



CITY OF WOODLAKE:

Conditional Use Permit Application Checklist

The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask the planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted.

Processing of your application could be delayed if required information is missing, inaccurate, or incomplete.

Requirements for Application Completion:

1. Application Form: Attached to this packet.
2. Application Fee: \$920
3. Environmental Description Form: *Certain projects are required to be reviewed for their potential impacts on the environment. A fee is required for this review. Staff will inform you if your project is subject to this review.*
4. An Assessor's Parcel Map: Showing all properties within 300 feet of the subject property. State law requires that all property owners within 300 feet of a Conditional Use Permit be notified of the public hearing for the permit. This information is available at the Tulare County Assessor's Office (733-6361)
5. One set of stick-on address labels: For all property owners within 300 feet of subject property. Staff will use these labels to mail notice of the public hearing to neighboring property owners.

SITE PLAN

6. Fifteen (15) prints of site plan. A site plan is a drawing showing the layout of your project. A sample of a site plan is attached to this application packet which shows examples of the items that must be shown on the site plan.

The site plan must show the following information (pg.2):



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- ☐ Site location and dimensions: The exterior boundaries of the parcel with dimensions of each parcel line
- ☐ Buildings and Structures: Location, size, height, and proposed use
- ☐ Yards: The spaces between buildings
- ☐ Walls and fences: Show the location, height, and materials
- ☐ Off-street parking & off-street loading: Location, number of spaces, and dimensions of parking plus loading areas and the internal circulation pattern
- ☐ Signs: Include location, size, height and type of illumination.
- ☐ Lighting: Include location and general nature – indicate any hooding devices
- ☐ Street dedications and improvements (if any are required): Existing street improvements that are adjacent to the project site shall be shown on all site plans
- ☐ Landscaping: Including location and plant types, and irrigation equipment
- ☐ * Any other data that may be required by staff or the Planning Commission and City Council to adequately evaluate your project (if necessary will be requested by planning staff)



FINDINGS...

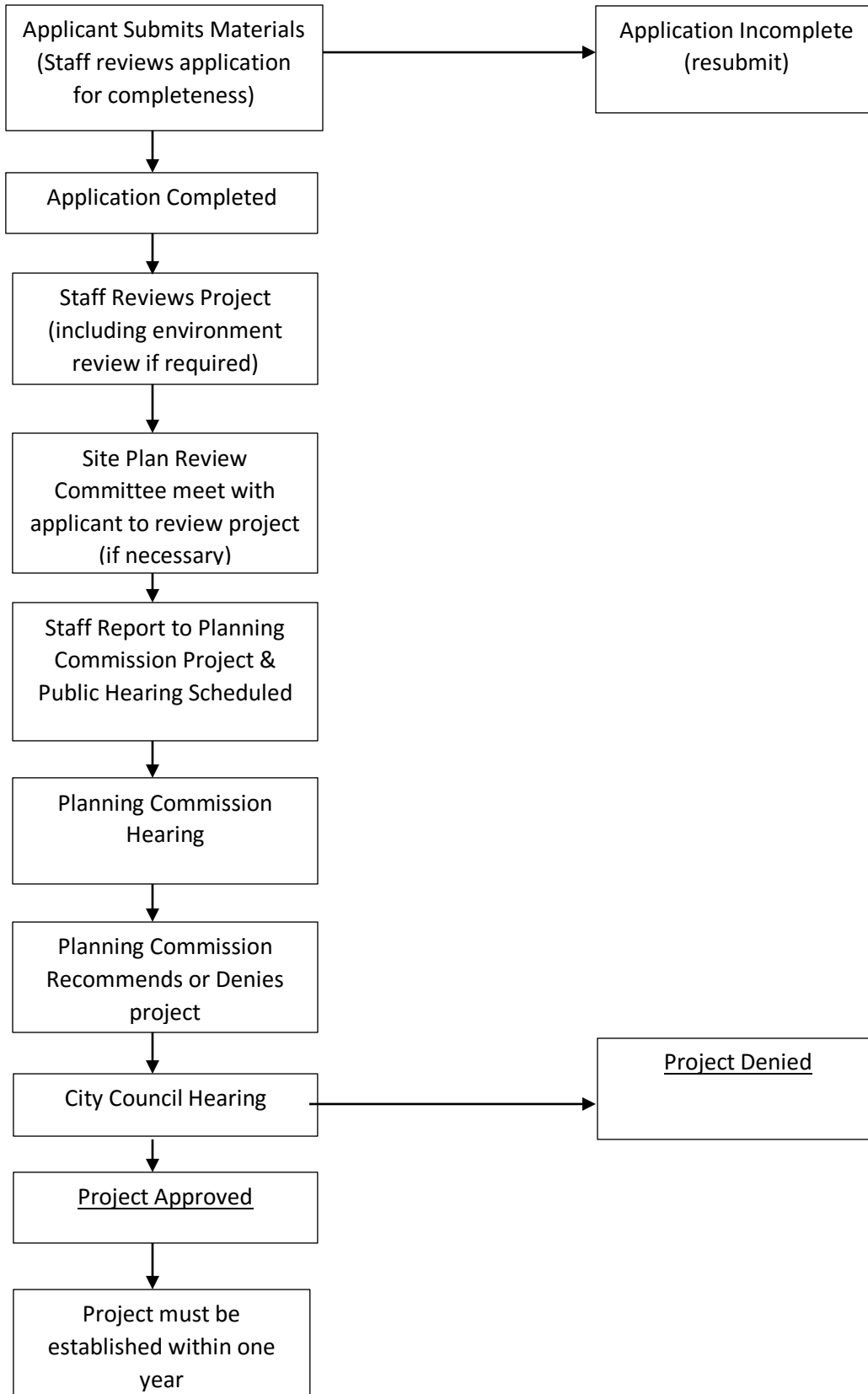
The site plan shall be prepared by the applicant to enable the Planning Commission and City Council to make the following findings:

1. That there are circumstances or conditions applicable to the land, structure or use which makes the granting of a use permit necessary for the preservation and enjoyment of a substantial property right.
2. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to, or inharmonious with, properties or improvements in the vicinity.
3. That the proposed location of the conditional use is in accordance with the objectives of the zoning ordinance and the purpose of the district in which the site is located.
4. That the proposed use will comply with each of the applicable provisions of this ordinance. A use permit may be revocable, may be granted for a limited time period, or may be granted subject to such conditions as the Planning Commission may prescribe. The Planning Commission may deny an application for a use permit.

In making the above findings, the Planning Commission and City Council shall determine that approvals will be consistent with established legislative policies relating to traffic safety, street dedications, and street improvements.



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<u>Applicant</u> Name: _____ Address: _____ _____ Phone: _____	<u>Applicant No. 2 (if more than one applicant)</u> Name: _____ Address: _____ _____ Phone: _____
<u>Property Owner</u> (if different from applicant) Name: _____ Address: _____ _____ Phone: _____	<u>Agent</u> (engineer/surveyor) Name: _____ Address: _____ _____ Phone: _____

Project Address or legal description: _____
Assessor Parcel Number: _____
Existing use of project site: _____

What is the proposed General Plan designation and/or zoning?: _____
What is the proposed use(s) of the site: _____
What is the existing General Plan and zoning designation for the site: _____
How many acres are involved: _____

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.	
_____ Owner/ Applicant	_____ Agent
_____ Date	_____ Date
_____ Print Name	_____ Print Name