



USE PERMIT - CONDITIONAL, ADMINISTRATIVE & TEMPORARY

Application Submittal Checklist

The following materials are required at minimum in order to submit a conditional use permit application. Additional materials may be required by the Director of Planning and Building Services depending on the complexity of the project.

PLANNING APPLICATION FORM

PLANNING AND ENVIRONMENTAL REVIEW FEES

PROJECT DESCRIPTION

- Describe in detail the existing and proposed uses of the property.
- If there will be retail alcohol sales, provide a copy of the application that has been filed with the State Department of Alcoholic Beverage Control.
- State whether the proposed use involves any hazardous materials as defined by Richmond Municipal Code Section 15.04.820.020. If so, describe the amount and level of hazard presented by the substances; safety measures that are proposed; potential for odors and toxic fumes; maximum number of people and amount of land and structures which would be at risk in the event of an accident; location of the site in relation to identified areas or special areas of environmental concern such as water courses, water wells, underground aquifers, or fish and wildlife habitats; and location of the site in relation to designated routes for the transportation of hazardous substances.
- State the estimated employment and building occupancy.
- State the proposed days and hours of operation.
- List all improvements involved with the proposed use.
- Explain why the proposed use would be compatible with the area.

SUBMITTAL PLANS REQUIRED FOR INITIAL REVIEW

- 1 full-sized set of plans at 24" by 36"
- 1 reduced-sized set of plans at 11" by 17" or 8.5" by 11"

TITLE SHEET - Include:

- Title block with the project name, address, assessor's parcel number and contact information
- Project description with proposed scope of work
- Vicinity map with north arrow, project location and major cross streets
- Data table with the general plan designation, zoning district, lot size and lot width, as well as the existing and proposed total floor area, building height, percent lot coverage, and number of parking spaces

SITE PLAN (1'-0" = 1/10" min. scale) - Show:

- Property boundaries and dimensions
- Footprints, dimensions and setbacks of existing/proposed structures
- Adjacent streets, sidewalks, curbs, curb cuts, driveways, parking spaces, walks and landscaping
- Existing/proposed trash enclosures and storage areas
- Existing/proposed fences and fence heights
- Existing/proposed mechanical equipment
- Easements and waterways, if any

FLOOR PLAN (1'-0" = 1/8" min. scale) - Provide a floor plan of all existing/proposed floors with all rooms, dimensions and floor sizes labeled.

- PHOTO EXHIBIT** - Provide an exhibit with several photos of the subject site and buildings on abutting properties. Label all photos with addresses. Photos may also be included as a separate sheet on the project plans.

- PLANNING DIVISION USE -	
Project:	Notes:
Location:	
Staff :	
Date:	