

King City, California
CONDITIONAL USE PERMIT APPLICATION CHECKLIST

Date submitted _____ (date shall be stamped as received by the Building Department)

Applicant _____ **Project Name** _____

To ensure that your application is complete and to avoid delays, please provide all information requested below that is applicable to your project and provide a copy of the completed checklist with your application. If you have any questions, contact the Community Development Department.

- Completed & signed *General Application Form*
- All *applicable fees* (see City Fee Schedule)
- Hazardous Waste Site Declaration Sheet*
- Three (3)** sets of *mailing labels* including the names and addresses of all property owners within 300-feet of the project's site boundary. Labels can be obtained from a title company using the most current county equalized assessment roll.
- Sign Permit* (separate application available from City Hall, if applicable)
- Electronic copy** of all written exhibition materials (e.g., project description, title page, etc.)
- Ten (10)** copies of each of the following *exhibitions* due at the **time of application submittal**. Any modifications, thereto, will require an additional 10 copies to be submitted prior to further processing.

EXHIBITIONS

The following drawings, graphics or illustrations shall be signed by the architect, draftsman, designer, engineer or person designing the plans in accordance with all applicable state and city laws.

- Complete Project Description** with written description of:
 - All proposed activities* to be conducted on the property
 - All materials used, stored, sold and/or processed*, and the *processes involved with operations*
 - Hours and number of truck deliveries/loadings per day
 - Hours of operation* and *number of employees*
- Colors and Materials Rendering** (All copies shall be at least 8" x 11")
- Site Plans:**
 - Provided on *11" x 17" folded paper*
 - Drawn to scale* using standard architectural practice (1" = 20' unless otherwise approved by Community Development Department). All dimensions shall be in square feet unless otherwise noted
 - North arrow, date, and scale*
 - Legend*
- Title Page** with written description of:
 - Surrounding property uses* (e.g., single family residential, school, park, restaurant)
 - All *setback dimensions* from property lines (front, sides, rear)
 - Lot size*
 - Site coverage
 - Main and accessory buildings* (percent of total lot)

- Swimming pools and covered patios* (percent of total lot)
- Parking areas, driveways, and uncovered patios* (percent of total lot)
- Landscaping coverage* (percent of total lot)
- Impervious surface coverage* (percent of total lot)
- Size* of all proposed and existing *buildings*
- Total number of proposed and existing *off-street parking spaces* including *handicapped spaces*
- Type* of *exterior wall construction*

- Identification, Location, and Dimensional drawings* of entire property, including:

All Uses and Structures

Property Lines, Fencing, and Signage

- All proposed and existing *property lines and easements*, if applicable.
- All *setback dimensions* from property lines
- Location and type of all *fencing*
- Location and size of all *signs*

Landscaping and Drainage

- All proposed and existing *landscape/parkstrip areas*
- Site drainage*

Parking and Circulation

- Location of all proposed and existing *off-street parking spaces* including *handicapped parking spaces*
- All proposed and existing *parking area lighting*
- Size and location of *adjacent right-of-ways* and all *street encroachments*
- Size and location of all *paved walkways* (concrete)
- Location of *accessible path of travel* to building
- All proposed and existing *curbs, gutters, sidewalks, driveways*, and *areas* conforming to existing improvements
- Traffic islands*

Utilities and Trash Enclosures

- Location and elevation of all proposed and existing *utilities* (underground and overhead)
- Location of all proposed and existing *utility poles, overhead lines, streetlights, fire hydrants, street signs*, etc. along project frontage and alley, if applicable
- Location, size, and elevation of *trash enclosure(s)*

Floor Plan

- Uses* (e.g., office, dining, bedroom, storage, etc.)
- Gross floor area* dimensions
- Dining area* dimensions, as applicable
- Sales floor area* dimensions, as applicable

Elevations (at scale)

- Elevations at *property corners* and all *adjacent properties* (public and/or private)
- Pad and finish floor* elevations for all existing buildings
- Size, location, and elevations of all *openings* in the exterior walls of the building
- All proposed and existing *landscaping*

- Environmental Impacts Assessment* information, as needed (see CEQA overview document)