

Filing Instructions for:

Conditional Use Permit



A. Purpose:

A Conditional Use Permit may be granted by the Planning Commission for selected uses and buildings which, by their nature, require special consideration to ensure that they operate in a manner compatible with surrounding uses.

B. Filing Requirements:

- _____ 1. Uniform Application
- _____ 2. Air Quality Permit Checklist (*for non-residential buildings only*)
- _____ 3. A letter explaining the proposed use or business operation including hours of operation, number of employees, and reason for requesting a CUP at this particular location.
- _____ 4. Public hearing information:
 - a. Property ownership list— one typed list on 8 ½ x 11 sheets of self-adhesive labels, listing the Assessor's Parcel Numbers, names, and addresses (**in that order**) of all property owners within 300 feet of the outside boundaries of the subject property.
 - b. Radius map drawn on the Assessor's Parcel Maps, indicating both the subject property and a 300-foot radius drawn around the property. (see attached example)
 - c. The property owner's list must be obtained from the latest equalized assessment roll issued by the Orange County Assessor, 500 S. Main St. 2nd Floor, Orange, CA (714) 834-2727, or from a data-retrieval service or radius map service which uses current Assessor information.
 - d. Businesses within a commercial or industrial center: provide a typed list on self-adhesive labels including each existing tenant's business name and complete mailing address.
- _____ 5. Accurately scaled plans including all of the following:
Fifteen (15) sets for residential projects, twenty (20) sets for commercial projects

Site Plans:

- a. Name, address, and phone number of engineer /architects, etc.

- b. Property lines and dimensions
- c. Distances between buildings/structures
- d. Building setbacks
- e. Label pre-existing structures, driveways, etc. as “EXISTING”; label all proposed development “PROPOSED”
- f. All slopes located within property boundary
- g. Location, height, and materials of all walls
- h. A vicinity map showing the closest major cross streets
- i. **A tabulation table consisting of the following:**
 - 1. square footage of site area
 - 2. square footage of building*
 - 3. percentage of lot covered by building, landscape, and parking
 - 4. number of parking stalls available (when required)
 - 5. zoning designation of property
 - 6. Accessible “path of travel” to front door and parking from public right-of-way (when required)

*Note: If CUP is for a second-story room addition, please include the square footage of the existing first floor, any existing second floor, and of any addition to both the first and second floors.

Building Elevations (anyone, two, or all three items, as applicable)

- a. Illustrative building elevations showing all sides of the structure
- b. Material and color sample board
- c. One set of colored elevations

Floor Plans (for **all** projects)

- a. Must be drawn to scale and show the location of all interior uses.

_____ 6. **Preliminary Water Quality Management Plan (P-WQMP)**

- a. All new development and redevelopment projects must submit a P-WQMP with the exception of one single-family detached residence, unless the City of Yorba Linda determines otherwise.
- b. Guidelines for preparing and submitting a Preliminary WQMP are available at the counter.
- c. The following projects are considered “Priority Projects” and must submit a Priority Project WQMP:
- d. New development projects that create 10,000 square feet or more of impervious surface. This category includes commercial, industrial, residential housing subdivisions, mixed-use, and public projects on private or public property that falls under the planning and building authority or the Permittees.
- e. Automotive repair shops. This applies to facilities that are categorized in any one of the following Standard Industrial Classification (SIC) codes 5013, 5014, 5541, 7532-7534, and 7536-7539.

- f. Restaurants where the land area of development is 5,000 square feet or more including parking area. This category is defined as facilities that sell prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (SIC code 5812).
- g. Hillside development greater than 5,000 square feet. Hillside development is defined as any development which is located in an area with known erosive soil conditions or where the
- h. Impervious surface of 2,500 square feet or more located within, directly adjacent to (within 200 feet), or discharging directly into receiving waters within Environmentally Sensitive Areas (ESAs).
- i. Parking lots 5,000 square feet or more including associated drive aisle, and potentially exposed to urban stormwater runoff. A parking lot is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce.
- j. Streets, roads, highways, and freeways. This category includes any paved surface that is 5,000 square feet or greater used for the transportation of automobiles, trucks, motorcycles, and other vehicles.
- k. All significant redevelopment projects, where significant redevelopment is defined as the addition or replacement of 5,000 or more square feet of impervious surface on an already developed site. Redevelopment does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of the facility, or emergency redevelopment activity required to protect public health and safety. If the redevelopment results in the addition or replacement of less than 50 percent of the impervious area on-site and the existing development was not subject to WQMP requirement, the numeric sizing criteria only applies to the addition or replacement area. If the addition or replacement accounts for 50 percent or more of the impervious area, the Project WQMP requirements apply to the entire development.
- l. Retail Gasoline Outlets (RGOs). This category includes RGOs that meet the following criteria: (a) 5,000 square feet or more, or (b) a projected Average Daily Traffic (ADT) of 100 or more vehicles per day.
***If the project does not meet any of the above listed, the project is a “Non-Priority Project”, and must submit a Non-Priority Project WQMP.**

_____ 7. The Community Development Department may require additional sets of plans or other information if necessary, to evaluate this request.

_____ 8. **Special requirements:** _____

C. Plan Preparation:

1. All plans should be drawn on uniform sheets, no greater than 30"x42".
2. All plans should be folded to approx. 10"x12" and grouped into full sets.
3. All plans must be clear, legible, accurately scaled, and fully dimensioned.

FILING FEES		
<i>PLEASE BE AWARE THAT THIS IS A DEPOSIT-BASED ACCOUNT (CHARGED ON AN HOURLY BASIS), WHICH MAY REQUIRE ADDITIONAL REQUEST FOR FUNDS IN THE FUTURE.</i>		
<i>DEPOSIT FEES LISTED BELOW ARE ONLY APPLICABLE TO THE PLANNING DIVISION. BUILDING, ENGINEERING, OCFA (if applicable), SCHOOL DISTRICT (if applicable) REQUIRES SEPARATE FEES.</i>		
<i>MAKE CHECKS PAYABLE TO THE CITY OF YORBA LINDA. IF OCFA REVIEW IS REQUIRED, PLEASE MAKE A SEPARATE CHECK PAYABLE TO OCFA (See Section F below).</i>		
D. City Application Fee (required):	<u>Charge</u> <u>(Deposit)</u>	<u>Hourly Rate</u>
Conditional Use Permit (for Residential) Initial Deposit	\$1,881.00	\$286.00 per hour
Conditional Use Permit, (for Commercial) Initial Deposit	\$4,161.00	\$286.00 per hour

E. Environmental Evaluation Fees (if required):	<i>Effective:</i>
Dept. of Fish & Game Filing Fee - (Neg. Dec.)	\$2,480.25
Dept. of Fish & Game Filing Fee - (Mitigated Neg. Dec)	\$2,480.25
Dept. of Fish & Game Filing Fee - (EIR)	\$3,445.25
Certified Regulatory Program	\$1,171.25
County Administrative Fee (make check payable to Orange County Clerk/Recorder)	\$50.00
Per Environmental Consultant Contract	Charge is at \$286.00 per hour (or as per environmental consultant contract)
F. Orange County Fire Authority Review (if required):	
Plan Submittal Requirements:	
<ol style="list-style-type: none"> 1. 1 Electronic Copy in a PDF Format <ul style="list-style-type: none"> • Electronic copy may be submitted directly to OCFA via e-mail at eps@ocfa.org (files must be less than 10MB) • Electronic copy may be submitted on a CD- 	

ROM or USB Drive to the Yorba Linda Planning Division	
Conditional Use Plan Review Fee (make check payable to Orange County Fire Authority)	\$404.00
City Administration Fee	<u>\$8.75 (5%)</u>
Total	\$412.75