

**CITY OF POWAY
DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION**

**CONDITIONAL USE PERMIT
AND
MINOR CONDITIONAL USE PERMIT**

In certain zones conditional uses are permitted, subject to the granting of a conditional use permit or a minor conditional use permit. Because of their unusual characteristics, conditional uses require special consideration so that they may be located properly with respect to the objectives of the zoning development regulations and with respect to their effects on surrounding properties. In order to achieve these purposes, the City Council is empowered to grant and to deny applications for use permits for such conditional uses in such zones as are prescribed in the zone regulations and to impose reasonable conditions upon the granting of conditional use permits or a minor conditional use permit.

Before submitting your application to the Development Services Department you are encouraged to contact the Planning Division to get clarification on the City submittal requirements specified below. Be advised that incomplete application submittals cannot be accepted for processing. Also, be advised that depending on the type and location of the project, additional special studies and/ or reports may be required. Applications can be submitted anytime during business hours, appointments to submit are not required. If you would like to submit your application by appointment directly to a staff planner, you may by appointment. For questions and appointments, please call the Planning Division at (858) 668-4600.

STANDARD FILING REQUIREMENTS

SPECIFIC INFORMATION

The following information and materials shall accompany a Uniform Application at the time of submittal. If this application is being submitted concurrently with a Development Review Application, do not duplicate requirements. If unsure, contact the Planning Division.

1. Six (6) sets of plans which include a detailed illustrative site plan and floor plan. If exterior improvements are proposed, illustrative building elevations are also necessary. These plans shall include the information specified under General Requirements.

NOTE: Additional copies of the plans may be required during the process to reflect additional information needed to complete the project review.

2. One (1) set of colored plans mounted or printed on foam boards, which shall include an illustrative site plan, illustrative building elevations and any necessary cross-sections.

3. One (1) 8 ½ " X 11" reduction for each sheet in the set and one (1) 8 ½" X 11" colored reduction for each of the foam boards.
4. An 8 ½ " X 11" building materials sample board.
5. Payment of Application Fees **(Fees are not refundable)**.
6. Two (2) copies of a current Preliminary Title Report. If the title report is more than six months old, written verification in the form of a letter from the legal owner is needed stating that no easements have been recorded against the property.
7. Public Notice Requirements:
 - a. Property ownership list (typed) and obtained from the latest equalized assessment roll issued by the San Diego County Assessor.
 - b. From the property ownership list, two (2) sets of typed, self-adhesive address sheet labels (Avery or similar), listing the Assessor's Parcel number, names, and addresses of all property owners within 500 feet of the exterior boundaries of the subject property (see example provided).
 - c. A radius map drawn on the Assessors Parcel Map(s), and spliced together (where necessary) into an 8 ½ " x 11" format, indicating the subject property with a 500 foot radius drawn around the property (see example provided).

If deemed necessary by the project planner:

8. Conceptual grading plan and natural features map.
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GENERAL REQUIREMENTS

PLAN PREPARATION

1. All plans shall be drawn on uniform size sheets no greater than 24" x 36".
2. All site and grading plans shall be drawn to an engineering scale not to exceed 1" = 20', with a north arrow oriented to top of sheet.
3. All plans shall be stapled together along the left margin, into sets, and shall be folded to approximately an 8 ½ " x 11" format.
4. All plans must be clear, legible, and scaled accurately.

PLAN DESCRIPTION

DETAILED SITE PLAN SHALL INCLUDE THE FOLLOWING:

1. Name and address of: Applicant, Engineer, and/or Architect.
2. Property lines and lot dimensions.
3. Assessor Parcel Number(s), Lot-Block Number and Map Number.
4. Dimensioned locations of access, both pedestrian and vehicular, showing service areas and points of ingress and egress.

Submittal Requirements

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5. Off-street parking and loading areas showing location, number and typical dimensions of spaces, and wheel stop placement. Internal circulation pattern.
6. Distances between buildings and/or structures.
7. Building setbacks (front, rear, sides).
8. Location of light fixtures and typical beam spread examples.
9. Existing curbs, gutters, sidewalks, and existing paving widths within 100 feet on adjacent and across-the-street properties.
10. Nearest cross streets on both sides with plus or minus distances from subject site.
11. The expected uses of the site, type of business, number of employees, and estimated annual sales.
(Note: This information will be forwarded to our Economic Development office.)
12. A vicinity map showing closest major cross streets, zoning, and existing land use.
13. Location, height, and materials of walls and fences (sections if required).
14. All driveways to scale on adjacent and across-the-street properties for a distance of 100 feet beyond the limits of subject site.
15. Location of all buildings within 100 feet of proposed property lines.
16. Existing sewer or proposed sewer.
17. Across-the-street properties -- any existing drainage courses or storm drains.
18. Existing and nearest fire hydrants.
19. Distances from all sides of proposed building(s) to any building off-site within 150 feet.
20. Typical street section.
21. Any existing median islands within 100 feet of the subject site.
22. All existing and proposed easements must be plotted and labeled on the plans.

ILLUSTRATIVE SITE PLAN

Such a plan should include a graphic scale and north arrow, all proposed and existing improvements, landscape concepts such as earth mounding and meandering walkways, walls, ground cover, trees, shrubs, shadows, paving and other elements as may be necessary to illustrate the site plan. (Dimensions shall be excluded from this plan.)

ILLUSTRATIVE FLOOR PLAN

Such a plan should include a graphic scale, be fully dimensioned and show all rooms in the house and other buildings on site. The plan should also depict the use of the room, i.e. kitchen, living room, bedroom, garage, etc.

CONCEPTUAL GRADING PLAN SHALL INCLUDE THE FOLLOWING:

1. Natural areas to be preserved (e.g. – rock outcroppings, natural drainage courses or habitat).
2. Proposed cut and fill areas in contrasting colors.
3. Existing and proposed contours within 100 feet of project boundaries.
4. Proposed drainage and flood control facilities.
5. Erosion control measures (e.g. - slope landscaping).
6. Natural drainage.
7. Elevations and finished contours.
8. Location of retaining walls, drainage channels and existing structures.
9. Location, elevation and size of proposed buildings pads.

ILLUSTRATIVE BUILDING ELEVATIONS

Illustrative building elevations showing all sides of existing and proposed buildings and structures. Illustrative building elevations means architectural elevations showing typical materials to be used, trees, landscaping, and shadows to give the elevations graphic dimensions.

**THE DECISION OF THE CITY COUNCIL ON
CONDITIONAL USE PERMITS AND MINOR CONDITIONAL USE PERMITS
IS FINAL**

To avoid delays in the process, please make sure the application you submit is complete. If you have any questions regarding the submittal process, or wish to make an appointment to discuss your project with a Planner, please contact this office at (858) 668-4600 (information).

HOMEOWNERS ASSOCIATION / ARCHITECTURAL REVIEW COMMITTEE

NOTIFICATION FORM

THE FOLLOWING IS TO BE COMPLETED BY THE APPLICANT:

TO: _____ DATE: _____
Homeowner's Association/Architectural Review Committee

FROM: _____

Applicant(s) – PLEASE PRINT

SUBJECT: *Development Proposal*

Applicant(s) _____ propose(s) to construct/establish:

DESCRIPTION OF PROJECT: _____

Location/Address: _____

Zoning: _____ Number of Units/Structures: _____

Gross square footage of project: _____ Maximum Height: _____

- *Applicant shall attach a set of the project plans*

THE FOLLOWING IS TO BE COMPLETED BY A REPRESENTATIVE OF THE HOMEOWNER'S ASSOCIATION/ARCHITECTURAL REVIEW COMMITTEE:

The Homeowner's Association/Architectural Review Committee has received a copy of the plans and general description of the project listed above.

Name: _____ ARC/HOA Name: _____
Please Print

Phone Number: _____

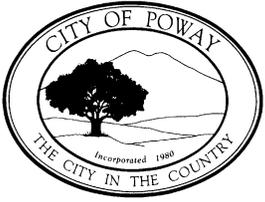
Signature : _____ Date : _____

NOTE TO HOMEOWNER'S ASSOCIATIONS

Please submit any comments or suggestions your organization may have to the City of Poway Development Services Department, Planning Division, 13325 Civic Center Drive. Your comments should be returned within 10 days of the date you receive this notification so that your input can be included in the City of Poway's evaluation of this project. For more information, please call the Development Services Department, Planning Division at (858) 668-4600.

EXAMPLE
PROPERTY OWNERSHIP LIST

317-110-33 Union Steel Company P.O. Box 58 Tax Department Oakland, CA 94604	317-111-16 Olson, Roger 17876 Gate Drive Poway, CA 92064
317-110-16 Dean, Stephen, and Kristen 12364 Gate Drive Poway, CA 92064	317-111-15 Miller Investment Company 10437 Broadway Street El Cajon, CA 92031
317-110-59 Kellogg, Mark L., and Susan 12366 Gate Drive Poway, CA 92064	317-111-14 Howell, Michael and Laura G. 4465 Sixth Avenue Santa Ana, CA 98504
317-110-58 Western Mortgage Company 10469 Santa Monica Blvd. Los Angeles, CA 90003	317-110-70 Graham, Robert and Elizabeth 17888 Gate Drive Poway, CA 92064
317-110-37 Jones, Marcus G. and Kathy 12370 Gate Drive Poway, CA 92064	317-110-62 Foote, William D. and Irma 17900 Gate Drive Poway, CA 92064
317-110-45 Smith, Ronald and Susan 12888 Gate Drive Poway, CA 92064	317-110-69 Walker, Marcus 18010 Gate Drive Poway, CA 92064
317-110-56 Roberts, John and Virginia 12902 Gate Drive Poway, CA 92064	317-110-71 Jones, Thomas C. and Carole S. 18550 Gate Drive Poway, CA 92064



Planning Division Application

**City of Poway, Development Services Department
13325 Civic Center Drive
Poway, CA 92064 (858) 668-4600**

FOR CITY USE ONLY

File Number _____
Application Date _____
Related File(s) _____
Fees _____
Receipt _____
Staff Planner _____

Proposed Project Name _____

Property Address and APN _____

REVIEW REQUESTED

- CONDITIONAL USE PERMIT
- DEVELOPMENT REVIEW
- DEVELOPMENT AGREEMENT
- EXTENSION OF TIME FOR _____
- GENERAL PLAN AMENDMENT
- MINOR CONDITIONAL USE PERMIT
- MINOR DEVELOPMENT REVIEW
- MODIFICATION TO _____

- PRE-APPLICATION
- SPECIFIC PLAN
- SPECIFIC PLAN AMENDMENT
- TENTATIVE PARCEL MAP
- TENTATIVE TRACT MAP
- UNDERGROUND WAIVER
- VARIANCE
- ZONE CHANGE
- ZONING ORDINANCE AMENDMENT
- OTHER _____

COMPLETE PROJECT DESCRIPTION

THIS SECTION MUST BE COMPLETED---

APPLICANT/ PROPERTY OWNER'S REPRESENTATIVE

Name _____

Mailing Address _____

City, State, Zip _____

Telephone _____

Email _____

I CERTIFY THAT I AM THE LEGAL OWNER'S REPRESENTATIVE AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE and DATE

PROPERTY OWNER

Name _____

Mailing Address _____

City, State, Zip _____

Telephone _____

Email _____

I CERTIFY THAT I AM THE LEGAL OWNER AND THAT ALL THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE and DATE