

**MINOR USE PERMIT**



**SUPPLEMENTAL APPLICATION INFORMATION**

Attached are the filing forms and instructions for submitting a complete Minor Use Permit application. A Minor Use Permit provides a process for reviewing uses and activities that may be appropriate in the applicable zone, but whose effects on a site and surroundings cannot be determined before being proposed for a specific site. Minor Use Permits may be approved by the Community Development Director; however, the Community Development Director may choose to refer the Minor Use Permit application to the Planning Commission for hearing and decision.

The following items shall be submitted for a Minor Use Permit application:

**A. Application Checklist:**

- One completed copy of Universal Application form.
- One completed copy of the Environmental Review Checklist (if applicable).
- Eight (8) copies of the site plan and all other applicable plans/information Provide a map showing all property lines, buildings and other structures, and indicating the proximity to streets and exact location of the proposed use on the property. 1 copy: 8 1/2 x 11 or 11 x 17 (if greater than 11 x 17, include 4 sets) and email pdf.
- The appropriate non-refundable filing fee.

**B. Justification Statement: Provide written justification to support the findings listed in Section 17.72.060 of the Development Code including the following:**

- The proposed use is consistent with the General Plan and any applicable specific plan.
- The proposed use is allowed within the applicable zone and complies with all other applicable provisions of the Development Code and the Municipal Code.
- The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity; and,
- The site is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public and emergency.