

USE PERMIT/MINOR USE PERMIT (UP/MUP)

6360 Fountain Square Drive, Citrus Heights, California 95621 (916) 727-4740 TDD 7-1-1
www.citrusheights.net

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 Division 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 Division 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 (only required if new construction is proposed)
4. One (1) copy of a detailed description of the proposed use, including hours of operation, operational procedures, etc.
5. Electronic copies (CD, USB drive, or e-mail) of all plans.
6. **Five (5) 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
7. Completed Greenhouse Gas Reduction Checklist (for all projects not exempt from CEQA).
8. Other information deemed necessary by the Planning Division

An electronic copy of all materials shall be provided at the time of submittal. The electronic copy shall be provided either on a CD or USB flash drive. The CD or USB flash drive shall contain each document that is included in the planning entitlement application. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic form.

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 Division by calling (916) 727-4740 or visit the office in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621

www.citrusheights.net



UNIVERSAL APPLICATION FORM

PLANNING DIVISION

www.citrusheights.net

6360 Fountain Square Drive ♦ Citrus Heights, CA 95621 ♦ (916) 727-4740

planning@citrusheights.net

Notice to Applicants: A complete application must be submitted in order for the project to be accepted. It is recommended to schedule an appointment to discuss your project prior to submission.

Type of Application (check all that apply):

<input type="checkbox"/> Design Review Permit <input type="checkbox"/> Design Review Permit Modification <input type="checkbox"/> Use Permit <input type="checkbox"/> Use Permit Modification <input type="checkbox"/> Minor Use Permit <input type="checkbox"/> Eligible Facilities Request	<input type="checkbox"/> Parcel Map (1-4 lots) <input type="checkbox"/> Subdivision Map (5+ lots) <input type="checkbox"/> Rezone <input type="checkbox"/> Ordinance Text Amendment <input type="checkbox"/> General Plan Amendment <input type="checkbox"/> OTHER _____
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Project Information (complete all sections):

Proposed Project Name:		
Property Address:		
Assessor Parcel #'s:		
Total Land Area (Acre or SF):	General Plan Designation:	Zoning Designation:
Total Net SF of New Buildings (Commercial Only):	No. Proposed Units (Residential only):	
Project Description:		

Applicant Information:

Applicant Name:		
Company (if applicable):	Address:	
City:	State:	Zip:
Phone:	E-Mail:	

Property Owner:

Owner Name:		
Company (if applicable):	Address:	
City:	State:	Zip:
Phone:	E-Mail:	
Property Owner Signature (or separate written authorization):		

Designated Primary Contact, if Different than Applicant:

Name:		
Company (if applicable):	Address:	
City:	State:	Zip:
Phone:	E-Mail:	

City Use Only:

Planner Complete Below:

Dated Received:	Accepted by:	AA: ST PC CC	NA#:
TOTAL AMOUNT COLLECTED:			
Receipt Number:		Payment Method:	

Data Entry:

Date Entered:			
File Type/Number (one per box)			
CW #			