

Filing Instructions for:

Conditional Use Permit (Administered by the Zoning Administrator)



A. Purpose:

A Conditional Use Permit may be granted by the Zoning Administrator for certain uses and structures which, by their nature, require special consideration to ensure that they are designed or operate in a manner compatible with surrounding neighboring properties and uses, but which are less complex, smaller in scope, and, therefore, usually do not warrant review and approval by the Planning Commission.

B. Filing Requirements:

- _____ 1. Uniform Application
- _____ 2. Public Notification 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.
- _____ 3. Five (5) sets of accurately scaled plans including all the following (as applicable):

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
- j. 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.

_____ 4. The Community Development Department may require additional sets of plans or other information if necessary, to evaluate this request.

_____ 5. **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 | | |
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| <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>MAKE CHECKS PAYABLE TO THE CITY OF YORBA LINDA</i> | | |
| D. City Application Fee (required): | <u>Charge (Deposit)</u> | <u>Hourly Rate</u> |
| Conditional Use Permit (for Residential) Initial Deposit | \$1,676.00 | \$255.00 per hour |
| Conditional Use Permit, (for Commercial) Initial Deposit | \$3,708.00 | \$255.00 per hour |

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| E. State Depart. of Fish and Game Review (if required): | |
| <i>MAKE CHECK PAYABLE TO THE ORANGE COUNTY CLERK-RECORDER</i> | |
| Dept. of Fish & Game Filing Fee - Negative Declaration Fee | \$2,480.25 |
| Dept. of Fish & Game Filing Fee - Mitigated Negative Declaration Fee | \$2,480.25 |
| Dept. of Fish & Game Filing Fee - Environmental Impact Report | \$3,445.25 |
| County Clerk Processing Fee | \$50.00 |
| Environmental Document Preparation | Charge is at \$255.00 per hour (or as per environmental consultant contract) |

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| F. Orange County Fire Authority Review (if required): | |
| <u>Plan Submittal Requirements:</u> 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) | \$244.00 |
| City Administration Fee | <u>\$8.75 (5%)</u> |
| Total | \$252.75 |