



CITY OF EL CAJON • PLANNING DIVISION • (619) 441-1741
CONDITIONAL USE PERMIT (MINOR)

Allowable Minor Conditional Use Permit Uses

1. A stand or kiosk for the sale of flowers, food, newspapers, keys or similar merchandise;
2. A through-the-wall automatic teller machine (ATM) – not including a drive-up or drive-through ATM.
3. More than two non-motor vehicle outdoor sales events / parking lot sales in one calendar year;
4. Detached, accessory structures greater than 800 sq. ft. in residential zones;
5. Accessory structures with bathroom facilities in residential zones;
6. Pot-bellied pigs;
7. Domesticated animals, less than 125 pounds;
8. More than two adult cats or dogs;
9. Day care facilities for more than six children;
10. Ocean-going containers in industrial zones;
11. Free-standing signs (pole) which exceed the usual maximum height or sign area;
12. Sports facilities on school / public property.
13. Outdoor dining facilities, operated as ancillary use to a permitted restaurant;
14. Training facilities with occupancy of 25 persons or less in the O-P zone;
15. Art Galleries, when to be located in existing buildings in commercial zones;
16. Museums, when to be located in existing buildings in commercial zones;
17. Music lessons, when to be located in existing building in commercial zones;
18. Any other conditionally permitted uses determined by the Director of Community Development to be minor in nature.



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CONDITIONAL USE PERMIT (MINOR)

APPLICATION NO. _____

*Applicant's Name: _____

Address: _____

Street # _____ City _____ State _____ Zip _____
Phone: () _____ Fax No. () _____

*Property Owner's Name: _____

Address: _____

Street # _____ City _____ State _____ Zip _____
Phone: () _____ Fax No. () _____

Property Owner's Signature: _____

*Architect, Engineer or other applicant representative:
_____ License No. _____

Address: _____

Street # _____ City _____ State _____ Zip _____
Phone: () _____ Fax No. () _____

Subject property is located on the _____ side of _____
between _____ and _____, and addressed as _____

Assessor's Parcel No. _____

Existing Zoning: _____ General Plan Designation: _____

REQUEST: _____

NOTE: ADDITIONAL REQUIREMENTS ON BACK

**These individuals will receive a copy of the staff report if their complete address is given.*

City Use Only:	
Date Filed: _____	Agenda Date: _____
Received by: _____	Within SP 182? <input type="checkbox"/> Yes <input type="checkbox"/> No

ADDITIONAL CONDITIONAL USE PERMIT (MINOR) INFORMATION AND REQUIREMENTS

1. Filing fee of \$1,250.00.
2. A document handling fee of \$50.00, in the form of a separate check, made payable to "County Clerk".
3. If required, an environmental information form (obtain separate form) and associated filing fee.
4. Complete and accurate legal description of the subject property.
5. Assessor's Plat Map with subject property identified.
6. Photocopy of deed. Name of property owner on deed must correspond with name of applicant unless a letter of authorization is submitted with the application, or unless applicant can produce a lease of 20 years or more.
7. Conceptual Stormwater Mitigation Plan (2) -- 24" x 36" sheet size (unless waived by staff).
8. Disclosure Statement (see attached).
9. Written narrative giving details of proposed project, to be included in what is allowed by the permit.
10. The application must include a site plan (15 copies) prepared as follows: **(NOTE: Provide 5 extra copies if item will go to City Council, or if it is in the downtown area.)**
 - ___A. Maximum sheet size shall be 24" x 36". Please fold maps so that the finished size is no larger than 8 1/2" x 11", and so that the title block shows.
 - ___B. Plan shall be to a standard engineer's or architect's scale (minimum 1" = 50').
 - ___C. North arrow oriented to top of page. (Irregularly shaped lots may orient to side if necessary.)
 - ___D. Plan shall include a vicinity map showing at least the adjacent street and the nearest cross street, as well as the nearest arterial.
 - ___E. Title block shall be in lower right hand corner (see attached format).
 - ___F. Plan shall include the location and accurate dimensions of:
 - ___1) All property lines
 - ___2) All easements
 - ___3) All existing and proposed structures, including structures on adjacent property within at least 50 ft. of the subject property
 - ___4) Distances from structures on the subject property to nearest property lines
 - ___5) Distances between buildings on the subject property
 - ___6) All existing & proposed fences or walls
 - ___7) Distances between property lines and centerline of all adjacent street rights-of-way
 - ___8) Existing and any proposed changes to public right-of-way improvements
 - ___9) All on-site parking spaces and driveways with spaces numbered
 - ___10) All areas of proposed landscaping
 - ___11) Any existing or proposed freestanding signs
 - ___12) Proposed on-site lighting
 - ___13) Any other notable project features which affect site design (i.e., common recreation area, trash enclosures, electrical transformers, etc.)
 - ___G. A "Notes" section shall be provided which gives information on:
 - ___1) Gross and net lot area
 - ___2) Number of dwelling units proposed
 - ___3) Lot coverage (square footage and percent)
 - ___4) Square footage devoted to landscaping
 - ___5) Square footage devoted to common recreation (for residential projects)
 - ___6) Gross building square footage (for commercial and industrial projects)
 - ___7) Parking requirements and number of spaces provided

11. In addition to the site plan copies listed in the requirement above, provide one reduced version of the site plan (8 ½" x 11") with a note added (if applicable) indicating that the plan is not to scale.
- *12. A scaled, colored drawing of all exterior elevations identifying exterior materials and treatment including the screening of any mechanical equipment. Submit six copies in 11" x 17" format. In addition, submit one set of colored elevations (24" X 36") for presentation purposes. For any CUP which requires review by City Council, applicant must submit 12 copies in 11" x 17" format.)
- *13. A separate materials/color board identifying the color, material and texture of all exterior surfaces including roof materials. (NOTE: The materials/color board shall be no larger than 8 ½" x 11"); and
- *14. A conceptual landscaping plan showing areas of ground cover, shrubs, trees and other landscape features. The intended purpose of the landscaping should be clearly shown on this plan. The particular species, sizes and numbers are not required on the conceptual landscape plan.

*NOTE: ITEMS 12, 13 & 14 are not required for:

1. Residential projects of less than 3 units (unless this is a request for a second-family unit).
2. Expansion of existing commercial, industrial or office buildings when the building valuation is less than \$80,000.

PROCEDURE FOR A CONDITIONAL USE PERMIT (MINOR)

Upon submission of the application, any required environmental documents, applicable filing fees and any other required information and documents to the Planning Division, the request will be scheduled for a public hearing by the Planning Commission (usually about 6 weeks from the date of submission). At the public hearing, the Planning Commission will review the request along with the staff recommendation and any public testimony and make a decision to either: grant, grant with conditions or deny the request. After the Planning Commission has adopted a resolution stating its decision and filed a copy of the resolution with the City Clerk, the applicant or any interested person disagreeing with the decision of the Planning Commission may appeal to the City Council within ten (10) days. The appeal filing fee must be paid upon submission of the appeal forms to the City Clerk. If the Planning Commission's decision is appealed, the City Clerk will schedule the appeal for a public hearing by the City Council (usually within four weeks). The City Council will either concur with or modify the Planning Commission's decision and the decision of the City Council is final.

The approved request becomes null and void if it is not exercised within the time limit specified in the resolution or, if no date is specified, within one year from the date of approval of the request.

DISCLOSURE STATEMENT



APPLICANT'S STATEMENT OF DISCLOSURE OF CERTAIN OWNERSHIP INTERESTS ON ALL APPLICATIONS WHICH WILL REQUIRE DISCRETIONARY ACTION ON THE PART OF THE CITY COUNCIL, PLANNING COMMISSION AND ALL OFFICIAL BODIES

The following information must be disclosed:

1. List the names and addresses of all persons having a financial interest in the application.

List the names and address of all persons having any ownership interest in the property involved.

2. If any person identified pursuant to (1) above is a corporation or partnership, list the names and addresses of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership.

3. If any person identified pursuant to (1) above is a trust, list the name and address of any person serving as trustee or beneficiary or trustor of the trust.

4. Have you or your agents transacted more than \$250.00 worth of business with any member of City staff, Boards, Commissions, Committees and Council within the past 12 months or \$500.00 with the spouse of any such person? Yes _____ No _____

If yes, please indicate person(s), dates, and amounts of such transactions or gifts.

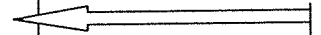
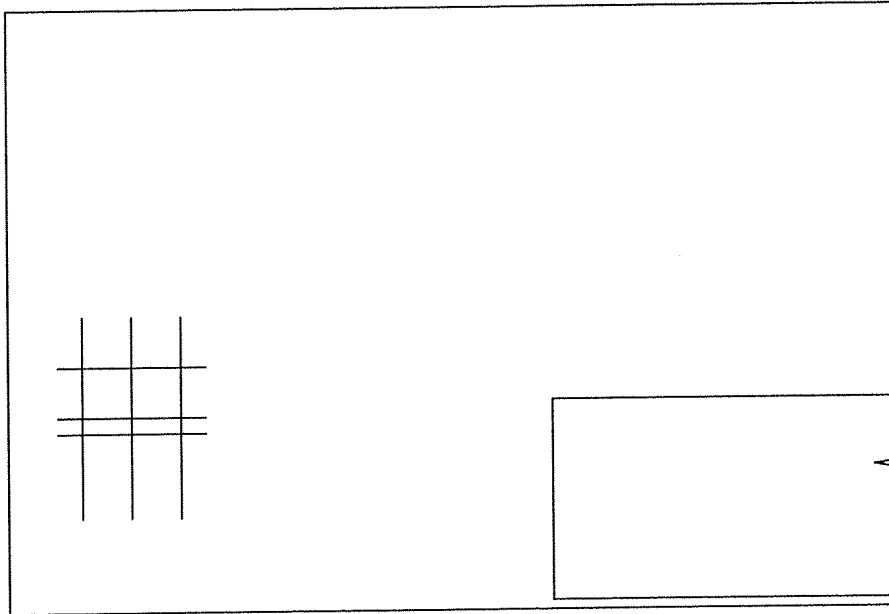
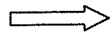
"Person" is defined as "Any individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, association, committee, and any other organization or group of persons acting in concert." Gov't Code §82047.

Signature of applicant / date

Print or type name of applicant

NOTE: Attach appropriate names on additional pages as necessary.

VICINITY
MAP



Sheet 1	CITY OF EL CAJON	Sheet 1
CONDITIONAL USE PERMIT (MINOR) NO. _____		
APPLICANT: _____		
ASSESSOR PARCEL NO(S): _____		
REQUEST: _____		
DRAWN BY: _____		APPROVED BY: _____
ADDRESS: _____		_____
PHONE: _____		DATE: _____