

## APPLICATION PROCESS

Once the completed application, plans, fees and additional material are submitted to the City, the Development Services Department Staff will review the material to determine if all required information for the proposed conditional use has been submitted.

Staff then initiates an environmental review to determine if the project poses any negative environmental impacts. The case will then be scheduled for a public hearing. Legal notice is published in the Daily Bulletin and posted at both the Post Office and Via Verde shopping center by the City. All property owners within 300 feet are notified by mail.

At the public hearing, the application is approved or denied by the Planning Commission based on all available information presented and on public testimony.

*\*These brochures are generally intended to assist in the processing of application material. It does not necessarily provide every detail regarding Municipal Code regulations.*

### **Development Services Department**

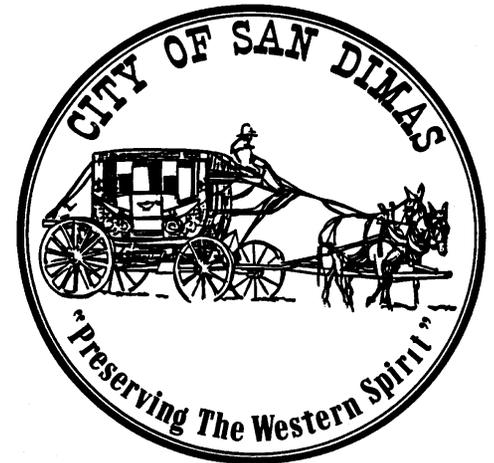
City Hall, 245 East Bonita Avenue  
San Dimas, California 91773  
(909) 394-6250

Mon-Thurs 7:30 a.m. - 5:30 p.m.  
Fridays 8:00 a.m. - 5:00 p.m.

[www.cityofsandimas.com](http://www.cityofsandimas.com)

City of San Dimas  
Planning Division  
245 East Bonita Ave.  
San Dimas, CA. 91773

# Conditional Use Permit



## WHAT IS A CONDITIONAL USE PERMIT?

A conditional use permit is required for certain uses that have unusual characteristics or impacts. The City Council has designated certain conditional uses in each zone that require this specific review by Planning Commission. Conditional uses require special individual consideration as to their location and compatibility with other uses. Special conditions are applied to conditional use permits to ensure compatibility and to aid in eliminating negative affects caused by the use.

Zones are used to separate incompatible land uses and to help achieve uniform development. Conditional use permits may be granted only for uses listed as conditional uses in the various zones set forth in the Zoning Ordinance, or for uses listed requiring conditional use permits in other parts of the zoning ordinance. For example, in residential zones, churches, parking lots and day-care centers require a conditional use permit. In commercial zones, a business that requires a liquor license for the sale of alcoholic beverages also requires a conditional use permit.

In the consideration of conditional use permits, the Planning Commission may not approve the permit unless the following findings can be made:

a. The site for the proposed use is adequate in size and shape to accommodate the use and all yards, spaces, walls and fences, parking, loading, landscaping and other

features required by this title to adapt the use with land and uses in the neighborhood.

b. The site for the proposed use relates to the streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use.

c. The proposed use will have no adverse effect on abutting property and uses.

d. The conditions stated in the decision are deemed necessary to protect the public health, safety and general welfare.

e. The proposed use is necessary for the continued growth and development of the community and is in harmony with the various elements and objectives of the General Plan. {The applicant may be required to submit economic feasibility research data, or such other data as the commission requires to assist it in making this finding.}

## APPLICATION PROCEDURE

Before an official application is filed, we suggest that you meet with a city planner to discuss the proposed project. In this pre-application meeting, the planner will explain pertinent city zoning regulations and provide application processing information. The employees of the Development Services Department will provide you with an application checklist and assist you in any way possible to help you understand the process and in ensuring a complete application.

## LETTER OF EXPLANATION

**This is a critical part of your application because it will form the basis of what the City approves in terms of the scope of your business, such as hours of operation. The City can only approve what is requested in your application; therefore, submit your application with the intent that your business will grow.** The letter must explain, in detail, the proposed use or business operation, the hours of operation, number of employees on the largest shift, and the reasons for requesting the CUP at this particular location. Key questions for the applicant to consider (a business plan can be a good source of the information required):

- Will my business grow in terms of services or products offered? For example, if your business is a restaurant requesting a CUP for serving beer and wine, is there a good chance that customers will want distilled spirits and/or entertainment too?
- Will my business hours change over time? For example, if your business will initially only be open five days a week, does your business plan anticipate going to six days a week within two years?
- Will my number of employees increase over time; hence, my need for parking will increase? Will my proposed business location be able to provide enough parking for growth?
- Will my floor area need expand as my business grows? Will my proposed business location accommodate expansion?