

APPLICATION CHECKLIST

USE PERMIT & MINOR USE PERMIT

What is a Use Permit? A Use Permit/Minor Use Permit provides a process for reviewing uses and activities that may be appropriate in the applicable zoning district, but whose effects on site and surrounding cannot be determined before being processed for a specific site.

Use Permit Decision Process. Use Permits shall be approved or disapproved by the Planning Commission; Minor Use Permits shall be approved or disapproved by the Planning Director, provided that the Director may choose to refer any Minor Use Permit application to the Commission for hearing and decision. The review authority may approve the permit only if the project meets the findings listed in Citrus Heights Zoning Code Section 106.62.050 (F).

Application Preparation. In most cases, any plans must be drawn by a licensed preparer as described in Building and Professions Code 5536.1, 55362, and 6735(a). A prospective applicant may request a pre-application conference with the Planning Division before completing and filing a planning permit application. The purpose of the conference is to generally provide information on City requirements for the proposed project; review the City's approval process, project alternatives or modifications; indemnify information and material the City will require with the application, as well as any necessary technical studies and information relating to the environmental review of the project. To schedule a pre-application meeting contact the Planning Division at (916) 727-4740 or planning@citrusheights.net.

Neighborhood Meeting. Prior to filing a planning permit, a prospective applicant should contact and meet with property owners and residents neighboring the site, nearby residents and business owners, to inform them about the proposed project and consider their concerns in the project design. A prospective project applicant should also contact the affected neighborhood association. To find out which neighborhood association a project is located within, visit the City's website.

Application Completeness. Each application will be reviewed for completeness and accuracy before being accepted as complete and officially filed.

Application Submittal Requirements:

Submit all applications via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>. The required fee shall be paid prior to the application being processed (see fee schedule). Please upload the following documents:

1. Completed Universal Planning Application Form ([click here](#)).
2. One (1) copy of a preliminary title report, current within 6 months
3. One (1) copy of a detailed description of the proposed use, including hours of operation, operational procedures, etc.
4. Fully dimensional **site plan** drawn to scale indicating:
 - Project name, north arrow and scale (must be engineer's scale - no smaller than 1" = 20')
 - Property lines, building setback lines, and all easements of record
 - Summary of project statistics including zoning, square footage, parking requirements
 - Proposed buildings and structures
 - Existing buildings and other structures on-site and on adjacent properties

- Driveways and parking spaces (with parking stall detail). All parking spaces shall be individually numbered and handicapped, van/carpool and compact spaces shall be designated
- All planted areas and areas to be planted (include location of existing trees)
- Accessibility requirements (as required by Uniform Building Code and American Disabilities Act)
- Entrances, exits, and walkways
- Solid waste/recyclable materials storage area and other site improvements
- Existing and proposed wall and fencing detail
- Exterior lighting including type, location, height, and method of shielding light
- A vicinity map

5. Additional information as deemed necessary by the Planning and/or Engineering Divisions

Submit all materials in electronic format. Please submit via the City's online portal at <http://www.citrusheights.net/208/Planning-Applications>. Any subsequent revision or supplemental information submitted in conjunction with the application shall also be submitted in electronic format.

Please note: If the project requires public noticing procedures the City will provide the radius list and mailing labels.

Please feel free to discuss your application with a member of the Planning Division at (916) 727-4740 or planning@citrusheights.net, or visit the office in City Hall located at 6360 Fountain Square Drive, Citrus Heights, CA 95621

www.citrusheights.net