



Conditional Use Permit

The Conditional Use Permit is intended to allow public review of land use proposals of a nature or magnitude which could significantly affect their surroundings. Uses requiring approval of a Conditional Use Permit ("conditionally allowed uses") are identified for each zoning district. In some zone districts, all uses are conditionally allowed and require a Conditional Use Permit approval. Chapter 17.42 of the Soledad Municipal Code requires that the Planning Commission hold a noticed public hearing for review of conditionally allowed uses. Proposed uses are reviewed for compatibility with existing or desired conditions in surrounding neighborhoods. Following the public hearing, the Conditional Use Permit is either approved with conditions, denied, or continued to another meeting for further review.

Pre-Application Meeting: Prior to a formal plan submittal, a pre-application meeting with a planner is encouraged to review the application requirements and preliminary plans in relation to City development policies, general plan & zoning requirements, and any potential development issues.

Application Submittal Meeting: All applications require a submittal meeting with a Planner, by appointment, to be sure each of the below-stated submittal requirements has been completed. A complete application will expedite the initial planning review process.

Applicants: This checklist includes those items that must be submitted for a complete application. Additional items may be required following review by City Staff as each project and project site is unique. If the application is not complete, a notice of incompleteness will be sent within 30 days of application submittal. If you have any questions please call (831) 223-5041 and ask to speak with a Planner.

Application Submittal Checklist:

- Completed Application Form & Fees (see attached).** Property owner must complete and sign form for each project. Submit the Application Fee (to be determined at intake meeting) for each project.
- Complete Plan Set.** 8 full sized (24" x 36") copies of all plans to be provided along with an 8½" x 11" reduction of each sheet. Each full-sized plan set to be stapled and folded to 9" x 12" size. (Rolled plans will not be accepted.) Each sheet shall contain the name and address of the project, scale, preparation and/or revision, date, applicant name or firm name preparing the plans. (8 additional sets will be required for Planning Commission) Plan sets shall include the following:
 - Title Sheet/ Statistics Summary.** Include Sheet Index, Project Location/Vicinity Map showing ½ mile radius, Gross Site Area, Square footage Tabulations for each building and use, Code-Required Parking Tabulation, Unit Count (residential), Open Space Calculation, other significant data in support of project.
 - Site Plan.** Location, property boundaries and dimensions, existing and proposed buildings, fences, trees, topographic land features, easements & right-of-ways, and proposed improvements. Show all proposed improvements including surface materials, drainage, landscaping, exterior lighting, parking, trash/recycle enclosures, street & sidewalks, and utilities. Identify adjacent uses. Identify all existing trees.
 - Preliminary floor plans.** Include interior building layouts, square footages of rooms, entrances and emergency exits, and relationships to exterior use areas. Clearly label each room use and clearly differentiate between existing and new building elements.
 - Architectural Elevations for New Buildings.** Show all sides of proposed buildings and existing buildings to remain, dimensions of maximum height of building from natural grade, signs (include dimensions, colors and materials), and proposed screening of exterior mechanical equipment. Indicate materials and colors of all exterior surfaces and features. Do not include landscaping on elevations. Optional colored renderings may be submitted for more complex projects where such elements are integral to the aesthetic design.

- Site Accessibility Plan for New Development.** Showing accessible paths of travel from the public right-of way to all proposed structures and showing accessible routes between buildings within the development area.
- Completed Environmental Information Form.**
- Completed Hazardous Materials Questionnaire.**
- Preliminary Title Report.** Shall be current within six months. In locations where proposed use is within an existing tenant space, written landlord approval may be substituted for a title report.
- Signage.** Show sign locations and dimensions on elevations. Provide separate 8½" x 11" information sheets showing each sign, colored graphics, size, illumination source, materials, and color.
- Photo Board.** 8½" x 11" site photo board(s) showing project area and surrounding adjacent properties.

Public Hearing Notification Materials

- Assessor's Information.** Assessor's Parcel Map showing all properties within 300' of the boundaries of the subject property.
- Envelopes.** Stamped envelopes with addresses for all property owners within 300' of the boundaries of the subject property.
- List of property owners.** Copy of the list of property owners within 300' of the subject property.
- Additional Information.** Any additional information or reports that you believe may be required to expedite the staff review, including environmental review & analysis. Examples: may include noise studies, soil studies, encroachment permits, well abandonment permits, landscape plans, etc.