Submittal Checklist for

CONDITIONAL USE PERMIT / MINOR CONDITIONAL USE PERMIT

This checklist should be reviewed with a Planner at the Permit Center and must be submitted with the application. Incomplete applications cannot be processed and will be returned to the applicant together with a checklist specifying the items that are incomplete.

MINIMUM SUBMITTAL REQUIREMENTS:
Listed below are the minimum submittal requirements for Conditional Use Permits/Minor Conditional Use Permits. If there are multiple entitlements, they may be combined under one submittal.

☐ **DIGITAL COPIES (PDF)** of all application material
a) Submit via USB Flash Drive.

☐ **MASTER APPLICATION** (three copies)
a) Cover Sheet with Applicant Signature.
b) Environmental Assessment.
c) Tree Inventory.
d) Taxpayer Protection Act Disclosure Form.

☐ **SITE PLANS** (fully dimensioned, three full size copies and two 11”x17” reductions)
a) Applicant name, address and phone number.
b) Project site address, north arrow and drawing scale.
c) Property lines.
d) Internal and external rights-of-way and any vehicular access or other easements.
e) Existing and proposed structures with their uses labeled.
f) Location of structures on adjacent properties and their uses.
g) Mature trees 4 inches or more in diameter (on-site, adjacent to property lines, and in public right-of-way).
h) Yard dimensions.
i) Topography (when applicable).
j) Vicinity map showing ½-mile radius street system with project site highlighted (integrated at lower right hand corner of plan).

☐ **OWNERSHIP VERIFICATION** (one copy)
a) Copy of Grant Deed, Deed Trust or Title Report showing ownership.
b) Written Consent from property owner to authorize representative (if applicable).

☐ **NOTIFICATION PACKET** (two sets)
a) Radius Map and Ownership List.
b) Affidavit.
c) Mail Merge (Excel Spreadsheet).

☐ **PHOTOS** (two sets)
a) A minimum of four colored photos (varied angles) of the project site showing walls, trees, and existing structures.

☐ **APPLICATION FEES**

☐ **CHECKLIST FOR SPECIFIC ENTITLEMENTS & OTHER ITEMS**
Refer to the reverse page for additional submittal requirements.

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING SECTION – Email: ZoningQuestions@cityofpasadena.net
175 NORTH GARFIELD AVENUE
PASADENA, CA 91101

SPECIFIC ENTITLEMENT REQUIREMENTS:
In addition to the minimum submittal requirements, the following specific entitlement requirements for Conditional Use Permits/Minor Conditional Use Permits shall also be submitted:

☐ **SUPPLEMENTAL APPLICATION** (three copies)
a) Description of Request.
b) Findings for a Conditional Use Permit/Minor Conditional Use Permit.
c) Public Hearing Request (for Minor Conditional Use Permits only).
d) Additional findings for specific land uses or specialized conditional use permits.

☐ **INCLUSIONARY HOUSING PLAN** (two copies, if 10 or more new housing units are proposed.) For additional information, contact the Housing Department at (626) 744-8300.

ADDITIONAL ITEMS:
In addition, the following items may be required by the Planner for submittal:

☐ **FLOOR PLANS**
☐ **ELEVATIONS**
☐ **ELEVATION SECTIONS**
☐ **STREET ELEVATION SKETCHES**
☐ **GRADING PLAN** (if greater than or equal to 50 cubic yards)
☐ **TOPOGRAPHIC MAP**
☐ **CALCULATIONS** (square footage, floor area ratio, average slope, etc.)
☐ **LANDSCAPE PLAN**
☐ **CIRCULATION PLAN**
☐ **PHOTO SIMULATIONS** (before and after project implementation, typically for wireless facilities)
☐ **SIGN INVENTORY**
☐ **DEVELOPMENT SCHEDULE**
☐ **ESCROW TITLE PAPERS**
☐ **LEASE AGREEMENT**
☐ **THREE-DIMENSIONAL DIGITAL MODEL** (nonresidential projects over 25,000 sq. ft. must include a 3-D digital model of the proposed building in one of the following formats: .3ds (3D Studio Max), .dae (COLLADA), skp (SketchUp v6), .flt (OpenFlight), kml (Google Earth). For other software than these, consult with staff to determine if this software will be compatible with the City's 3-D digital model)
☐ **OTHER ITEMS**

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Supplemental Application for

CONDITIONAL USE PERMIT/ MINOR CONDITIONAL USE PERMIT

Project Address: _____ Case #_____

DESCRIPTION OF REQUEST:

A separate description and set of findings must be submitted if there is more than one Conditional Use Permit / Minor Conditional Use Permit request. This Conditional Use Permit / Minor Conditional Permit is to:

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FINDINGS:

The applicant must thoroughly respond to the six (6) directives below to make the required findings for the proposed project. A separate set of findings must be submitted if there is more than one Conditional Use Permit / Minor Conditional Use Permit request. Use additional sheets if more space is necessary to complete your response. The City's Zoning Code and General Plan can be viewed at the Permit Center and online at www.cityofpasadena.net.

1) The proposed use is allowed with a Conditional Use Permit (Major and Minor) within the applicable zoning district and complies with all applicable provisions of this Zoning Code (see Section 17.10 of the City's Zoning Code and the zoning district purposes at the introduction to each zoning district regulation);

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Project Address: _____ Case # _____

2) The location of the proposed use complies with the special purposes of this Zoning Code and the purposes of the applicable zoning district;

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3) The proposed use is in conformance with the goals, policies, and objectives of the General Plan and the purpose and intent of any applicable specific plan;

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4) The establishment, maintenance, or operation of the use would not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use;

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Project Address: _____ Case # _____

5) The use, as described and conditionally approved, would not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City; and

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6) The design, location, operating characteristics, and size of the proposed use would be compatible with the existing and future land uses in the vicinity, in terms of aesthetic values, character, scale, and view protection.

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PUBLIC HEARING REQUEST:

Section 17.61.050(F) of the Zoning Code specifies that a public hearing need not be held on a ***"Minor" Conditional Use Permit*** *if no concern is registered with the Zoning Administrator in response to the required public notice. If no concern is registered, however, the applicant may request that a public hearing be held.*

Sign here if you wish to have a public hearing held even if no concern is registered:

_____ _____

Signature of Applicant Date

Project Address: _____ Case # _____

ADDITIONAL FINDINGS:
In addition to the regular six (6) findings outlined above, the following additional findings are required only for specific land uses or specialized conditional use permits as outlined in the Zoning Code. Attach additional sheets to the findings outlined above to complete your response.

ADDITIONAL FINDINGS FOR A MODIFICATION

7) There are changed circumstances sufficient to justify the modification to the original approval in that…

ADDITIONAL FINDINGS FOR A DRIVE-THRU BUSINESS

7) The proposed parking and circulation plan will provide adequate area for safe queuing and maneuvering of vehicles, and the site design will provide adequate buffering of the use from adjoining land uses in that…

8) The proposed location of the drive-through business will not result in adverse impacts upon the vicinity after giving consideration to a litter clean-up plan, the hours of operation and the site plan in that…

ADDITIONAL FINDING FOR A TELECOMMUNICATION FACILITY, MAJOR

7) No new support structure shall be allowed unless the review authority, in addition to the findings required by Section 17.61.050, first finds that, based upon evidence submitted by the applicant, no existing building or support structure can reasonable accommodate the proposed wireless telecommunications antenna facility in that…

ADDITIONAL FINDINGS FOR A TRANSIT-ORIENTED DEVELOPMENT (TOD)

7) The project consists of a use, or mix of uses, that encourages transit use and is oriented toward the transit user in that…

8) The project is designed to enhance pedestrian access and/or other non-motor vehicle modes of transportation to public transit in that…

9) The project encourages pedestrian activity and/or other non-motor vehicle modes of transportation and reduces dependency on motor vehicles in that…

ADDITIONAL FINDINGS FOR SHARED PARKING

7) The spaces to be provided would be available as long as the uses requiring the spaces lawfully exist in that…

8) The quality and efficiency of the parking or loading utilization would equal or exceed the level that is otherwise required in that…

Project Address: _____ Case # _____

ADDITIONAL FINDINGS FOR FLAG LOTS

7) The proposed flag lot subdivision is the only reasonable subdivision design due to extreme topographic conditions, or other physical and natural constraints of the subject property (e.g. natural drainage course or streams, protected trees, etc.) in that…

8) The design of the proposed flag lot subdivision complies with the flag lot development standards identified in the Zoning Code in that…

9) The lots created from the proposed flag lot subdivision do not adversely impact the established neighborhood character nor deviate from the established neighborhood character, which shall consider the scale of the existing lot sizes and lot configurations in the surrounding area in that... (for purposes of this finding, the surrounding area shall mean all properties within a 1,000-foot radius of the subject property's boundary before the subdivision).

ADDITIONAL FINDING FOR CONDITIONED USES IN THE INTERIM STUDY DISTRICT

7) The proposed use will not conflict with the land use regulations and development standards established for the area at the time the Interim Study (IS) district was adopted.