



# CITY OF BANNING

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Community Development  
Department

## CONDITIONAL USE PERMIT SUBMITTAL REQUIREMENTS

Conditional uses are unique and their effect on the surrounding environment cannot be determined in advance of the use being proposed for a particular location. At the time of application, a review of the location, design, configuration, and potential impact of the proposed use shall be conducted by comparing the use to established development standards and design guidelines. This review shall determine whether the proposed use should be permitted by weighing the public need for and the benefit to be derived from the use against the impact which it may cause (Banning Municipal Code, Chapter 17.52).

It may be beneficial for the applicant to participate in a pre-application conference with staff in order to learn more about the requirements particular to the project. Please contact the Planning Division to schedule a pre-application conference.

Provide the following information and attach to application submittals. Check the box of each requirement after completion to ensure all requirements have been fulfilled.

- 1. **A 300 foot radius map and property owner's list** (1200 feet radius if property is zoned VLDR, RR, RR/H and R-A) for use to notice nearby property owners of a public hearing held in connection with the proposal. The map shall show each lot within 300 feet (or 1200 ft) of the exterior boundaries of the property(ies) involved. Also, submit three (3) sets of gummed mailing labels. The gummed labels shall include the assessor's parcel number, owner's name, and mailing address. The list shall be prepared and certified by a title insurance company, civil engineer or surveyor licensed to practice in California.
- 2. **Site Plan & Digital File** - Provide 15 complete full size sets of the site plan, elevations, and conceptual landscaping/lighting plan; a conceptual grading plan shall be required for submittals that include a proposed structure, parking lot, or earthwork in quantities requiring a grading permit in accordance with the City's Grading Standards. Also, one set of 11" x 17" size print shall be included. One colored set of the site plan, conceptual landscaping plan, and elevations, **full size**. Finally, please include 1 CD or other electronic format of Digital files (PDF) for all plans.

**Photo simulations** may be required in connection with submittals that are view sensitive or are subject to screening requirements as outlined in the development standards of the City's Zoning Code.

**\*\*All full size plans must be collated, stapled, and individually folded to a uniform size (9"x 12" maximum) prior to submittal.**

NOTE: The drawings must be drawn by a professional architect, engineer, draftsperson, or other qualified professional using a standard architectural or engineering scale.

- 3. Completed **Uniform Development Application** form, including the following information (additional information may be attached to the Uniform Development Application):
  - Total land area,
  - Number of dwelling units to the acre,
  - Building area, include carports and garages (square footage and percent lot coverage),
  - Unit mix,
  - Parking calculation, number of spaces, dimensions of parking area
  - Open space areas,
  - Percentage and square footage of landscaping.
- 4. A copy of a **title report** including latest deed of record for all parcels.
- 5. **Written approval**, signed and dated by the owner of the property permitting the processing of this application (only required if the application is processed by someone other than the property owner). If the applicant is represented by an agent, written approval from the applicant authorizing the agent shall also be included with the application.
- 6. Completed **Environmental Assessment** form; the State of California Environmental Quality Act (CEQA) requires that all requests for a Conditional Use Permit be reviewed to ensure that the project will not have a detrimental effect on the environment. The applicant may be required to submit specialized studies to determine the effect on specific resources and hazards, including but not limited to **biological resources, cultural resources, geotechnical hazards, hydrology, noise, and traffic**. Specific statements, data, and calculations shall be required and listed in the appropriate space on the form.

The Planning Division will be unable to begin processing your Conditional Use Permit application unless/until all of the information requested is completed and submitted with the required processing fees. Incomplete applications will be returned to the applicant and processing will not commence until all of the required information is provided. Signing and dating of the application acknowledges your understanding of the application requirements and that submitting an incomplete application will cause delays. Subsequent to deeming an application complete, the processing of a Conditional Use Permit takes approximately 60 to 90 days. If you have any questions, please contact the Planning Division at (951) 922-3125.