



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

PLANNING & BUILDING DEPARTMENT
300 TAMALPAIS DRIVE
CORTE MADERA, CA 94925

Conditional Use Permit Submittal Requirement Checklist

Address of Project Site

Purposes and Authorization

For each land use district established in the Town's Zoning Ordinance, various uses are categorized as either a Permitted Use or a Conditional Use. Uses listed as a Conditional Use are subject to Town issuance of a Conditional Use Permit. Because of their unusual characteristics, conditional uses require special considerations so that they may be located properly with respect to the objectives of each zoning district and with respect to their effects on surrounding properties. To achieve these purposes, the Planning Commission or Zoning Administrator is empowered to grant and to deny applications for conditional use permits and to impose reasonable conditions upon the granting of conditional use permits.

In reviewing a conditional use permit application, the Planning Commission or Zoning Administrator will consider such items as building placement and size, traffic generation, compatibility with adjoining properties, and other potential impacts. Based on this evaluation, the Planning Commission or Zoning Administrator may then impose various conditions of project approval with respect to location, construction, hours of operation, and other neighborhood compatibility factors. The process allows the Town to ensure that such uses will be compatible with surrounding land uses and the general public interest.

Review of Conditional Use Permits

The Planning Commission or Zoning Administrator is empowered to review applications for Conditional Use Permits, and include those for:

- Conditional Uses in a **R-2, R-1, R-1-A, R-1-B, R-1-C**, Residential District - as listed in Section 18.08.020 of the Corte Madera Municipal Code or applicable Specific Plan;

- Conditional Uses in a **O** (Professional and Administrative Office) District - as listed in Section 18.10.030 of the Corte Madera Municipal Code or applicable Specific Plan;
- Conditional Uses in a **C-1, C-2, C-3, C-4**, Commercial District - as listed in Section 18.12.020 of the Corte Madera Municipal Code or applicable Specific Plan;
- Conditional Uses in a **M** (Light Industrial) District - as listed in Section 18.14.030 of the Corte Madera Municipal Code or applicable Specific Plan;
- Conditional Uses in a **FC** (Flood Control and Drainage Facilities) District - as listed in Section 18.16.105 of the Corte Madera Municipal Code or applicable Specific Plan;
- Conditional Uses in a **POS** (Parks, Open Space and Natural Habitat) District - as listed in Section 18.16.210 of the Corte Madera Municipal Code or applicable Specific Plan;
- Conditional Uses in a **P/SP** (Public and Semi-Public Facilities) District - as listed in Section 18.16.310 of the Corte Madera Municipal Code or applicable Specific Plan; and
- Conditional Uses in a **W** (Waterbodies/Waterways) District - as listed in Section 18.16.410 of the Corte Madera Municipal Code or applicable Specific Plan;

Application Requirements

All of the following applicable project elements must be submitted for a Conditional Use Permit application to be accepted as complete. Design Review of the proposed conditional use may also be required.

1. Completed Conditional Use Permit Submittal Checklist

A copy of this checklist with ***a checkmark next to each*** applicable item is required. *Any item marked as "Not Applicable" by the applicant must be substantiated in writing to the satisfaction of the Planning Director as not being pertinent to the application, or the application will not be accepted.*

2. Conditional Use Permit Application

- All items listed in the "Application for Development Review" completed;
- Application signed by owner; or authorized agent of owner with a letter of approval from the property owner stating that said agent may act on owner's behalf; and
- Conditional Use Permit filing fee submitted with application.

3. Project Information

Proposed use of site _____

- Existing use of site _____

- Proposed total building area (per building on site) _____

- Existing total building area (per building on site) _____

- Parcel size (in square feet) _____
- Number of off-street parking spaces: (existing) _____
(proposed) _____
- If residential*, total number of living units _____
Floor area and number of bedrooms for each living unit _____

- If commercial or industrial*, net rentable floor area utilized: _____
Days & hours of business operation _____
Projected number of business clients per day _____
Number of employees (if any) _____

4. Required Findings

- The following required findings must be made by the Planning Commission or Zoning Administrator in order to grant a Conditional Use Permit. Please respond in writing to each required finding as fully as possible.

Finding a-1 – Explain how the proposed location of the conditional use is in accord with the stated objectives of the Town’s Zoning Ordinance (Section 18.02.030), and the purpose of the zoning district in which the site is located.

Response: _____

Finding a-2 – Explain how the proposed location of the conditional use and the proposed conditions under which the use would be operated or maintained will not be detrimental to the public health, safety or welfare.

Response: _____

Finding a-3 – Explain how the proposed conditional use will comply with the General Plan and with each of the applicable provisions in the Town’s Zoning Ordinance.

Response: _____

[Additional required Use Permit findings for liquor stores, and for offices and financial institutions in shopping centers. Respond as not "Not Applicable" if application is not for these uses.]

Finding b-1 – Explain how the proposed use will not generate more traffic or require more parking than other uses serving the day-by-day living needs of the immediate neighborhood.

Response: _____

Finding b-2 – Explain how with the proposed use, the mix of businesses in any neighborhood shopping center, as classified in the general plan, will continue to service the day-by-day living needs of the immediate neighborhood.

Response: _____

Finding b-3 – Explain how with the proposed use, financial institutions and offices will remain subordinate in area, extent and purpose to retail uses.

Response: _____

Finding b-4 – Explain how the use will not increase the incidence of loitering, vandalism, pedestrian obstruction, excessive noise, or any other activity that may have a significant and adverse effect on adjacent properties, or properties in the vicinity.

Response: _____

- [Additional Use Permit finding for three or more commercial amusement devices. Respond as not "Not Applicable" if application is not for this use.]*

Finding c – Explain how the use will not increase the incidence of loitering, vandalism, pedestrian obstruction, excessive noise, or any other activity that may have a significant and adverse effect on adjacent properties, or properties in the vicinity.

Response: _____

For Conditional Use Permit applications not submitted in combination with a Design Review application, the following project elements shall apply and are required to be submitted for a Use Permit to be accepted as complete. Eight (8) copies of all plans are required for items referred to the Planning Commission; whereas four (4) copies of all plans are needed for items reviewed by the zoning administrator. All project plans shall be submitted on a uniform sheet size no larger than 24" x 36":

5. Vicinity Map

- Show all adjacent properties and nearby streets within a 300-foot radius around the project site, drawn at an appropriate scale.
- Item Not Applicable* (please explain _____)

6. Site Plan

- Site Plans shall be drawn at a minimum scale of 1/8" = 1'-0" or larger; and include date, north arrow, and scale.
- Include dimensioned property lines for the project parcel;

- Show the footprint of all proposed and existing structures on site, and their gross floor area;
- Show the footprint of all structures on properties adjoining the project parcel;
- Show the location of required front, side, and rear yard setbacks for project parcel;
- Show the location of on-site easements and adjacent street rights-of-way, identified by name;
- Show the location of off-street parking areas, with dimensions;
- Show the location of existing/proposed walls, fences, driveways, and walkways on site; and
- Show any improvements made to the property that have been approved but not yet constructed and label the area as such.
- Item(s) Not Applicable* (please explain _____)

7. Floor Plans

- All Floor Plans shall be drawn at a scale of 1/8" = 1'-0" or larger, and include both existing and proposed floor layouts with square footage indicated.
- Label the use of all rooms on the plans, with the dimensions of the room and the overall dimensions of building; and
- Show any improvements made to the property that have been approved but not yet constructed and label the area as such.
- Item(s) Not Applicable* (please explain _____)

8. Building Elevations:

- All building elevations shall be drawn at a scale of 1/8" = 1'-0" or larger;
- Indicate all exterior materials and colors to be used- including roofing, siding, and windows;
- Indicate all building heights measured from the highest point of the roof to the finished grade; and
- Show any improvements made to the property that have been approved but not yet constructed and label the area as such.
- Item(s) Not Applicable* (please explain _____)

9. Site Photographs:

- Submit photo(s) of on-site and adjacent development, vegetation and topography;
- Item Not Applicable* (please explain _____)

10. Hazardous Waste and Substances Statement

- The undersigned warrants that he/she/it has consulted the hazardous waste site lists required to be prepared under Gov't Code §65962.5 and represents to the Town that the property on which the development for which this application is being filed (and all project alternatives) are not contained on any of said lists.

11. Additional Information

- Any other information which may be required by the Planning Commission, Zoning Administrator or Planning staff to make the required Conditional Use Permit findings, such as: _____

- Any other information the applicant considers relevant to this application, such as:

During the process of analyzing the application and/or during the Conditional Use permit hearing, additional information and/or materials may be required by the Planning Commission, Zoning Administrator, or staff to clarify the above elements.

I have read and understand my obligations regarding the information necessary for a complete Conditional Use Permit application to be reviewed by the Planning Commission or Zoning Administrator of the Town of Corte Madera:

Signature of Owner or Authorized Agent

Type or Print Name of Owner or Authorized Agent

Address of Project Site

Date of Signature