



City of Woodland
Community Development Dept.
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CONDITIONAL USE PERMIT SUBMITTAL REQUIREMENTS

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PURPOSE

The purpose of a Use Permit is to allow the proper integration into the community of uses that may be suitable only in specific locations in a zone or only if the uses are designated or laid out on the site in a particular manner. Typically, staff will be analyzing the project with respect to the proposed use of the subject site including, for example, the hours of operation; additional impacts to traffic; and the overall appropriateness of the proposal in conjunction with other established uses in the area.

Conditional Use Permits are issued by the Planning Commission. The Planning Commission is made up of seven individuals appointed by the City Council who are charged with the responsibility of approving or denying requests for development. The Commission meets the first and third Thursday of each month at 300 First Street. Meetings are located on the second floor of City Hall in the City Council chambers and begin at 6:30 PM.

Conditional use permits can take from 2-5 months to process, depending on the level of environmental review that is required and staff's current workload. This time frame includes certain minimum timeline requirements stipulated by State law for environmental review and public noticing. Projects that are determined to be categorically exempt from CEQA normally take 2 months to process while those requiring a Negative Declaration take approximately 4 months to process. Projects that require preparation of an Environmental Impact Report (EIR) will take longer to process. A complete and accurate submittal package is essential to reducing the project timeline to its minimum. The Community Development Department staff has established a goal of processing applications as rapidly as possible within applicable legal constraints.

APPEALS

Any person dissatisfied with the decision of the Planning Commission may appeal to the City Council. Appeals must be filed with the City Clerk's office in writing within 14 days of the Planning Commission action. A fee will be assessed according to the current Comprehensive Fee Schedule. Decisions by the City Council regarding appeals are final.

FINDINGS

The Planning Commission must be able to make the following findings about the project in order to approve a Conditional Use Permit.

1. The requested use is listed as a conditional use in the zone regulations of the Land Use Matrix;
2. The requested use is essential or desirable to the public comfort and convenience;
3. The requested use will not impair the integrity or character of the neighborhood nor be detrimental to the public health, safety or general welfare;
4. The requested use will be in conformity with the General Plan; and
5. Adequate utilities, access roads, drainage sanitation and/or other necessary facilities will be provided.

EXPIRATION OF CONDITIONAL USE PERMITS

Conditional Use Permits are valid for one year from the date of approval unless designated differently by the approving body. This means that the project must commence (i.e., receive a valid building permit or start construction) within that one-year period or the Use Permit expires and is no longer valid. The Zoning Administrator under certain circumstances may approve a one-year extension.

CONDITIONAL USE PERMITS

Support Document Checklist

Each application for a Conditional Use Permit must contain the following:

- Completed General Application Form Statement of Justification
- Payment of non-refundable application fees
- Preliminary Title Report of all properties involved in the request (current within 60 days).
- 300' Public Notice Map, typed list of owners for public notice mail out list that includes current names, assessors parcel numbers, and mailing addressed of all parcels within 300 feet of the subject property.
- Completed environmental review forms.
- 18 sets of proposed site plan; floor plans; preliminary landscape plan; and elevations (folded to 8 ½" x 11").
- CD or Flash Drive of proposed Site Plan, Landscape Plan, Floor Plan, and Elevations.
- If the application includes a request for signage, a detailed sign plan must also be included.

The applicant is encouraged to use this list as a guide. Additional information or exhibits in support of the proposal are encouraged if justified. Exhibits, photos, petitions, etc., become the property of the Community Development Department and cannot be returned. Additional studies and/or supplemental materials may be required pending environmental review.

GENERAL APPLICATION FORM

Application forms must be completed and signed by the property owner or designated agent. Applications signed by individuals other than the property owner(s) will require evidence of authority to file on behalf of the owner. Applicants should attempt to complete the form to the best of their ability. The planning staff is available to clarify and questions that may arise.

STATEMENT OF JUSTIFICATION

A statement of justification must be provided. Applicants should explain in detail the nature of the request and why the proposal is justified (i.e., how it meets the required findings). A strong and complete project description and justification will improve the likelihood of a favorable staff recommendation and approval by the Planning Commission.

FEES

Fees for processing Conditional Use Permits are based upon a comprehensive fee schedule approved by the City Council. Application fees are used to cover staff's time for preparation of environmental documents, preparation of staff reports, and attendance at required public hearings. The filing fees can be located in the City of Woodland Comprehensive Fee Schedule.

APPLICATION PROCESSING

The first step in the application process is filing an application for an Initial Study and submitting the Environmental Information Form. (The filing fee for the Initial Study is located in the City of Woodland Comprehensive Fee Schedule). After staff prepares the Initial Study a letter will be prepared indicating the level of environmental review (negative declaration, mitigated negative declaration or EIR) and the potential significant environmental effects that will need to be addressed. After the Initial Study analysis has been completed, the application for the Conditional Use Permit may be submitted. The Environmental Review Fees for the following: Negative Declaration, Mitigated Negative Declaration, EIR are located the City of Woodland Comprehensive Fee Schedule.

The Department of Fish and Game requires payment of fees for the review of projects impacting wildlife sensitive areas. These fees are due and payable prior to the scheduling of public hearings for the proposed project. Checks for payment of these fees should be made out to the County of Yolo but should be submitted to the Community Development Department. See City of Woodland Comprehensive Fee Schedule for current fees.*

PRELIMINARY TITLE REPORT

A preliminary title report of all parcels involved in the request is required. A title report can be obtained from any title company located in Yolo County.

PUBLIC NOTICE MAP AND PROPERTY OWNER'S LIST

A Public Notice Map and Property Owner's List conforming to requirements is required.

PLANS

The proposed plans shall be prepared in conformance with accepted architectural standards and shall conform to the requirements of the enclosed "Site Plan Review" Checklist.

DESIGN REVIEW/COMPREHENSIVE SIGN PLAN

Some Conditional Use Permit projects are subject to multiple review requirements. In some cases there may be a Use Permit combined with Design Review and a Comprehensive Sign Plan. The City has adopted Community Design Guidelines to provide for improved design and appearance of projects located along major corridors, entrances to the City and new development areas. The application instructions for other applicable entitlements should be consulted for submittal requirements and fees. Additional plans and fees may come into play.

SPECIFIC PLAN

To date, the City has adopted four Specific Plans, which provide improved development standards and land use regulations for specific geographic locations. Projects located within the Southeast Area Specific Plan, East Street Corridor Specific Plan, Downtown Specific Plan and Spring Lake Specific Plan is subject to land use and development and design guidelines contained within those plans.

In some cases there may be a Use Permit required pursuant to one of the City's Specific Plans as well as Design Review with requirement for a Master Plan for development. The application instructions for the various Specific Plans should be consulted. Staff can assist with identifying multiple review requirements.

ENVIRONMENTAL REVIEW

All conditional use permit applications shall be accompanied by the applicable environmental information and reports as specified by the Community Development Department. Please refer to the separate "Instructions for Filing Initial Studies" handout concerning additional submittal requirements.

SITE PLAN REVIEW CHECKLIST

While it isn't necessary for a professional to prepare your plans, it is necessary that the plans conform to accepted architectural standards. This means that the plans must be neatly drawn using ruled lines; that all dimensions be shown; that the plans be drawn to scale and that the scale be noted on the plans; that all improvements (existing and proposed) be clearly labeled; and that the plans be prepared in such a manner that a clear, understandable "picture" of the proposed project is easily seen.

SITE PLANS: Proposed site plans shall contain the following minimal information:

1. Title and address of the project.
2. All property lines and easements (existing and proposed).
3. All public right-of-ways.
4. All existing and/or proposed structures (including set backs measured from property line)
5. North arrow.
6. Scale of the drawing.
7. Date of the drawing.
8. All site dimensions including parking lot planters, walks, etc.
9. Location, type and size of all existing trees (indicate trees to be saved and those to be removed).
10. All fences or walls including height.
11. All loading and storage facilities, utilities, trash enclosures, transformers, etc.
12. A statement regarding the proposed floor area, site area, parking ratios, employee counts where applicable, and zoning classification.
13. Floodplain designation and finished floor elevation.
14. Pedestrian walkways.
15. Natural and man-made features.
16. Lot coverage.
17. Proposed methods to meet Storm Water Quality Ordinance requirement, this should include either:
 - A. Statement that the project is exempt and why or;
 - B. All of the following
 - Statement of how General Site Design Control Measures will be met
 - Identification of required Site-Specific Control Measures and methods of conformance.
 - Proposed Method of Treatment Control Measures
 - Preliminary site grading plan

LANDSCAPE PLANS: Applicants are encouraged to obtain a copy of the City of Woodland Landscaping Ordinance prior to preparing plans. In addition to the list of basic items shown under Site Plans, landscape plan submittals must also include the following:

1. Landscape grading plan including berms, swales, and drainage easements.
2. Proposed planting plan with detailed planting list by type and number.
3. Required site amenity point.
4. Arborist report (may be waived).
5. Light standards (pole locations).
6. Utility and fire equipment (hydrants, etc.).
7. Retaining walls.

FLOOR PLANS: Floor plans shall be prepared to scale and contain the following minimal information:

1. Use for which each room is intended.
2. Door and window location and size.
3. Plumbing fixture layout.
4. Location of utility service points.
5. Drawing scale.

ELEVATIONS: Elevation plans shall be prepared for all views and contain the following minimal information:

1. Slope of the property in relation to the proposed structure(s).
2. Exterior wall coverings, doors, and windows.
3. Roof pitch and covering materials.
4. Color scheme (if known).
5. Drawing scale.
6. Signs (if known) or their proposed locations.
7. Screening of roof mounted equipment.

CONDITIONAL USE PERMIT FLOW CHART

