

CITY OF CERES
ADMINISTRATIVE CONDITIONAL USE PERMIT APPLICATION NO. 21 - _____

APPLICANT INFORMATION:

- 1) APPLICANT'S NAME: _____
(FIRST) (INITIAL) (LAST)
- 2) APPLICANT'S MAILING ADDRESS: _____
(PO BOX) (CITY) (STATE) (ZIP)
- 3) APPLICANT'S TELEPHONE NUMBER: (____) _____ EMAIL ADDRESS: _____
- 4) PROPERTY OWNER'S NAME (a Letter of Authorization from the owner, if other than applicant, is required):

(FIRST) (INITIAL) (LAST)
- 5) PROPERTY OWNER'S ADDRESS: _____
(NUMBER) (STREET) (CITY) (STATE) (ZIP)
- 6) PROPERTY OWNER'S TELEPHONE NUMBER: (____) _____

APPLICATION INFORMATION:

- 1) BRIEF DESCRIPTION OF PROPOSED USE, including dates (please include Subdivision name):

- 2) STREET ADDRESS WHERE USE IS PROPOSED: _____
- 3) ZONE DISTRICT: _____
- 4) ASSESSOR'S PARCEL NUMBER: _____

Signature of Applicant

Date

OFFICE USE ONLY

Application received by (please initial): _____

Date received: _____

APPLICATION FEE: \$360.00
ANNUAL RENEWAL FEE \$110.00

CHECK LIST OF REQUIRED INFORMATION FOR ADMINISTRATIVE PERMITS:

NOTE: 13 copies of the plan(s) on a minimum 11" x 17" sheet and one copy of 24" x 36" in size must be submitted. **(We ask that the 13 copies of plans be folded to letter size (8½"x11").** These plans shall include the following information:

- ❑ Site plan of the project, which shows any existing or proposed building(s), parking lots, drive aisles, landscape areas, lighting, signs, walkways, and other additional features. Plan should include dimensions from property lines to structures and from structure to structure for all existing or proposed structures;
- ❑ Floor plan of all existing or proposed buildings on the site;
- ❑ Elevations of all existing or proposed buildings on the site; (At discretion of the Planning Division, photographs of existing structures may be substituted for drawn elevations);
- ❑ One colored rendering (11" x 17" minimum size) or color material samples proposed for building elevations;
- ❑ If applicable, one set of photographs of each existing or proposed structure(s);
- ❑ Letter of Authorization, if applicant is not the property owner;
- ❑ Landscape and Irrigation plan (if necessary at discretion of the Planning Division) prepared by a landscape architect or equivalent.

Note: Meeting the initial submittal requirements of the checklist associated with this application does not necessarily deem the application as complete. The City has thirty (30) days upon the initial submittal of the application to determine if the application is complete. The City reserves the right to require the submittal of additional information during the 30-day review period that the City deems pertinent to complete the application process. Such information may include, but is not limited to, submittal of: revised plans, photo simulations, special studies, or addressing project issues. If the application requires public hearing approval, submittal of such information may be required prior to the City scheduling a public hearing date for the application. An application is complete upon City receipt of all required revised information (if applicable).

Site Plan

A. Sheet 1 - Illustrate Project Site

- A vicinity map on the cover sheet.
- A scale (i.e. 1" = 30', etc.) and north arrow.
- Dimensions of the property.

- A legend with the following notations: Name of Project; Address and/or Assessor Parcel Number (APN); current and/or proposed zoning designation; proposed land use; square footage/acreage of the site; square footage of proposed building area(s); lot (building) coverage; landscape coverage; proposed parking ratio for anticipated uses for the site and indicate existing and proposed number of parking spaces.
- The location of existing (E) and proposed (N) improvements on the project site. These improvements shall be dimensioned and shall include, but not be limited to: buildings and/or structures, driveways and streets, curb/sidewalks; parking areas, loading areas; refuse enclosures; landscape areas, walls and fences; drainage systems; easements (i.e. utility, access, etc.); trees (type/species, that are 6" or greater in diameter measured at 2 feet above grade level).
- Building setbacks from property lines, dimensioned parking stalls and drive aisle widths, and landscape planter widths.
- Identify existing and proposed land uses on the property and the uses extending at least 100 feet beyond the property lines of the site.

B. Sheet 2 - Illustrate Project Site and Surrounding Area

- A scale (i.e. 1" = 30', etc.) and north arrow.
- Dimensions of the project site.
- Building setbacks from property lines, dimensioned parking stalls and drive aisle widths, and landscape planter widths of the project site.
- The location of existing and proposed improvements on the project site and all improvements extending at least 100 feet beyond all the property lines. These improvements shall be dimensioned and shall include, but not be limited to: buildings and/or structures, driveways and streets, curb/sidewalks; parking areas, loading areas; refuse enclosures; landscape areas, walls and fences; drainage systems; easements (i.e. utility, access, etc.); trees (type/species, that are 6" or greater in diameter measured at 2 feet above grade level).
- Identify existing and proposed land uses on the project site and the uses extending at least 100 feet beyond the property lines of the project site.

Building Elevations

- Illustrate the north, south, east, and west direction views of all proposed buildings and structures, including all mechanical, duct work, utility boxes, etc. The illustrations shall also include notations of overall building height, as well as heights at the finished floor, first floor and second floor (if applicable) levels.
- Clearly identify the type, texture, size and colors of the building materials proposed for all buildings of structures.