Planning Division

Conditional/Minor Conditional Use Checklist

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- [x] Plans: Site plan, floor plans, elevations, roof plans, and a conceptual landscaping plan. Four (4) sets of full-sized scaled plans at 24”x36” and three (3) set of reduced plans at 11”x17”. The full-sized plans must be drawn to scale (not less than 1/8” scale is preferred) and dimensioned to show the following: Scale, north arrow, property lines, streets, sidewalks, easements, existing/proposed structures, setback to all structures, lot coverage, tabulation of parking required and parking proposed, hardscape/landscape areas, size and species of trees to be preserved/removed, mechanical equipment, fences/wall (location, height, material), Finishes (colors/materials).

- [ ] (If proposing exterior changes) Colors/Materials board for colors, finishes, roofing, doors, windows, fixtures and other architectural elements. Provide manufacturer's brochures and color chips with manufacturer specifications.

- [ ] Photos: Provide photos of the subject site as viewed from the street, side, rear yard, and interior.

- [ ] Environmental Information Form – Part I Initial Study

- [x] Letter of Explanation: This is a critical part of the application, as it will form the basis for the City’s approval of your proposed business scope. 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?