

**CONDITIONAL USE PERMIT CHECKLIST**  
COMMUNITY DEVELOPMENT DEPARTMENT

<b>DATE SUBMITTED:</b>	<b>APPLICANT NAME:</b>
<b>PROJECT NAME:</b>	<b>PROJECT SITE:</b>
<b>CASE NO.:</b>	<b>FEES PAID:</b>

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*. Check the box that applies to your request.  
(Reference the King City Master Fee Schedule)
  - New
  - Amendment
  - Special Event Use Permit
  - Temporary Use Permit
  - Mural Permit
- 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.

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### 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**

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### *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)