



CONDITIONAL USE PERMIT INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains how your Conditional Use Permit (CUP) application will be processed, what fees you must pay, and what plans you must submit. If you have any questions after you have read this information, please contact the Planning Division.

REVIEW AND APPROVAL AUTHORITY

There are two levels of review for Conditional Use Permits. Major CUPs are defined as uses over 2,500 square feet in size and Minor CUPs for use less than 2,500 square feet in size. Planning Commission review and approval is required for both permits. Please see the “Development Permit Information Sheet” for additional information on hearing format and presentation expectations.

Please note that the application submittal requirements for a Minor Use Permit and a Use Permit are identical.

HOW YOUR APPLICATION WILL BE PROCESSED

The steps involved in reviewing your CUP application are summarized below:

1. Within thirty (30) days after submittal of the application, plans and fee deposit, City staff will review the submittal for completeness. The environmental application will also be reviewed to determine if the project is categorically exempt from CEQA. If the submittal is complete, the application is formally accepted for processing and continues through the review process. If the application submittal is incomplete and additional information or clarification is required, you will be notified in writing. Until the application is deemed complete, it will not proceed through the process.
2. After the application is complete, City staff will route the plans and materials to City departments and other agencies for review and comment. All responses, comments and corrections will be forwarded to the applicant for your information. At this stage of the review process, staff will analyze the agency comments and the project to determine if additional information is required to complete the environmental document for the project and determine if the project complies with the Colfax Development Code. If additional information is needed, the applicant will be notified in writing within 30 days of the additional information required. If additional information is not needed, staff will continue with the review of the project and the preparation of the environmental document, most likely a Negative Declaration.

3. When staff completes the environmental document and is ready to forward the application to the Planning Commission for their consideration, a public hearing will be scheduled. A public hearing notice will be published in the newspaper and provided by mail to surrounding property owners and other interested parties. At the public hearing, the public (including neighboring property owners and residents) will be given the opportunity to provide input.
4. Staff will then complete a staff report that includes a staff recommendation on the approval or denial of the CUP and any recommended conditions of approval. The staff report on the project will be provided in writing to the applicant at least five days prior to the public hearing.
5. At the public hearing, the Planning Commission will consider the staff report and all written and verbal input submitted on the project by the applicant and any other interested party. At the conclusion of the hearing, the Planning Commission will take action to approve, conditionally approve, or deny the CUP. A written report on the findings of the action taken at the public hearing will be provided to the applicant after the hearing.

APPEAL

Any decision on either a Minor or Major CUP made by the Planning Commission may be appealed to the City Council within ten (10) days after the action is taken. An appeal must be submitted in the form specified by the Planning Division along with appropriate fee.

FEES

The fees for processing a “Conditional Use Permit” application will be based on the actual costs of City staff time spent on processing the application and any direct costs (publication costs for the hearing notice, Placer County Department of Environmental Health review fee, etc.). A fee deposit must be submitted with the application to cover these anticipated costs as follows:

Minor CUP \$2,000

Major CUP \$ 4,000

If the actual application costs are less than the fee deposit, the applicant will be given a refund of the unused fees at the end of the application process.

SUBMITTAL REQUIREMENTS

The items listed in the “Conditional Use Permit Application Submittal Checklist” must be submitted as part of the application package in order for the application to be considered complete for processing. The signed checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

After your project is assigned to a planner, you will be contacted and asked to provide additional hard copies of the plan sets as required. In addition, the planner may request an electronic version of documents from the application submittal package. Electronic files may be submitted via email (if less than 20 MB), CD, thumb drive or online file repository (i.e. Dropbox).

**Conditional Use Permit Application
Submittal Checklist**

Applicant Name: _____ Project Site APN: _____

Application Number (to be filled out by City staff) _____

Applicant must fill out the checklist below by placing a check mark in the boxes listed under

Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

A S

- 1. Completed Land Use Development / Planning Application. (The property owner must sign the application or the applicant must submit a letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Completed Environmental Application if required by staff.
- 3. Fee deposit. Checks must be made payable to the City of Colfax; cash and credit cards are also accepted.
- 4. A list of property owners, street and mailing addresses, and assessor parcel numbers within 400' radius of the project site and addressed, stamped envelopes for each property owner.
- 5. 400' radius map (assessor's parcel map(s) with clearly marked radius area all property Owners within the 400' radius.
- 6. Legal Description – The lot and parcel/tract number must be provided on the application forms and the site plan. If lot and parcel/tract numbers are not available, a metes and bounds description of the property or a copy of the most recent deed conveying the property must be submitted.
- 7. Letter of Justification – Provide a letter that discusses the following items:
 - a. Proposed Use. (This discussion should focus on information that is not provided on the project plans [types of uses and businesses, hours of operation, etc.])
 - b. Information supporting the following findings. (Do not simply rewrite the findings. You must discuss *why* you believe the findings below can be made for your project.)

1) The proposed development is:

A) Allowed by Article II (Zoning Districts and Allowable Land Uses) within the applicable zoning district with the approval of a Use Permit, and complies with all applicable provisions of the Colfax Development Code, the Colfax Municipal Code and the Public Improvement and Engineering Standards; and

B) Consistent with the City of Colfax General Plan, any applicable Specific Plan and/or Master Plan.

- 2) The design, location, size and operating characteristics of the proposed development would be compatible with the existing and future land uses in the vicinity;
- 3) The proposed development would not be detrimental to the public health, safety or welfare of the City, or injurious to the property or improvements in the vicinity and zoning district in which the property is located;
- 4) The proposed development is consistent with the design guidelines, achieves the overall design objectives of the design guidelines, and would not impair the design and architectural integrity and character of the surrounding neighborhood;
- 5) The site for the proposed use is:
 - A) Physically suitable for the type and density/intensity of development being proposed;
 - B) Adequate in size and shape to accommodate the use and all fences and walls, landscaping, loading, parking, yards and other features required by the Colfax Development Code; and
 - C) Served by streets adequate in width and pavement type to carry the quantity and type of traffic generated by the proposed development.
- 8. Plan Requirements – The following plans must be submitted with the application. The plans must be of sufficient scale to show all information clearly and must be readable and understandable. If the plans are not legible, the application will not be accepted. **One full-size set of plans (stapled and folded), one reduced-size copy (11” x 17”) and one electronic copy (.pdf) must be submitted.** The planner assigned to the project will contact you to request additional hard copies of the plan sets or electronic documents as required.
 - a. Site Plan
 - b. Floor Plan
 - c. Building Elevation
 - d. Preliminary Landscape Plan.
 - e. Sign Plan.
 - f. Exterior Lighting Plan.
 - g. Tree Protection Plan.

Applicant Signature: _____
I certify that I have completed and have included all material checked above in the attached application submittal