



## CONDITIONAL USE PERMIT APPLICATION CHECKLIST & INFORMATION HANDOUT

### Deposit for Minor and Major CUP:

#### [See Fee Schedule.](#)

(The final fee is dependent on each project application. Please read and sign the Cost Recovery Form.)

I am applying for a:

- Minor** Conditional Use Permit
- Major** Conditional Use Permit

Please check with a planner if unsure about any aspect of the application process. If you are applying for a Telecommunications Facility, please also see [Planning Wireless Telecommunications webpage](#).

### Submission Checklist (Include this checklist with all required materials and submit online at the [City of Petaluma Permits & Planning Application Hub](#))

- [General Application Form](#)
- All applicable fees to be paid:**
  - Read and sign the [Cost Recovery Form](#)
  - Deposit for minor or major Conditional Use Permit
- Requirements for all plans:**
  - Submit **one digital copy in PDF format**.
  - Legend on the first sheet identifying each sheet in the plan set.
  - Title for each sheet, scale, north arrow and date.
  - Name and phone number of person preparing plans
- Site and Floor Plans:**
  - Site plan(s) with the following features:
    - Vicinity Map indicating the site and surrounding streets. Scale 1" = 200'.
    - Aerial Context Map showing existing and proposed uses in the surrounding area.
    - Property lines and dimensions, all easements, distances between buildings and property lines.
    - Outlines of structures, including walls, doors, and windows, at a scale determined by staff.
    - Automobile, bicycle, and disabled parking spaces, drive aisles, loading areas, curbing, car-stops, electric vehicle charging spaces, etc. Include dimensions, locations and direction of traffic flow.
    - Landscape areas and pedestrian paths.
    - Note the square footage of existing and/or proposed buildings.
  - Floor plan(s) with the following features:
    - Identify the interior use of the building. Include the total square footage of any areas proposed for different uses (i.e. retail, customer service, storage, office, manufacturing etc.)
- Project Description or Written Statement.**
  - Provide a detailed description of the proposed use (e.g., days/hours of operation, number of employees, work shift duration(s) (if applicable), products or services provided, anticipated customers and the nature of their visit, whether alcohol is provided or served, etc.) When describing the use, identify the location of activities (e.g., indoor vs. outdoors).
- [Environmental Information Questionnaire](#) The Planning Division will notify you as part of the completeness check if additional information, such as traffic reports, noise studies or visual impact studies, may be required to complete the environmental review process.
- Photos of the site** from a variety of angles, showing existing conditions, including buildings and vegetation.

### City of Petaluma Planning Division

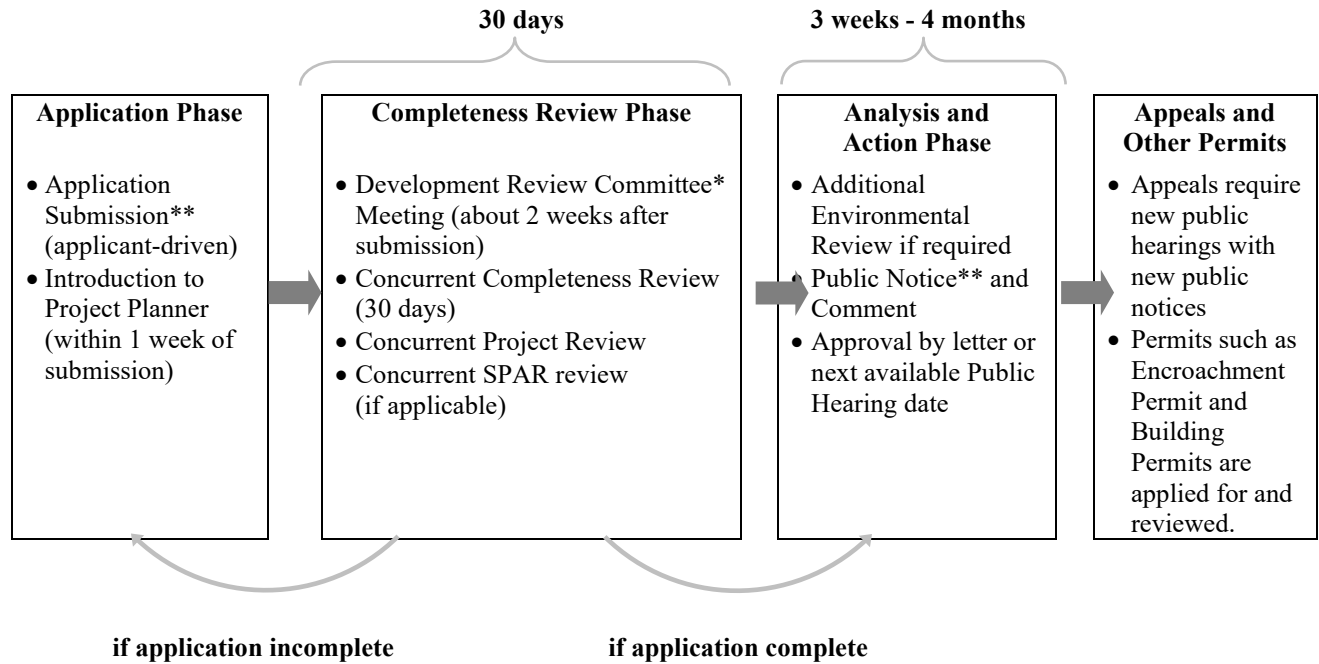
11 English Street, Petaluma, CA 94952  
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Monday through Thursday. Closed Friday

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[petalumaplanning@cityofpetaluma.org](mailto:petalumaplanning@cityofpetaluma.org)

URL: <https://cityofpetaluma.org/departments/planning/>

# Application and Processing Timeline for Conditional Use Permits



\* The Development Review Committee (DRC) is made up of representatives from various City departments, who will review your project and identify any issues (but is not the decision-making body for project approval.) You will be invited to an internal DRC meeting approximately 2 weeks after project submission, to ask or answer any questions. The DRC meeting is not a public hearing.

\*\* The applicant is responsible for all costs associated with public noticing and processing the application.

## Purpose of a CUP

A zoning designation has been assigned to each property within the City, which describes the type of land uses permitted and those uses which MAY be permitted under certain conditions. Within each zoning district, land uses listed as “Permitted Uses” do not require discretionary review and approval of the proposed land use, although Site Plan and Architectural Review may be required for any exterior modifications. Land uses listed as “Conditional Uses” require approval of a Conditional Use Permit (CUP) by the City.

The purpose of the CUP permit process is to ensure compatibility of land uses within the City. CUP’s can only be approved when they conform with the City’s General Plan and Zoning Ordinance and where it can be demonstrated that the use will not create a nuisance or be detrimental to the public welfare. Conditional Use Permits are site specific and are not transferable to another property or location.

## What’s the difference between a Minor or Major CUP?

The two types of CUP applications depend on the nature and extent of the proposed use:

Minor CUP	Major CUP
<p>A Minor CUP involves modifications to an existing use, certain accessory uses, or new uses which are clearly compatible with the adjoining land uses and in conformance to development standards.</p> <p>A Minor CUP is reviewed administratively and the Planning Manager makes a final determination after public notice is given and public comments are received.</p> <p>Please read Chapter 24.030 of the <a href="#">Implementing Zoning Ordinance</a> for more detail on Minor CUPs.</p>	<p>An application for a Major CUP allows the City to consider, through a public hearing process, a specific use which is not clearly compatible with adjoining land uses and have the potential to result in significant changes or impacts to the neighborhood or surroundings. Examples of these impacts include traffic, parking, and noise issues.</p> <p>The Planning Commission is the decision making body and a public hearing is required.</p>

## Criteria for Project Review

The appropriate reviewing body reviews the exhibits, together with the reports of the Planning Division, and based on these documents, evidence submitted, and the considerations set forth below, may approve the project as applied for, approve the project with modifications, continue the proposal for requested changes/modifications, or disapprove the project. In taking action, the reviewing body shall consider the following (Chapter 24.030 of the [Implementing Zoning Ordinance](#)):

- A. In reviewing a Conditional Use Permit application, the decision makers will consider the following requirements:
- The siting of the building or use, and in particular:
    - The adequacy of the site to accommodate the proposed use or building and all related activities;
    - The location and possible screening of all outdoor activities;
    - The relation of the proposed building or use to any adjoining building with particular attention to protection of outlook, light, air and peace and quiet;
    - The location and character of any display of goods and services and the size, nature, and lighting of any signs.
    - The intensity of activity.
  - Traffic circulation and parking, and in particular:
    - The type of street serving the proposed use in relation to the amount of traffic expected to be generated.
    - The adequacy, convenience, and safety of provisions for vehicular access and parking, including the location of driveway entrances and exits.
    - The amount, timing and nature of any associated truck traffic.
  - The compatibility of the proposed building or use with its environment, and in particular:

- The number of customers or users and the suitability of the resulting activity level to the surrounding uses and especially to any neighboring uses of unusual public importance such as schools, libraries, playgrounds, churches, and hospitals.
  - Hours of operation.
  - Adequacy of provisions for the control of any off-site effects such as noise, dust, odors, light, or glare, etc.
  - Adequacy of provisions for protection of the public against any special hazards arising from the intended use.
  - The proportion of total space utilized.
- The expected duration of the proposed building, whether temporary or permanent, and the setting of time limits when appropriate.
  - The degree to which the location of the particular use in the particular location can be considered a matter of public convenience and necessity.
- B. **Performance Standards (Chapter 21).** All uses must conform with the performance standards regarding dangerous and objectionable elements including:
- Noise
  - Vibration
  - Odors
  - Glare
  - Fire and Explosion Hazards
  - Heat
  - Radioactivity or Electrical Disturbance
  - Smoke, Fumes, Gases, Dust, Particulate Matter
  - Liquid or Solid Wastes
- C. **Other Provisions.** Additional chapters of the Zoning Ordinance set forth provisions and standards for [Parking and Loading Facilities \(Chapter 11\)](#) and [Landscape and Screening \(Chapter 14\)](#).

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