



# APPLICATION CHECKLIST

## USE PERMIT/MINOR USE PERMIT (UP/MUP)

**What is a Use Permit?** A Use Permit/Minor Use Permit provides a process for reviewing uses and activities that may be appropriate in the applicable zoning district, but whose effects on site and surrounding cannot be determined before being processed for a specific site.

**Use Permit Decision Process.** Use Permits shall be approved or disapproved by the Planning Commission; Minor Use Permits shall be approved or disapproved by the Planning Director, provided that the Director may choose to refer any Minor Use Permit application to the Commission for hearing and decision. The review authority may approve the permit only if the project meets the findings listed in Citrus Heights Zoning Code Section 106.62.050 (F).

**Application Preparation.** A prospective applicant should request a pre-application conference with the Planning Department before completing and filing a planning permit application. The purpose of the conference is to generally provide information on City requirements for the proposed project; review the City's approval process, project alternatives or modifications; indemnify information and material the City will require with the application, as well as any necessary technical studies and information relating to the environmental review of the project. To schedule a pre-application meeting contact the Planning Department at (916) 727-4740.

**Neighborhood Meeting.** Prior to filing a planning permit, a prospective applicant should contact and meet with property owners and residents neighboring the site, nearby residents and business owners, to inform them about the proposed project and consider their concerns in the project design. A prospective project applicant should also contact the affected neighborhood association. To find out which neighborhood association a project is located within, visit the City's website.

**Application Completeness.** Each application will be reviewed for completeness and accuracy before being accepted as complete and officially filed.

### Application Submittal Requirements

1. One (1) copy of the completed application form
2. The required processing fee (see fee schedule)
3. One (1) copy of a preliminary title report, current within 6 months
4. One (1) copy of a detailed description of the proposed use, including hours of operation, operational procedures, etc.
5. **Fifteen (15) copies** (individually folded) of a fully dimensional **site plan** drawn to scale indicating: (engineer's scale, no smaller than 1" = 20') indicating:
  - Property lines
  - Existing and proposed buildings and other structures on site
  - Driveways and parking spaces (double striped). All parking spaces shall be individually numbered and handicapped spaces shall be designated.
  - All planted areas and areas to be planted (include location of existing trees)
  - Entrances, exits, and walkways
  - Accessible paths of travel (with slopes) as required by the Uniform Building Code and California Disabilities Act)

- Trash enclosures and other site improvements
  - Existing and proposed fencing
  - Existing easements and type
  - Street names
  - Project name
  - A vicinity map
  - North arrow and scale
  - Summary of project statistics including zoning, square footage by use and parking required and provided
  - One (1) 8 ½" x 11" reproducible copy
6. Other information deemed necessary by the Planning Department

***Please note:*** If the project requires public noticing procedures the City will provide the radius list and mailing labels. ***You may be required to submit additional copies prior to the public hearing.***

Please feel free to discuss your application with a member of the Planning Department by calling (916) 727-4740 or visit the office located in the Fountain Square Complex located at 6237 Fountain Square Drive, Citrus Heights, CA 95621

[www.citrusheights.net](http://www.citrusheights.net)



# UNIVERSAL APPLICATION FORM

CITY OF CITRUS HEIGHTS ♦ PLANNING DEPARTMENT

www.citrusheights.net

6237 FOUNTAIN SQUARE DR. ♦ CITRUS HEIGHTS, CA 95621 ♦ (916) 727-4740

Proposed Project Name (Print or type) \_\_\_\_\_

Address of Project \_\_\_\_\_

Total Land Area \_\_\_\_\_ Assessor's Parcel #'s \_\_\_\_\_

Acreage, Gross Floor Area, No. of Living Units, (if applicable) \_\_\_\_\_

Project Description \_\_\_\_\_

Application Entitlement Type(s): \_\_\_\_\_

**APPLICATIONS MUST BE SUBMITTED IN PERSON - ORIGINAL INK SIGNATURES ARE REQUIRED**

Owner's Authorization: (If the applicant is not the property owner of record), I authorize the Applicant to file this application and to represent me on all matters concerning the application.

## PROPERTY OWNER (print or type)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## APPLICANT (print or type)

Company Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## DEVELOPER (print or type)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## Designated Primary Contact Person if Different than Applicant. (print or type)

Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

City Use Only:

Approving Authority: \_\_\_\_\_ Current Zoning \_\_\_\_\_

Date received: \_\_\_\_\_

Fees paid: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

File Number(s) \_\_\_\_\_



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