



## CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street  
San Juan Bautista, CA 95045

## PLANNING DEPARTMENT

Phone: (831) 623-4661  
Fax: (831) 623-4093

### CONDITIONAL USE PERMIT/AMENDMENT

A Conditional Use Permit is required for property owners proposing land uses identified as Conditional Uses by the City's Zoning Ordinance. The purpose of the Conditional Use Permit is to allow for discretionary approval for particular land uses that may have unique or special impacts associated with those uses. Special requirements or limitations may be part of the approval, depending on the nature of the case and its impacts on the neighborhood.

#### **APPLICATION REQUIREMENTS:**

- Required application fee of \$1,250.00 for major/minor or \$500.00 for amendment to existing permit
- Required processing deposit for environmental review under the California Environmental Quality Act (CEQA). The fees listed below are for the type of CEQA review anticipated at the time of application submittal. Additional fees may be charged depending on the final review completed by staff.
  - \$150 fee for a Notice of Exemption, or
  - \$1,000 deposit for an Initial Study /Negative Declaration, or
  - \$3,500 deposit for review of Environmental Impact Report. If determined, applicant to prepare and submit Environmental Impact Report to City.
- Planning Application Cover Page (not required if filed with previous application)
- 7 copies of the Development Plan set, drawn to scale at 1/8"=1' minimum. A licensed architect, engineer, contractor, or registered building designer is required to prepare the Development Plan Set, unless such requirement is waived by the Planning Department. The following plans must be included:
  - Site Plan which shall include the following information:
    - Applicant's name, address, and phone number
    - Vicinity map showing an overview of the project location in San Juan Bautista
    - North Arrow and Scale
    - Assessor's Parcel Number(s) of the project site
    - Property lines and dimensions of the site and surrounding properties

12/10/2013

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- ❑ Existing easements
- ❑ Dimensions of all existing structures, parking areas, driveways, fences, walls, etc.
- ❑ Building setbacks (rear, front, and side) clearly identified
- ❑ Location of existing and proposed trash enclosures
- ❑ Location of existing and proposed drainage facilities
- ❑ Location of existing and proposed gas, electric, water, sewer, and telephone facilities
- ❑ Location, size, and type of all existing trees
- ❑ Proposed buildings, structures, trees, walls, fences, etc. which will be removed from the site.
- ❑ Location and configuration of all proposed buildings and intended uses
- ❑ Proposed on-site parking spaces, loading areas, and circulation areas
- ❑ Landscape Plan if applicable
- ❑ Floor Plan(s)
- ❑ Elevations (front, rear and side views) of proposed structures
- ❑ Other plans that the City Planner determines as necessary to review the project, such as grading plans, drainage plans, site sections, and details. Please contact the Planning Department to determine if additional plans will be required.
- ❑ Project Description form
- ❑ Environmental Information form
- ❑ Color samples or colored renderings for display at public hearings.
- ❑ [City to do] Typed mailing labels addressed to the current property owners and occupants of all units located on properties within 300' of the project site's property lines. Mailing labels for occupants of rental units will be addressed to "Occupant". This information can be obtained from the Assessor's Roll at the San Benito County Assessor's Office.
- ❑ Photographs of the project site and surrounding properties

**Note:** All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.