COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

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Supplemental Planning Entitlement Application

Use Permit / Administrative Use Permit

The following information is requested to expedite the review process necessary to process your permit request. Please complete thoroughly and attach reference materials as appropriate. Contact Planning if you have any questions; omissions and errors could delay your project.

Requirements for a Complete Application

The following items are **REQUIRED** for a complete application:

☐ Property Owner's Written Consent on Planning Entitlement Application (if the applicant is not the Property Owner) (separate form)

☐ 8 ½" x 11" Site Plan and Floor Plan of Proposed Project (see Site Plan and Floor Plan checklist below)

☐ Operational Description (see below)

☐ Environmental Questionnaire (separate form)

Is this application a modification to a previously approved project?

☐ Yes: Previous File Number: _____

☐ No

Site Plan Checklist

☐ Name of Applicant

☐ Project Title

☐ Street Address/Assessor's Parcel Number(s)

☐ Vicinity Map

☐ Workable Scale (i.e. 1"-10' or ¼" = 11')

☐ North Arrow

☐ Property lines with dimensions, acreage, and setbacks

☐ Adjacent streets, alleys, and properties

☐ Existing and proposed easements

☐ Existing Features: structures (description and size), landscaping, utility poles, hydrants, streetlights, trees (note whether to be retained or removed)

☐ Footprint and location of new structures with setbacks

☐ Pedestrian walkways including connection to public right-of-way

☐ Parking stalls, driveways and dimensions (including handicapped stalls and ramps as applicable)

☐ Bicycle racks/storage facilities

☐ Location and height of freestanding signs

☐ Fence locations and height(s)

☐ Trash areas with screening

☐ Location of HVAC units, structures, electrical cabinets/panels, backflow prevention devices, etc.

☐ Calculations: parcel size/area, floor area, number of parking stalls, landscaping area, lot coverage, gross density etc.

☐ Delineation of phasing, if applicable

☐ Commercial and industrial projects: Loading docks, open storage, etc.

☐ Residential: Recreation facilities and other amenities

Floor Plan(s) Checklist (if applicable)

- ☐ Name of Applicant
- ☐ Project Title
- ☐ Street Address/Assessor's Parcel Number(s)

- ☐ Workable Scale (i.e. 1" = 10' or ¼" = 11')
- ☐ Dimensioned and labeled interior spaces

Operational Description

Describe the proposed operations, as applicable, including the operating days of the week, the business hours open each day, the total number of employees, and any other relevant information unique to the business' operations.