



City of Calimesa Planning Department

Conditional Use Permit Submittal Requirements (Application Attached)

A Conditional Use Permit is a discretionary permit for a particular use which is not allowed as a matter of right on property within the zoning district and may have an impact upon surrounding properties or neighborhoods. Conditional Use Permits must be heard and approved by the City's Planning Commission before the project or proposal may proceed. Any Conditional Use Permit that is granted shall be used within one (1) year from the effective date and shall not exceed a total of three (3) years.

When an application is made to the City's Planning Department, the application packet is reviewed by staff to ensure compliance with various codes and regulations. Only after the application is determined complete does staff schedule the project for public hearing.

REQUIREMENTS FOR SUBMISSION

- A completed Conditional Use Permit application (attached).
- Payment of deposit fee per the latest adopted fee schedule.
- Ten (10) copies of a complete, fully dimensioned Site Plan, folded to 8 1/2" x 11", which includes: Assessor Parcel Number(s), acreage, existing/proposed uses, proposed square footage of buildings on site (new or existing), parking summary, utility providers, legal description, setbacks, dedications, vicinity map, north arrow, material used for any fencing on site, parking areas, areas of landscaping, name of map preparer, and legal property owner.
- Ten (10) copies of complete, fully dimensioned Floor Plans, which show the proposed uses of each area.
- Ten (10) copies of the Elevations of each side of the building(s).
- Ten (10) copies of a conceptual Landscape Plan.
- Ten (10) copies of a conceptual Grading Plan.
- A written statement of the proposal, fully describing the nature and extent of all anticipated uses and activities, days and hours of operation, etc.
- A complete description of all proposed signage and its proposed dimensions and locations.
- A completed, Applicant's Environmental Information Form.
- One (1) 8 1/2" x 11" acetate reduction of the site plan, and other exhibits, and an electronic copy of all exhibits.
- Two sets of mailing labels with the names, addresses, and Assessor Parcel Numbers of all property owners within 300 feet of the project site and one (1) copy of Assessors Parcel Map showing parcel(s)
- Current Title Report prepared within the past 90 days.



City of Calimesa Planning Department

Conditional Use Permit Application

Case Number _____

Property Owner's Name* _____

Mailing Address _____

Telephone Number _____ Fax Number _____

Applicant's Name _____

Mailing Address _____

Telephone Number _____ Fax Number _____

Representative _____

Mailing Address _____

Telephone Number _____ Fax Number _____

PROPERTY INFORMATION

Assessor's Parcel Number(s) _____

General Location _____

Street Address _____

Lot Dimensions/ Acreage _____

*Note: If there is more than one person involved in the ownership of the property that this application is prepared for, a separate page must be attached to this application in which lists the names and address of all persons having an interest in the ownership of the property.

GIVE A DESCRIPTION/EXPLANATION OF THE PROPOSED PROJECT:

Signature of Applicant

I HEREBY CERTIFY, under the penalty of perjury, that I am the owner of the property for which this application is made, and in that capacity, have given authority to the above applicant to act on my behalf.

Dated at _____ California on _____ 20_____

Notarized Signature of Landowner (attach notary certificate)

***** FOR CITY USE ONLY *****

Stamp Rec'd

Amount Received _____

- Cash
- Credit, Last 4-digits: _____ MC/Visa
- Check; number: _____

Receipt Number _____

Initials _____ Case Number: _____