



Planning Division  
245 East Bonita Ave., San Dimas CA 91773  
(909) 394-6250

## CHECKLIST FOR CONDITIONAL USE PERMIT (CUP)



A Conditional Use Permit may be granted by the Planning Commission for selected commercial, industrial, institutional, and residential structures and projects which, by their nature, require special consideration so that they can operate in a manner compatible with surrounding uses. For a description of the review process, please refer to the *Conditional Use Permits* brochure available at the Planning Division or online at <http://www.cityofsandimas.com/ps.developmentservices.cfm?ID=2438>.

***Preliminary Review:*** It is recommended that you submit a preliminary proposal to the Planning Division prior to submission of the formal application. This will allow us to review the request and provide input to you on potential concerns and zoning requirements. This early review and input by staff should save you possible delay and expensive plan revisions later in the process.

### **SECTION 1: Filing Requirements**

**(Note: If related to a development application, then you must also submit a Development Plan Review application, fee, plans and data).**

1. Development Application Form.
2. Application Fees (see Section 2)
3. Part I of the Initial Study (Environmental Information Form). Not required if there is no construction.
4. Eight sets of the development package (see Section 4) to be reviewed by staff for completeness and accuracy.
5. A letter explaining, in detail, the proposed use or business operation, the hours of operation, number of employees on the largest shift, and the reasons for requesting the CUP at this particular location. See Section 3.
6. List of all tenants within the complex by name, address, type of use, square footage, and hours. This information should be readily available from the property manager/leasing agent.

## SECTION 2: Filing Fees

Contact the Planning Division to determine which fees are applicable: All fees shall be calculated to the nearest hundredth of an acre (i.e. 14.25 acres), based upon the gross acreage of the proposed project.

- Conditional Use Permit..... \$1,092
- CUP Large Family Day Care .....\$750 (\$350 if no public hearing requested by public)
- Public Hearing Notice Board Sign .....\$240 (\$25 if window sign)
- Environmental Review (CEQA) Categorical Exemption ..... \$37 + \$75 per Senate Bill 1535 for the filing of an Environmental Notice of Determination with L.A. County Clerk. Make check payable to the City of San Dimas.

## SECTION 3: Letter of Explanation – A Critical Part of Application

This is a **critical** part of your application because it will form the basis of what the City approves in terms of the scope of your business, such as hours of operation. The City can only approve what is requested in your application; therefore, submit your application with the intent that your business will grow. The letter must explain, in detail, the proposed use or business operation, the hours of operation, number of employees on the largest shift, and the reasons for requesting the CUP at this particular location. Key questions for the applicant to consider (a business plan can be a good source of the information required):

- Will my business grow in terms of services or products offered? For example, if your business is a restaurant requesting a CUP for serving beer and wine, is there a good chance that customers will want distilled spirits and/or entertainment too?
- Will my business hours change over time? For example, if your business will initially only be open five days a week, does your business plan anticipate going to six days a week within two years?
- Will my number of employees increase over time; hence, my need for parking will increase? Will my proposed business location be able to provide enough parking for growth?
- Will my floor area need expand as my business grows? Will my proposed business location accommodate expansion?

## SECTION 4: Plan Preparation Guidelines - Plans not conforming to these guidelines will not be accepted for processing

1. All required plans shall be drawn to scale on an 8-1/2" x 11" format.
2. All required plans shall be collated and stapled together into development package sets and shall be rolled together into a single bundle, secured with a rubber band.
3. All plans shall be clear, legible, and accurately scaled. Original plan sheets shall be sufficiently clear to allow legible prints to be reproduced from microfilm.
4. All plans shall be clearly labeled with the title of each sheet and the type of application (CUP).
5. All site plans shall contain a north arrow, preferably oriented to the top of the sheet, and a legend identifying any symbols.

## SECTION 5: Contents of Development Package

The items listed below are considered a minimum. Additional information may be necessary for clarification during the review process.

- A. **Site Plan:** This plan shall include the subject property, any improvements to the property, and the location of the proposed uses.
- B. **Floor Plan:** This plan shall indicate the proposed seating arrangement and number of seats and aisle-ways, and the location of interior uses (i.e. office, bathroom, waiting area, etc.). Dimension all room sizes, corridors and hallways, and aisle widths. Show existing and proposed improvements. Churches and schools shall also indicate location of public assembly rooms (i.e., sanctuary or other meeting rooms for 50 or more persons) and classrooms, nurseries, exit pathway and doors, location of existing or proposed 1-hour fire-rated walls, and label the number of children and adults in each classroom. If rooms will be used for more than one use, such as office and classroom, label accordingly.