



SPECIAL USE PERMIT APPLICATION

These uses shall be permitted in a land use district subject to the issuance of a Special Use Permit. Special Use Permits are required to regularly monitor the operation of certain land uses to insure their continued compatibility with the surrounding properties. The City Planner and/or the Building Official may add additional conditions or requirements as deemed necessary to any Special Use Permit. Special Use Permits shall be renewed annually, unless otherwise specified by the Development Code, and inspections will be conducted by the Community Development Department prior to each annual renewal.

APPLICATION FEE

| | |
|----------|-------------------------|
| \$821.00 | Application Fee (#4313) |
| \$189.00 | Renewal Fee (#4313) |

FEE POLICY

This is a **Set Fee** application. The application fees must be paid to the City at the time the application is submitted. If this application is combined with other Set Fee applications, the sum all of the application fees shall be required. However, these are the only fees you will be charged for processing the application.

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PART A: INFORMATION AND PROCEDURES

1. Before submitting your application, we encourage you or a representative to discuss the proposal with the Planning Division staff at the public information counter to obtain general information regarding applicable regulations and the necessary procedures. In addition, visit any outside agencies where permits may be required (ex. Yucaipa Valley Water District).
2. Any land use decision to approve, deny or impose specific conditions on the approval of any land use application may be appealed by any interested party, including the applicant. The appeal must be filed with the City on the appropriate appeal form, along with the appropriate fee, prior to the effective date of the land use decision.
3. Following the acceptance of your application, notification of your proposal will be sent to City Departments for review and conditions of approval, appropriate outside agencies for their comment, and surrounding property owners.
4. Prior to conditionally approving a Special Use Permit, the decision-making authority must find and justify that all of required findings listed in the Development Code are true.
5. Some Special Use Permits are approved or denied at the Planning Division staff. Others are approved or denied by the City's Planning Commission after conducting a public hearing on the proposal.
6. A public hearing before the City Planning Commission, which meets on the first and third Wednesdays of each month, is scheduled approximately 4 weeks after all Environmental Review procedures have been completed. The applicant and the surrounding property owners are notified in writing of the hearing date and time, and the hearing may be advertised in the local newspaper. The applicant and/or his representative should be present at the hearing to answer any questions that may arise.
7. Before an approval letter will be issued, the initial deposit account balance must be paid in full, and the applicant must provide the City with an electronic file (PDF or TIFF) containing the final version of the approved site plan.

APPLICATION PROCESS SUMMARY

1. Preparation of Site Plan, Floor Plans, Buildings Elevations (all sides) etc.
2. Application filing with other required elements, including, but not limited to:
 - a. Topographic information
 - b. Preliminary grading information
 - c. Sewer/Water Letter
3. Application Acceptance
4. Notification Acceptance

- a. Surrounding property owners/other interested parties
 - b. Other agencies
5. The planner will determine if Project is subject to the California Environmental Quality Act. The procedures and timeline established by State Law for the CEQA process would then occur.
6. Application review by the Development Review Committee (DRC) composed of representatives of interested City agencies (for large, complex projects only). Applicant has the opportunity to discuss the proposed Preliminary Conditions of Approval.
7. If application requires a public hearing, a public hearing is scheduled before the City Planning Commission for approval or denial of the project. If it does not require a public hearing, the application is approved or denied by Planning Division staff.
8. Applicant or interested third party may appeal Planning Commission determinations within ten (10) days of that determination, utilizing the appropriate City form and payment of the appeal fee.
9. Applicant submits the final processing fee payment and an electronic copy (PDF or TIFF) of the approved site plan.

PART B: LAND USE APPLICATION QUESTIONNAIRE

PLEASE COMPLETE EACH STATEMENT OR ANSWER EACH QUESTION to the best of your ability. **All questions must be answered, or the application will not be taken in.** If the answer is unknown, or if the question is not applicable, please write "Don't Know" or "Not Applicable" as appropriate. Only use City forms. If more space is needed, use attachments.

A. PROJECT INFORMATION

Application Type: _____

[List all Land Use Application types that are proposed as part of your project, i.e. "Conditional Use Permit", "Tentative Tract", etc. (if a tentative map is involved, please include the map number)]

Applicant Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Representative Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Assessor Parcel Number(s):

Describe project and use in detail (use attachment if necessary):

Location Description: _____

Street Address: _____

Cross street (nearest): _____

Side of street: _____ Parcel size: _____

Development area (If different from parcel size): _____

Prior project or associated project case no. (if applicable): _____

B. SITE DESCRIPTION

1. Provide the following information for the site.

Official Land Use District and Improvement Level onsite:

(This can be obtained from the public service counter.)

Type of Existing Development (i.e., residence, office bldg.) onsite:

Type of Existing Development (i.e., residence, office bldg.) surrounding the subject site:

North _____

East _____

South _____

West _____

2. Describe the type and approximate age of any existing structures on the site and any other improvements such as paving, channelization of water courses or improvements designed to control erosion.

3. List type, density and size of vegetation existing on site, including number, size and type of native trees.

4. Indicate the general percentage slope of the site and describe if there are any prominent topographical or natural features on the site, such as canyons, ravines, bluffs, cliffs or rock outcroppings.

5. Are there any deed restrictions, covenants, conditions and restrictions (CC&Rs) or other restrictions on the title of the property? If yes, please explain.

Yes _____ No _____

6. Has the property been surveyed by a Licensed Land Surveyor or Civil Engineer? If yes, please include a copy of the survey map with this application.

Yes _____ No _____

7. Identify the entities that are/or would be providing the following services or utilities:

Electricity:

(Name of Agency)

a) Site presently served: Yes _____ No _____

Gas:

(Name of Agency)

a) Site presently served: Yes _____ No _____

Water:

(Name of Agency)

a) Site presently served: Yes _____ No _____ Well _____

Sewage Disposal:

(Name of Agency)

a) Site presently served: Yes _____ No _____

8. Are any modifications to existing utilities required for the Project? Yes _____ No _____

C. PROJECT IMPACT

| Will the Project: | Yes | No |
|---|------------|-----------|
| Cause noise, vibration, night glare, dust or air pollution? | | |
| Result in an increase in the presence of rodents, flies or other insects? | | |
| Result in odors? | | |
| Use hazardous materials? | | |
| Result in the removal of any trees? | | |
| Create new impervious surfaces? | | |

If yes, please elaborate:

D. PRE-DECISION REVIEW REQUEST:

A pre-decision review of the proposed action on the project and the proposed Conditions of Approval, if applicable, may be requested for land use applications which are not scheduled for public hearing or Development Review Committee consideration. A Pre-Decision Review allows applicants ten (10) days to contact Staff about possible changes to the preliminary decision and/or proposed conditions.

Please initial the appropriate block:

___ A Pre-Decision Review is hereby requested. (A notice of a Pre-Decision will be mailed to you along with any proposed conditions. If you wish to discuss the decision or any of the conditions, you will need to make an appointment with the project planner or appropriate agency representative.)

___ A Pre-Decision Review is not requested.

PART C: HAZARDOUS WASTE SITE CERTIFICATION

INSTRUCTIONS:

Pursuant to the requirements of Government Code Section 65962.5, before an application for a development project may be accepted by the City, the applicant shall first consult the lists compiled by the Department of Toxic Substances Control, and sign a statement indicating whether the project is located on a site that is included on any of the lists. The lists compiled by the Department of Toxic Substances Control include the following:

- (1) All hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code;
- (2) All land designated as hazardous waste property or border zone property pursuant to former Article 11 (commencing with Section 25220) of Chapter 6.5 of Division 20 of the Health and Safety Code;
- (3) All information received by the Department of Toxic Substances Control pursuant to Section 25242 of the Health and Safety Code on hazardous waste disposals on public land;
- (4) All sites listed pursuant to Section 25356 of the Health and Safety Code;
- (5) All public drinking water wells that contain detectable levels of organic contaminants and that are subject to water analysis pursuant to Section 116395 of the Health and Safety Code;
- (6) All underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code;
- (7) All solid waste disposal facilities from which there is a migration of hazardous waste and for which a California Regional Water Quality Control Board has notified the Department of Toxic Substances Control pursuant to subdivision (e) of Section 13273 of the Water Code;
- (8) All cease and desist orders issued after January 1, 1986, pursuant to Section 13301 of the Water Code, and all cleanup or abatement orders issued after January 1, 1986, pursuant to Section 13304 of the Water Code, that concern the discharge of wastes that are hazardous materials; and
- (9) All solid waste disposal facilities from which there is a known migration of hazardous waste.

The lists compiled by the Department of Toxic Substances Control may be viewed on-line, on the State of California, Water Resources Control Board website, at <http://geotracker.waterboards.ca.gov/map/?CMD=runreport&myaddress=yucaipa>.

This certificate must be submitted with all development applications, except legislative acts, i.e. General Plan policy or Development Code Amendments.

HAZARDOUS WASTE SITE CERTIFICATION FORM:

I, the undersigned, hereby state that I am the ___applicant, ___owner, ___officer, of the property(ies) on which this application is submitted (“Project Site”), and state that I have consulted the list compiled by the Department of Toxic Substances Control pursuant to the requirements of Government Code Section 65962.5. I further state that the Project Site ___is, ___is not, identified on said lists.

List Assessor Parcel Numbers of the project property.

SIGNATURE OF PERSON CERTIFYING THIS REVIEW:

Name (Print)

Signature

Date

PART D: SURROUNDING PROPERTY OWNERS' CERTIFICATION

Prepare labels for all property owners within the area as prescribed by the formulas listed below. Please include the applicant, representative and the owner of record in these labels. Ownership of surrounding properties shall be determined from the latest equalized tax assessment roll.

I certify under the penalty of perjury that to the best of my knowledge the enclosed labels contain the names and addresses of all property owners within the area as prescribed by the enclosed formula from the exterior boundaries of the project property perimeter:

| Printed Name | Signature | Date |
|--------------|-----------|------|
|--------------|-----------|------|

FORMULA: The property for which this application is being processed is:

Minor Subdivision, Minor or Major Variance, Special Use Permit, Planning Use Permit, Home Occupation Permit, or Massage Therapy Establishment = all contiguous properties. Contiguous means touching or across street including corners.

ALL OTHER APPLICATIONS:

20.0 acres or less = contains all parcels within 300 feet of the external boundaries.

20.1 acres to 160.0 acres = contains all parcels within 700 feet of the external boundaries.

160.1 acres or greater = contains all parcels within 1,300 feet of the external boundaries.

If project involves a "Hazardous Waste Facility" = contains all parcels within 3,000 feet of the external boundaries.

LABEL FORMAT

(Please type or print legibly in black ink/ribbon.)

NOTE: **No punctuation** is to be placed on the last line between city, state and zip code. **Italic type print** is **not** permitted, and characters **cannot** touch; please verify that each label is legible. **No extraneous print** is allowed on or below the delivery address line. Each label shall be a rectangle of 1" x 2-5/8" or greater. Information must be in the format designated below. (i.e. APN number must be on top line.)

| |
|--|
| Accessor Parcel Number Name Address City, State ZIP |
|--|

| |
|--|
| 0318-000-00 John Doe 12345 Main Street Yucaipa CA 92399 |
|--|

PART E: SPECIAL USE PERMIT SUBMITTAL CHECKLIST

+ ALL ITEMS MUST BE INCLUDED AT THE TIME OF FILING +

PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL. ONLY USE CITY FORMS. IF MORE SPACE IS NEEDED, USE ATTACHMENTS. COMPUTER GENERATED APPLICATIONS ARE NOT ACCEPTABLE.

1. **Two* copies** of completed Land Use Application Questionnaire. **All owners** must sign the Application Certificate. The notarized power of attorney must contain the names of all owners.
2. **Two* copies** of the site plan, floor plans, and all building elevations on separate sheets (do not attach them together) drawn at a scale to accurately delineate the project (**no larger than 24" x 36" if possible**), and they must be **folded** accordion style (8" x 10 ½" in size). Refer to the Site Plan Checklist for specific requirements (a conceptual plan is not acceptable).
- * Two copies of the questionnaire and the site plan, floor plans, and building elevations are required for the initial filing of this application. Revisions may or may not be required. When staff determines that both the questionnaire and site plan are complete, you will be required to submit additional copies of both the questionnaire and the site plan. The specific number of copies to be submitted will be determined at that time.
3. **One copy** of a Letter of Intent addressed to the City of Yucaipa that discusses in detail the proposed use.
4. **One copy** of recorded **Grant Deed** or **Quit Claim Deed** with the previous Grant Deed for each lot or parcel.
5. **One signed and dated copy** of the "Hazardous Waste Site Certification" (Part C).
6. **One copy** of the appropriate assessor's map obtained from the County Assessor's Office.
7. Surrounding Property Owners Certification, mailing labels, and surrounding ownership radius map:
 - a. **One copy** of the signed Surrounding Property Owners Certification (Part D). (Property owner information may be obtained from Assessor's Parcel Books in the County Assessor's Office).
 - b. **Three sets** and **one xerox copy** of labels (see format on Part D) listing names and addresses of all surrounding property owners. Please include a label for the applicant, the owner, and all representatives.
 - c. **One copy** of the surrounding ownership map.
8. A Water Service Letter from the water company or Yucaipa Valley Water District.
9. A Sewer Service Letter from the Yucaipa Valley Water District.

10. **Special Studies (if applicable):**
 - a. Two copies and one .pdf of Geologic Report for any property within the Geologic Hazard Overlay District (Figure S-1 of the General Plan).
 - b. Two copies of a Slope Analysis Map for any project within the Hillside Overlay District (Figure CDL-4 of the General Plan).
 - c. Two copies of any studies or other documents (soils, marketing, etc.) prepared for this project, if available.
 - d. Any additional information or studies that may be particularly helpful for the planner to determine the merits of your particular application.
11. **One copy** of Pre-Application Conference Minutes or the summary letter if a Pre-Application Conference was conducted.
12. If the property has been surveyed by a Licensed Land Surveyor or Civil Engineer, submit **one copy** of the survey map.
13. If a General Plan or Development Code Interpretation has been made for the site or the proposed use, submit **one copy** of the interpretation.
14. If any other agencies have been contacted concerning this project, submit **one copy** of any correspondence with any state, federal or other local agencies or departments in which the proposed projects are discussed.
15. The appropriate fee made payable to the City of Yucaipa.
16. At project completion, submit **one copy** of an electronic file (PDF or TIFF) that contains the final version of the approved site plan and associated project plans. An electronic file of the revised project plans is also required prior to scheduling any public hearings.

PART F: SITE PLAN CHECKLIST FOR SPECIAL USE PERMIT

A site plan is a detailed drawing, drawn to scale, on one (1) sheet of paper (**minimum 18" x 24"**) of the entire land parcel showing buildings, improvements, other physical site features, and all dimensions. The site plan should not be larger than 24" x 36" (**a "D" Sheet**) if possible.

All items listed below must be on the site plan. The application will not be taken in if any items are left off. ATTACHMENTS ARE NOT ACCEPTABLE. PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL.

1. **Identification:** Indicate names, addresses, and telephone numbers of the Record Owner, Applicant, and the person preparing the plan.
2. **Utilities:** Indicate names, addresses and telephone numbers of: a) water company, b) sewage disposal, c) electric, d) gas, e) telephone, f) cable television. If no utility company, state method of supply.
3. **Legal Description:** Provide a **complete** legal description of the property involved, including the number of acres, **and include the Assessor's Parcel Number.** If a portion of a large parcel is being developed, include a detailed description of that portion.
4. **Project:** Identify type of project **in detail**, including the use of each existing and proposed structure and/or open storage areas. Include the number of dwelling units and the number of units per acre for residential projects, and/or number of offices/units/shops for commercial/industrial projects.
5. **North Point:** Indicate north point, date of drawing, and the scale. Use an **Engineer's Scale** (i.e., 1" to 10', 1" to 20', 1" to 30', etc.). The direction of the "north" arrow should be shown pointing towards the **top or right hand side** of the site plan.
6. **Dimensions:** Indicate property lines and show dimensions. Indicate boundary lines of project if only a portion of the property is being developed.
7. **Roads/Easements:** Indicate location, names, widths of boundary streets, and recorded road, utility, or drainage easements on property. **Where none exist, indicate by a note that no easements exist.** If property is not on a road or easement, show access to property. Indicate existing right-of-way as well as ultimate right-of-way.
8. **Drainage:** Indicate any drainage channels or hilly terrain by flow-line arrows and contour lines. **If none exist, indicate by a note that no hilly terrain or drainage channels exist.**
9. **Grading/Topographic Information:**
 - a. Show existing rough grade contours and finish contours.
 - b. Show finished elevations at lot corners and graded areas. Show typical lot drainage and swales.
 - c. Show finish grades for all structures, pads and parking surfaces.

- d. In the event no such grading is proposed, a statement to that effect shall be placed on the submitted plan.
 - e. Show location and size of any proposed retaining walls.
 - f. All grading subject to Appendix 33, U.B.C.; Development Code or any related City ordinance for Hillside Preservation.
10. **Land Use District (Project Area):** Indicate existing and proposed General Plan Land Use District of project.
11. **Land Use District (Adjacent Areas):** Indicate General Plan Land Use District classification on all adjacent property including across any streets.
12. **Structures (Adjacent Areas):** Indicate type of development on **all adjacent property** including across any streets. Show distance of structure(s) on adjacent properties that are within 30 feet of project property line. If no structures exist, please indicate this by a note. Indicate type of construction and approximate age (if known) of any existing structures.
13. **Structures (Project Area):** For all **existing or proposed** structures, including but not limited to power poles, towers, walls, fences, trash enclosures, signs, septic systems, curbs, driveways, and sidewalks:
- Locate by distance in relation to other structures and property lines, and indicate existing structures that are to remain or be removed.
- a. Indicate height, building footprint dimensions (including eave overhang projections), square footage of each story and number of stories, including basements.
 - b. Indicate the proposed type of construction (if known) or as exists.
 - c. Indicate all curb radii.
 - d. Indicate trash enclosures with minimum internal dimensions of 5' x 8', and of decorative masonry construction. Consider accessibility and turning movements of trash trucks with a 10' wheel base and 24' length. Contact Yucaipa Disposal Co., (909) 797-9125 for further details.
14. **Vicinity Map:** Vicinity Map showing location of project so field team can locate and inspect the site.
15. **Signage:** A side elevation of any proposed identification sign is to be shown scaled and dimensioned separately on the site plan, including the proposed "copy" on the sign. Include distance from both top and bottom of sign to grade. Refer to City Development Code for detailed information on type and size of sign. If no signs are proposed or not proposed at this time, include a note indicating signage will be submitted at a later date.
16. **Lot Coverage:** Show percentages of site covered by building, paving, landscaping, and open space. Show landscaped area (conceptual landscaping only) on site plan.

17. **Plant and Tree Protection:** If **no** protected or native trees, indicate by a note that no such trees exist. Show location, size and type of all native trees, (a list of native trees can be obtained from the Planning Division). Indicate whether any trees are to be removed per the following:
- a. Six (6) inches or greater in diameter or 19 inches in circumference measured at 4 ½ feet above average ground level of the base.
 - b. Any Coastal Live Oak Trees
18. **Commercial, Industrial, or Institutional Projects:** State the days and hours of operation. If the project consists of a residential care facility, day care center, hospital, school, animal shelter, etc., state the age or grade of students, number of students or children, beds, residents or animals as well as number of staff members. If anticipated, state the occupancy and interior square feet of seating area in auditorium.
19. **Variance:** If a variance is requested, indicate in the Application Questionnaire and by a note on the site plan the following: a) What is the variance for? b) Where is the proposed variance located on the project site? A letter of justification for the Variance is also required.

ARCHITECTURAL REVIEW

FLOOR PLANS, BUILDING ELEVATION, AND CONCEPTUAL LANDSCAPE: Provide floor plans and elevations from all sides (designated by direction) **All exhibits are to be on separate sheets and all details should be legible.**

20. **Floor Plan:** Provide a detailed drawing from an overhead view looking down at the structure(s), which shows the size, shape, and overall layout of rooms in a building.
- a. Indicate all new and existing structure(s).
 - b. Including use of each room (bedroom, kitchen, and living room for residence; office, retail, and kitchen spaces for commercial, etc.)
21. **Building Elevation Plan:** Provide a detailed drawing of the façade of the proposed structure(s) from each direction (north, south, east, and west).
- a. **Colors and Materials:**
 - i. One (1) colored site plan that includes the conceptual landscaping and fencing plan, with all building footprints, architectural styles, and color schemes designated for each lot.
 - ii. One (1) materials and colors sample board. Use manufacturers' samples for all color chips, roofs materials, stone work, glass, awnings, etc.
 - iii. One (1) colored rendering showing each architectural design/style or proposed sign.

- b. **Dimensions:**
 - i. Indicate the length, width and height of the proposed structure(s). Include the height and width of all architectural details, which include but are not limited to: doors, windows, and awnings. If any overhangs are proposed, identify the width of the overhang measured from the structure(s) to the edge of the overhang.
 - ii. Identify the roof pitch of the proposed structure(s). Identify height at the peak of the roof.
- 22. **Conceptual Landscape Plan:** Provide a detail drawing of all conceptual landscaping for the proposed project. Include:
 - a. Trees, shrubs, and ground cover areas or other softscape elements.
 - b. Water elements.
 - c. Slope planting scheme.
 - d. Plazas, sidewalks, or other hardscape elements (i.e. special paving materials or rockscape).
 - e. Common or public open space/recreation areas (i.e. tot lots, barbeque areas, pools/spas, recreation buildings, sports courts, etc.).
 - f. Include a listing of conceptual landscape palette.
- 23. **Photos:** Provide colored photos of the existing structure(s) (if applicable); photos should clearly depict the method of construction and colors of the structure(s). If the subject structure(s) is existing, provide colored photos from each side (north, south, east, and west) of the building.
- 24. **Brochure:** If available, provide a brochure from the building contractor/manufacturer to reference colors and materials.