



City of Fullerton Community Development Department

Conditional Use Permit/Variance/Minor Exception Application Information

A. REQUIREMENTS - The Community Development Department will need all of the following before an application is considered complete for filing. These items are to be submitted as a package:

1. Master Application form -must be signed by the property owner of record whether or not an agent (applicant) has been named.
2. Planning Action Description/Justification Form (completely filled out).
3. Conditional Use Permit..... \$3,109.60
 Administrative Restaurant Use Permit (ARUP)..... \$904.80
 Variance \$2,683.20
 Minor Exception..... \$1,164.80
4. Document Imaging Fee (per application request) \$43 \$99 (if appl. is \$1000 or more)
5. Environmental Fee (to be determined by staff).
 - a. Initial Study and Negative Declaration \$ 2,500.00* Deposit
 County Recorder's Fee \$ 50
 State Fish and Game Fee \$ 2,181.25**
 - b. Environmental Impact Report (EIR) \$ 5,000*Deposit
 County Recorder's Fee \$ 50
 State Fish and Game Fee..... \$ 3,029.75**
 - c. Project exempt from environmental review
 County Recorder's Fee \$ 50

* Actual staff time will be charged against deposit

** State Fish and Game fees are neither set nor collected by the City and are provided for informational purposes only. Applicants are encouraged to contact the Department of Fish and Game to obtain a Determination of No Effect and/or the current fees at (916) 651-0603.

6. Drawings – Site plan, floor plan and building elevations drawn to scale – 12 full sized sets and one reduced set (8½ “ x 11); digital plans are required (.PDF) once the project is deemed complete.

B. PROCEDURE

The above requirements are to be filed with the Community Development Department by appointment only. Following technical review, and once the application is deemed complete; the project will be set for its respective public review process. For Minor Exceptions, the application will be scheduled for review by the Zoning Administrator. CUP and Variance applications will be placed on the agenda of the Planning Commission, and a public hearing will be held; the decision by the Planning Commission is final unless appealed to the City Council. ARUP applications require review by the Planning Commission. More information on application submittal, hearing bodies and dates is available at:

www.cityoffullerton.com/depts/dev_serv/planning/planningformsapplications/default.asp

NOTE: ALL APPLICATIONS ARE SUBJECT TO FURTHER REVIEW AND CONSIDERATION. ADDITIONAL INFORMATION MAY BE NECESSARY BASED ON TRAFFIC IMPACTS, NOISE LEVELS OR OTHER SPECIAL CIRCUMSTANCES POSED BY THE APPLICATION.

Please download a copy of our

SUBMITTAL REQUIREMENTS CHECKLIST

which can be found on our Application page:

http://www.cityoffullerton.com/gov/departments/dev_serv/planning_/planningformsapplications

The checklist contains important information that must be included in plans and associated application materials. Please be sure you have reviewed the checklist and have included all the information required for the TYPE of application you are submitting to us.

If your application is missing required information, you may be asked to revise your materials prior to submitting your application package.



CITY OF FULLERTON COMMUNITY DEVELOPMENT DEPARTMENT

303 W. Commonwealth Ave. ♦ Fullerton ♦ CA ♦ 92832 ♦ (714) 738-6550 or (714) 773-5773

Master Application Form

1. Address (location) of property:

2. Submitted by:

Property owner: _____

Applicant: _____

Mailing address: _____

Mailing address: _____

City, State, Zip Code _____

City, State, Zip Code _____

Phone number: _____

Phone number: _____

Email address: _____

Email Address: _____

3. Property owner authorization for applicant (Signature must be notarized)

I hereby authorize the above listed applicant to act as my representative.

Signature of Property Owner

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

4. Notarization

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

On _____, before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.

Notary Seal

Signature of Notary Public

5. All required plans and documents attached.

6. Planning Action Description/Justification form attached.

FOR OFFICE USE ONLY

Date Filed:	DCSC Date:	Types of Applications	
General Plan Designation:	PC Hearing Date:		
Zoning Designation:	DRC Hearing Date:	<input type="checkbox"/> Abandonment	<input type="checkbox"/> Security Fence Review
CEQA Determination:	Project Planner:	<input type="checkbox"/> Certificate of Compliance	<input type="checkbox"/> Specific Plan
APN(s)		<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Tentative Parcel Map
Application Number(s)		<input type="checkbox"/> General Plan Revision	<input type="checkbox"/> Tentative Tract Map
		<input type="checkbox"/> Historical Landmark	<input type="checkbox"/> Variance
		<input type="checkbox"/> Development Project	<input type="checkbox"/> Minor Exception
		<input type="checkbox"/> Major Site Plan Review	<input type="checkbox"/> Zone Amendment
		<input type="checkbox"/> Minor Site Plan Review	<input type="checkbox"/> Other
		<input type="checkbox"/> PRD Concept	_____



City of Fullerton Community Development Department

Action Description/Justification – Conditional Use Permit

(Attach additional sheets as necessary.)

1. Project location (Address):

2. Briefly describe the project and request(s) for discretionary actions, including Fullerton Municipal Code (FMC) code section numbers:

3. For a Conditional Use Permit(s), Section 15.70.040.D of the FMC requires that the following findings are met in addition to any findings referenced for the specific conditional use permit requested in other sections of this Code:

- a. That the proposed use is conditionally permitted in the zone and complies with all applicable zoning standards.
- b. That the proposed use is consistent with the goals and policies of the general plan of the city or any specific plan applicable to the area of the proposed use; and
- c. That the proposed use as conditioned will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity; and
- d. That the project or use demonstrates compliance with the Design Criteria specified in Section 15.47.060.



City of Fullerton Community Development Department

Preliminary Environmental Description

Applications for projects in the City of Fullerton cannot be processed until an initial study of environmental impacts has been completed and an exemption granted, negative declaration or Environmental Impact Report prepared. **Please complete the following and return AT LEAST ONE WEEK PRIOR to submitting your formal application package.** (Also include 3 copies of preliminary site plans, if applicable.)

Date: _____

1. Submitted by:

Applicant: _____

Mailing Address: _____

Phone: _____

Email: _____

Project contact: _____

Mailing Address: _____

Phone: _____

2. Proposed use:

3. Project description: (attach related site/development plans)

Project Address: _____

Existing zoning: _____

Assessors Parcel #: _____

Site size: _____ Bldg. square footage: _____

Number of floors: _____ Amount of parking: _____

Proposed scheduling: _____

Associated project: _____

4. Project intensity: (***if residential***, include number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected. ***if commercial***, indicate the type (neighborhood, city or regionally oriented), square footage of sales area, and loading facilities. ***if industrial***, indicate type, estimated employment per shift, and loading facilities. ***if institutional***, indicate major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.)

5. If the project involves a variance, conditional use permit, or rezoning application, state this and indicate clearly why the application is required.

Note: Not all projects will necessitate the preparation of an EIR. The above information is necessary, and should be as complete as possible, to determine the existence of any significant environmental effects. A response will be forthcoming as to determination as soon as possible.

City of Fullerton Community Development Department

Preliminary Environmental Description

6. Will the proposed development cause or create any of the following effects? *

	No	Yes		No	Yes
Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours?			Substantial change in exiting noise or vibration levels in the vicinity?		
Change in scenic views or vistas from existing residential areas or public lands or roads?			Site on filled land or on slope of 10 percent or more?		
Change in pattern, scale or character of general project area?			Use or dispose of potentially hazardous materials, such as toxic substances, flammables or explosives?		
Significant amounts of solid waste or litter?			Substantial change in demand for municipal services (police, fire, water, sewage, etc.)?		
Change in dust, ash, smoke, fumes or odors in the vicinity?			Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)?		
Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns?			Relationship to a larger project or series of projects?		

**Categories above with "yes" answer should be explained on a separate attachment.*

7. Is the proposed project located on a site that has been identified in the **State of California Hazardous Waste and Substances Sites List** (Cortese)*, prepared by the Department of Toxic Substances Control pursuant to Government Code Section 65962.5? ___ Yes ___ No **Consult with Planning Division for current listing.*

8. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of site as needed. (Snapshots or polaroid photos will be accepted.)

9. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single/multi family, retail shops, etc.), and scale of development (height, frontage, setbacks, etc.). Attach photographs of the vicinity as needed. (Snapshots or polaroid photos will be accepted.)

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature