City of Fullerton
Community Development Department

Conditional Use Permit/Variance/Zoning Adjustment Application Information

A. REQUIREMENTS - The Community Development Department will need all of the following before an application is considered complete for filing. These items are to be submitted as a package:

1. Standard City application form -must be signed by the property owner of record whether or not an agent (applicant) has been named.

2. Planning Action Description/Justification Form (completely filled out).

3. Conditional Use Permit…….. ……. ❒ $3,109.60
   Variance …….. ……. ❒ $2,683.20
   Zoning Adjustment…….. ……. ❒ $626.08

4. Document Imaging Fee (per application request) ……. ❒ $50 ❒ $99 (if appl. is $1000 or more)

5. Environmental Fee (to be determined by staff).

   a. Initial Study and Negative Declaration (deposit)……❒ $ 2,500.00
      County Recorder's Fee ……..……. ❒ $ 50
      State Fish and Game Fee (unless no impact is identified by Dept. of Fish and Game. Applicant to contact Dept. of Fish and Game to obtain exemption (916) 651-0603) ……. ❒ $ 2,156.25

   b. Draft Environmental Impact Report (EIR) ……. ❒ $ 5,000*Deposit
      (*Actual staff time will be charged against deposit)
      County Recorder's Fee ……..……. ❒ $ 50
      State Fish and Game Fee……..……. ❒ $ 2,995.25

   c. Project exempt from environmental review
      County Recorder's Fee ……..……. ❒ $ 50

6. Drawings* - plot plan, floor plan and building elevations drawn to scale - 12 sets

7. If the application is a Conditional Use Permit or Variance, one (1) set of 8 1/2" x 11" reductions and transparencies of (5) above. ***If determined necessary by staff, digital plans (in jpg or tif formats only) may be required.***

B. PROCEDURE

When above requirements are met, the application is to be filed with the Community Development Department. For Zoning Adjustments, the application will be scheduled for review by the Community Development Director after a mandatory public review period (approximately 10 days). CUP and Variance applications will be placed on the agenda of the Planning Commission, and a public hearing will be held in approximately six weeks; the decision by the Planning Commission is final unless appealed to the City Council.

NOTE: ALL APPLICATIONS ARE SUBJECT TO FURTHER REVIEW AND CONSIDERATION. ADDITIONAL INFORMATION MAY BE NECESSARY BASED ON TRAFFIC IMPACTS, NOISE LEVELS OR OTHER SPECIAL CIRCUMSTANCES POSED BY THE APPLICATION.

Conditional Use Permit/Variance/Zoning Adjustment Drawing Information Checklist

SUBMITTAL REQUIREMENTS FOR ALL PLANS/WORKING DRAWINGS. ALL OF THE FOLLOWING INFORMATION MUST BE SHOWN ON PLANS BEFORE APPLICATION WILL BE ACCEPTED.

- ❑ Address of project and vicinity map
- ❑ Name and telephone number of applicant or architect
- ❑ North Arrow, with North at top of page
- ❑ Scale of drawings (site plans should be drawn to 1" = 10', 1" =20', or 1" = 40')
- ❑ All plans must be drawn to scale, in ink or blueprint and be legible
- ❑ All property lines and dimensions
- ❑ Names and widths (to centerline) of all adjacent streets and alleys
- ❑ Required right-of-way dedications, if any, and location of ultimate property lines
- ❑ All existing (to remain) and proposed structures *(include location of any backflow prevention devices)*
  - a. Dimensions b. Use
- ❑ Setbacks, yard areas, distances between buildings (setbacks measured from ultimate property lines if dedication required.)
- ❑ Off-Street parking
  - a. Designate and number open parking, carports, garages
  - b. Dimensions of parking stalls, maneuvering areas, driveways
  - c. Paving materials
  - d. Curbing and wheel stops
- ❑ Loading Areas (commercial and industrial)
  - a. Dimensions b. Screening
- ❑ Trash Enclosures
- ❑ Walls and Fences
  - a. Height b. Materials
- ❑ Landscaped areas and recreation facilities
- ❑ Pedestrian access and circulation
- ❑ Existing trees
- ❑ Topo/Grading Plan of proposed development if:
  - a. Greater than 2 foot elevation difference on site;
  - b. Site elevation exceeds (or will exceed) neighboring property by 3 feet or more; or
  - c. Site located in special flood hazard area
- ❑ Easements on or across the site
- ❑ Location of curb-cuts on neighboring properties and, in commercial and industrial zones, within 300 feet of the property across the street
- ❑ Location of buildings on adjacent properties (sides and rear)
- ❑ Floor Plans
  - a. Dimensions of rooms b. Use of rooms
- ❑ Exterior Elevations of all sides of all buildings
  - a. Height b. Materials

The following information must be provided, either on site plan or separately:

- ❑ Lot area (after required dedications for right-of-way)
- ❑ Number of dwelling units-classify by number of bedrooms per unit (bachelor, 1-bedroom, 2-bedroom) (Dens, libraries, studies, etc. are considered "bedrooms" for this purpose)
- ❑ Number of parking spaces - classify as to open parking, carport, garage
- ❑ Area (sq. ft.) and percentage of lot devoted to open space. (Area other than buildings, driveways, parking)
- ❑ Area (sq. ft.) of each building, and total building area (including carports and garages)
- ❑ Area (sq. ft.) and percentage of lot devoted to driveway and open parking
- ❑ Public Works improvements
  - a. Existing b. Proposed
- ❑ Fire hydrants (including size and type)
- ❑ Usable open space, as defined in the zoning ordinance
- ❑ Other _____
  _____
  _____
  _____

An additional review fee of $_____ will be required for the above noted item(s).