seven (7) copies initially of preliminary landscape and irrigation plans prepared by a licensed landscape architect or as approved by the Community Development Director. Preliminary landscape plans include the species, quantity, size and location of all plant materials and shall be folded to 9" x 12".
<input type="checkbox"/>	<input type="checkbox"/>	8. An Administrative Sign Permit or Planned Sign Program application to be processed concurrently with the Conditional Use Permit for any use proposed to have signs.
<input type="checkbox"/>	<input type="checkbox"/>	9. A phasing schedule for project construction, if one is proposed, and identification of any areas proposed to be reserved and maintained as common open space.
<input type="checkbox"/>	<input type="checkbox"/>	A. Applications for special uses (Chapter 16.52) shall include an explanation of how the applicable provisions of Chapter 16.52 will be met.
<input type="checkbox"/>	<input type="checkbox"/>	10. Notes on the plot plan indicating all adjacent land uses.
<input type="checkbox"/>	<input type="checkbox"/>	11. Two (2) copies of a preliminary title report for the subject property dated within the last six (6) months, and all relevant recorded documents identified in the report (e.g. easements).
<input type="checkbox"/>	<input type="checkbox"/>	12. An engineering geology report in areas of landslide risks and in areas of liquefaction potential and subsidence potential, as determined by the Community Development Director or City Engineer, or based on previous environmental documents. The engineering geology report shall include definitive statements, conclusions, and recommendations concerning the following:
<input type="checkbox"/>	<input type="checkbox"/>	A. Location of major geologic features;
<input type="checkbox"/>	<input type="checkbox"/>	B. Topography and drainage in the subject areas;
<input type="checkbox"/>	<input type="checkbox"/>	C. Distribution and general nature of rock and soils;
<input type="checkbox"/>	<input type="checkbox"/>	D. A reasonable evaluation and prediction of the performance of any proposed cut or fill in relation to geological conditions;
<input type="checkbox"/>	<input type="checkbox"/>	E. An evaluation of existing and anticipated surface and subsurface water in relation to the proposed development;
<input type="checkbox"/>	<input type="checkbox"/>	F. Recommendations concerning future detailed subsurface sampling and testing that may be required prior to building;
<input type="checkbox"/>	<input type="checkbox"/>	G. Capability of soils and substrates to support structures;
<input type="checkbox"/>	<input type="checkbox"/>	H. The geologic evaluation shall state whether the proposed plan is feasible and provide general solutions for all known hazardous conditions or problems;
<input type="checkbox"/>	<input type="checkbox"/>	I. The evaluation shall include the location and lots of any test borings and shall evaluate the effect of the geology on the proposed development and on adjacent properties;



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<input type="checkbox"/>	<input type="checkbox"/>	J. The evaluation report shall point out specific areas where development may create hazardous conditions.
<input type="checkbox"/>	<input type="checkbox"/>	13. A preliminary soils engineering report, prepared by a civil engineer registered in the State of California and based upon adequate test borings, as determined by the Community Development Director or City Engineer. If the soils engineering report indicates soil problems that, if not corrected, could lead to structural defects, a detailed soils investigation will be required. The preliminary soils report shall include:
<input type="checkbox"/>	<input type="checkbox"/>	A. Data regarding the nature, distribution, and strength of existing soils, conclusions and recommendations for grading procedures and design criteria for corrective measures, when necessary;
<input type="checkbox"/>	<input type="checkbox"/>	B. Opinions and recommendations covering adequacy of sites for development;
<input type="checkbox"/>	<input type="checkbox"/>	C. The locations and logs of any test borings and percolation test results;
<input type="checkbox"/>	<input type="checkbox"/>	14. All documents submitted shall be collated and stapled on the short end of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	15. Electronic copies of all document submittals in PDF format on USB. Electronic plans shall include one (1) high-quality version for reproduction and one (1) version optimized for web posting.



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Once an application is deemed complete (this means that all the required material has been submitted), given the existing number of applications and staff the following process begins, assuming there are no environmental, design, and zoning problems, and there is limited public concern. Please note that the reason for the timeframe is to meet State Law:

TASK		TIME FRAME *
1.	The applicant submits a complete application. This time frame is variable and solely dependent on the diligence of the applicant to submit all required materials in a timely fashion.	N/A
2.	In accordance with State law, a letter mailed to the applicant and representative indicating that the application is complete or not and briefly describes the steps in the CUP process.	Within 30 days
3.	Copies of the application and map(s) are distributed to the various City departments.	After determination of complete application
4.	The application is scheduled for Staff Advisory Committee and Architectural Review Committee, if needed. The applicant meets with various representatives from the various City departments to discuss concerns. If there are identified issues, the applicant may have to redesign the project, or make other needed modifications. If there continues to be issues, the project may be continued.	Week 2 - 4
5.	A draft initial study is prepared. The initial study is not finalized until after staff Advisory Committee (SAC) members provide comments. All public agencies which may have comments (such as adjacent cities) must be contacted regarding the environmental process for their input. This is in compliance with the California Environmental Quality Act (CEQA).	Week 4 - 6
6.	The item is scheduled for a Planning Commission hearing. This requires that a public notice be placed in the local newspaper, and that notices be mailed to property owners within 300 feet and interested agencies. <b>If a negative declaration is recommended for adoption, A NOTICE STATING THAT A NEGATIVE DECLARATION MAY BE ADOPTED MUST BE ADVERTISED AND NOTICES MAILED ADJACENT PROPERTY OWNERS, 21 DAYS PRIOR TO THE PLANNING COMMISSION HEARING. THIS IS STATE LAW.</b>	Varies
7.	If the item requires City Council review, a ten (10) day public notice of hearing must be provided.	Varies

Please note that if there is a sign permit or architectural review they would be processed concurrently with the CUP.  
 \*Approximate timing