



# MINOR CONDITIONAL USE PERMIT APPLICATION (COMMERCIAL ONLY)

## I. INTRODUCTION

Minor Conditional Use Permits (MCUP) are applicable to Commercial projects where only the use of the site or the land is changing and **no construction other than minor tenant improvements is required or will occur**. These projects are expected to be Categorically Exempt from environmental evaluation. Examples of Minor CUPs include CUPs for offices in the Downtown Village Specific Plan (DVSP) where a tenancy change has tripped the requirement for a CUP, temporary storage in the DVSP or simple changes in use within an existing structure. Such uses may be allowed after being reviewed by the Planning Commission. The Commission may place conditions on the operation of the use or structure, such as limited hours of operation, maximum number of persons, dedications, etc.

This guide and the attached forms identify the information that you must provide to the City before a decision can be made on your Minor CUP request. You are also encouraged to contact the Planning Department at 790-8881 if you have questions about your project or the application process.

## II. APPLICATION REQUIREMENTS

The following items are required to be submitted to the Planning Department when applying for a Conditional Use Permit:

### A. Attached Forms:

1. **Application Form**
2. **Project Supplemental Questions Form**
3. **Initial Study Form**

### B. Drawing Sets:

1. **Site Plan** - ten (10) copies\* - at a scale of 1" = 20' or larger (or as otherwise approved by the Director) and including the following:
  - Location of lot lines, streets (with street names), easements, and all structures (existing and proposed);
  - Identification of street names;
  - Slopes, contours, trees and other pertinent physical features;
  - Vehicle circulation and parking areas, including dimensions of drive aisles and parking spaces;
  - All exterior lighting, existing and proposed; and
  - Location, use and approximate distance from property line of the nearest structures on all properties surrounding the project site. This information may be submitted as a separate map or included on the site plan.
2. **Building Elevations** - ten (10) copies\* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:



## MINOR CONDITIONAL USE PERMIT APPLICATION (COMMERCIAL ONLY)

- All exterior sides of all existing and proposed buildings;
- All exterior building dimensions, including heights; and
- Description of all exterior building materials and colors.

**OPTIONAL ALTERNATIVE** – Provide photos of the existing building.

3. **Floor Plans** - ten (10) copies\* - at a scale of 1" = 8' or larger (or as otherwise approved by the Director) and including the following:
  - Description of the proposed use of all interior floor area;
  - **Shading of the affected walls and areas to be modified or built;**
  - All dimensions of interior rooms or other enclosed areas; and
  - Location of all plumbing equipment, existing or proposed.

**NOTE:** Please collate and fold all plans and maps to approximately 8½" x 11". **Plans shall not exceed 24" x 36" in size.**

*\*The applicant may submit four (4) sets of plans for the initial review. Once it has been determined that the plans contain the necessary information, a total of thirteen (13) sets will be required.*

### C. Other Materials:

1. **Title Report or Grant Deed.**
2. **Digital Plan Submittal:** All plans will be required to be submitted in digital format (jpeg, tiff). Alternatively, an 8½" x 11" reduced print of each drawing sheet may be submitted.
3. **An application fee.** The amount is established by the current fee schedule adopted by the City Council (see below.) Checks should be made payable to the City of La Canada Flintridge.

### III. PROCESSING YOUR APPLICATION:

- A. **Pre-Application Review.** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting gives you and Staff a chance to review your project and the applicable Zoning standards.
- B. **Application Submittal.** After you have prepared your plans and filled out the application forms, bring them, with the required fee, to the Planning Department. You will receive a case number for your project and a receipt for your fee payment. Only three (3) sets of plans are required for the initial review.
- C. **Staff Review of Application for Completeness.** The Planning Staff will let you know if there is anything missing from your application packet. When the packet is complete and a date is set for deciding your request, thirteen (13) sets of plans will be required.
- D. **Staff Review for Environmental Determination.** Your project will also be reviewed for any possible environmental impacts. If additional information is required, we will notify you. If the project has the potential for impacts, the applicant may be required to apply for a full Conditional Use Permit.



## MINOR CONDITIONAL USE PERMIT APPLICATION (COMMERCIAL ONLY)

- E. **Design Review Board Review.** Your project may also require review by the Design Review Board for signs. Contact the Planning Department for additional information.
- F. **Staff Review of the Conditional Use Permit request.** Staff will examine the application materials, including your plans, justification statement and other information. We will make one or more site visits, and may contact surrounding property owners. Staff will prepare a report on their analysis of the request that will be published for the Planning Commission, the applicant and the public and will include a recommendation and draft PC resolution.
- G. **Decision on Request.** A decision on your request will be made by the Planning Commission. The decision could be approval, approval with conditions, continuation for redesign, or denial. **THE PLANNING COMMISSIONERS WILL VISIT YOUR SITE PRIOR TO THE MEETING. BE SURE TO ARRANGE FOR OPEN GATES, PENNING OF ANIMALS, ACCESS TO SITE, ETC.**
- H. **Appeal.** If you or someone interested in the project disagrees with the decision, an appeal can be filed with the City. Information regarding the appeals process is available at the Planning Department.

**IV. FEES: The following is the current fee schedule for a Conditional Use Permit:** The Application Fee, Deposit, Environmental Assessment and Hearing Notice Fee shall be paid to the “City of La Cañada Flintridge” at the time of application. The County Posting Fee and any Department of Fish & Wildlife fees shall be paid later as instructed by your Project Planner. These checks shall be made out to the County Recorder and/or Department of Fish & Wildlife directly.

**Separate check may be required later:**

Application Fee:	\$1,540.00	County Posting Fee:	\$75.00 (payable to L.A. County Clerk)
Environmental Review:	\$200.00 (Mitigated)	Negative Declaration:	\$2,216.25 (payable to L.A. County Clerk)
<u>Hearing Notice &amp; Label Fee:</u>	<u>\$300.00</u>		
<b>TOTAL FEE</b>	<b>\$2,040.00</b>		



# MINOR CONDITIONAL USE PERMIT APPLICATION (COMMERCIAL ONLY)

MCUP#

City Date Stamp

1. LOCATION OF PROPERTY (Street Address): \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_ Nearest Cross Street \_\_\_\_\_

2. PROPERTY OWNER: \_\_\_\_\_

Name Telephone No. Fax No.

Street Address City, State Zip Code

3. APPLICANT: \_\_\_\_\_

Name Telephone No. Fax No.

Street Address City, State Zip Code

4. OTHER (optional): \_\_\_\_\_

Name Telephone No. Fax No.

Street Address City, State Zip Code

5. ZONING: \_\_\_\_\_ 6. AREA OF SITE: \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

## V. PROPERTY OWNER'S AFFIDAVIT

I (We), [Print Name(s)]  
hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

I (We) further declare that I (we) understand that the City of La Cañada Flintridge encourages project applicants who are thinking of developing their property to discuss their project with their neighbors.

Property Owner's Signature(s) \_\_\_\_\_ Date \_\_\_\_\_



# MINOR CONDITIONAL USE PERMIT APPLICATION (COMMERCIAL ONLY)

## VI. CONDITIONAL USE PERMIT SUPPLEMENTAL QUESTIONS

### A. DESCRIPTION OF USES

1. Existing uses to be terminated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Existing uses to be continued: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. New uses to be initiated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### B. DEVELOPMENT DESCRIPTION

1. Gross Floor Area  
Existing Floor Area to Remain: \_\_\_\_\_ sq. ft.  
Proposed Additional Floor Area \_\_\_\_\_ sq. ft.  
Total Gross Floor Area Proposed \_\_\_\_\_ sq. ft.
2. Parking  
Number of Existing Vehicle Spaces On-site \_\_\_\_\_  
Number of New Vehicle Spaces Proposed On-site \_\_\_\_\_  
Number of Required Vehicle Spaces for All Uses \_\_\_\_\_  
Number of Loading Spaces Proposed \_\_\_\_\_
3. Number of Employees per shift:  
Day \_\_\_\_\_ Swing \_\_\_\_\_ Graveyard \_\_\_\_\_
4. Operating Hours \_\_\_\_\_

### C. JUSTIFICATION STATEMENTS: The MCUP findings must be supported by your answers to the following questions before a MCUP can be granted (attach additional sheets as necessary):

1. Will this use adversely impact your neighbors in any way? Is your use in character with the other uses that surround you? What measures are you proposing to mitigate any adverse effects of your use?

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## MINOR CONDITIONAL USE PERMIT APPLICATION (COMMERCIAL ONLY)

2. Is the project site adequately sized for your use? Do you have enough parking to accommodate all your users without taking parking from other uses on the project site?

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3. Is your use going to create an internal or external traffic circulation problem, or exacerbate an existing problem?

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CERTIFICATION: I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

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

Name: \_\_\_\_\_

For (if agent): \_\_\_\_\_