



City of Temple City

# CONDITIONAL USE PERMIT & VARIANCE

APPLICATION SUBMITTAL CHECKLIST

## ITEMS FOR APPLICATIONS

In addition to the items listed in the *General Development Application Requirements*, the following items may be required for *Supplemental Conditional Uses Permit & Variance Supplemental Application*. Please note that all the required materials will be used by staff to determine if an application contains the appropriate requirements to begin the application process. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

- Completed *Supplemental Application – Conditional Use Permit & Variance*.
- Pay applicable fees (CUP \$2,668, Zone Variance \$3,030)
- Public hearing information prepared in accordance with the *Public Notice Requirements*. The Zoning Code requires a 300-foot radius from the outside property lines.
- Development plans/business plans
- Copy of the Grant Deed

## OTHER MATERIALS THAT MIGHT BE REQUIRED

- Completed *Supplemental Application – Environmental*.
- Grading Plans
- Topographic Map
- Circulation Plan
- Photo Simulations
- Sign Inventory
- Development Schedule
- Escrow Title Papers
- Three Dimensional Digital Model
- Parking Study
- List & Map of Other Businesses:

1. Provide a map and list with the name and address of all establishments that sell alcohol for on-site and off-site consumption within a 1,000 foot radius of the project site.



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SUPPLEMENTAL APPLICATION

2. Provide a map and list with the name and address of each individual building occupant within a 300 foot radius of the project site.

Other Items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## FILL IN THE FOLLOWING INFORMATION FOR CONDITIONAL USE PERMIT APPLICATIONS

### Building Information:

Building Size: \_\_\_\_\_ sq. ft.                      Business Size: \_\_\_\_\_ sq. ft.

### Operating Characteristics:

Business Name: \_\_\_\_\_ Business Type: \_\_\_\_\_

Type of Merchandise (if applicable): \_\_\_\_\_

Type of Service (if applicable): \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Alcohol License Type: \_\_\_\_\_

Proposed Capacity (Maximum Number of tables, students, etc.): \_\_\_\_\_

No. of Parking Spaces Required: \_\_\_\_\_ No. of Parking Spaces Provided: \_\_\_\_\_

### Please answer the following questions. (Be as specific as possible, attach sheets if necessary)

1. Is the site for the proposed use adequate in size, shape, topography and circumstances?

\_\_\_\_\_  
\_\_\_\_\_

2. Does site have sufficient access to streets and highways, adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use?

\_\_\_\_\_  
\_\_\_\_\_

3. Will the proposed use have an adverse effect upon the use, enjoyment or valuation of adjacent or neighboring properties or upon the public welfare?

\_\_\_\_\_  
\_\_\_\_\_

### OTHER PERTINENT INFORMATION: (Be as specific as possible, attach sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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# ZONING VARIANCE

SUPPLEMENTAL APPLICATION

## FILL IN THE FOLLOWING INFORMATION FOR VARIANCE APPLICATIONS

List the development standard(s) requesting Variance for:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Please answer the following questions.** (Be as specific as possible, attach sheets if necessary)

1. Are there exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of such property, which do not generally apply to other properties in the same zone?

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2. Is the variance necessary for the preservation and enjoyment of a substantial property right possessed by other property similarly situated, but which is denied to the property in question

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3. Will the granting of the variance be materially detrimental to the public welfare or injurious to the adjacent or neighboring properties?

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4. Are there any special circumstances as provided in section 65906 of the California Government Code?

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