

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

CITY OF CITRUS HEIGHTS ♦ PLANNING DEPARTMENT

www.citrusheights.net

6360 Fountain Square Drive ♦ 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 _____

E-Mail _____

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 _____

E-Mail _____

City Use Only:

Approving Authority: _____ Current Zoning _____

Date received: _____

Fees paid: _____

Receipt Number: _____

File Number(s) _____