



# CITY OF SIERRA MADRE

Planning & Community Preservation Department  
232 W. Sierra Madre Blvd. Sierra Madre, CA 91024

## SUBMITTAL CHECKLIST FOR CONDITIONAL USE PERMIT

**SUPPLEMENTAL**

### INTRODUCTION

The purpose of any conditional use permit shall be to insure that the use for which the same is required will be rendered compatible with other existing and permitted uses located in the general area of the same. These [conditionally permitted uses](#), each of which possesses characteristics of such unique and special form as to render impractical their operation without specific approval, shall be permitted in the zones as hereinafter set forth, provided that a conditional use permit is first obtained pursuant to the provisions of this part, unless such use is designated as a permitted use in a particular zone.

*This checklist should be reviewed together with a planner and must be submitted with the complete application. **Incomplete applications will not be accepted***

#### **Minimum Submittal Requirements:**

***Listed below are the minimum submittal requirements for Conditional Use Permits. If there are multiple entitlements, they may be combined under one submittal.***

- Electronic Submittal**  
All required submittals listed below shall be provided in electronic format via flash drive or CD.
  
- Master Zoning Application Form – One (1) copy**
  - a) Cover sheet with applicant signature, notarized
  - b) Environmental Assessment
  - c) Tree Inventory
  - d) Entry onto Private Land
  - e) Owner's Affidavit
  
- Ownership Verification – One (1) copy**
  - a) Copy of Grant Deed, Deed of Trust, or Title Report showing ownership
  - b) Written consent from property owner to authorize representative to submit an application on behalf of the property owner, if applicable
  
- Notification Packet**
  
- Application Fees – See adopted fee schedule, viewable at:**  
<https://www.cityofsierramadre.com/cityhall/finances/fees>

It is recommended that the following submittal requirements be completed by a licensed architect.

- Project Narrative** – One (1) 8 ½” x 11” copy (Additional 8 ½”x 11” copies may be required for Planning Commission reviews, subsequent to initial application submittal)

For all Conditional Use Permits, provide a written narrative that thoroughly describes the proposed project and how it is consistent with the purpose of [conditional uses](#). The narrative shall also describe how the project meets the following required findings for approval of a Conditional Use Permit. Because some projects require additional findings to be made, it is advised to consult with a planner for those additional findings.

Findings. Before a conditional use permit is granted, the application shall show, to the reasonable satisfaction of the reviewing authority, the existence of the following facts:

1. That the site for the proposed use is adequate in size, shape, topography, and location.
2. That the site has sufficient access to streets which are adequate, in width and pavement type, to carry the quantity and quality of traffic generated by the proposed use.
3. That the proposed use is neither detrimental to the public health, safety and general welfare, nor will unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties.
4. That there is a demonstrated need for the use requested.
5. That the proposed use is consistent with the general plan, zoning and other applicable codes.
6. That the use at the location requested would benefit the public interest and convenience.

- Operations Plan** – One (1) 8 ½” x 11” copy (Additional 8 ½”x 11” copies may be required for Planning Commission reviews, subsequent to initial application submittal)

The Operations Plan shall detail the primary functions of the business with goals and objectives as a contributing function in the city. Based on the proposed use, a planner will provide additional segments to be included in the operations plan.

- Project Drawings** – Two (2) 11” x 17” copies (Additional 11” x 17” copies may be required for Planning Commission reviews, subsequent to initial submittal). Project Drawings shall be drawn to scale and shall include the preparer’s contact information, a north arrow, date prepared, the scale, a vicinity map and a legend identifying symbols and abbreviations.

- Vicinity Map showing ½-mile radius street system with project site highlighted
- Cover Sheet with a project data table containing the following information:
  - 1) Total area of site in square footage
  - 2) Gross and Net building area calculations:
    - a. Existing and proposed square footage
    - b. Existing and proposed number of buildings and dwelling units
  - 3) Existing building construction dates
  - 4) Existing and proposed vehicular parking spaces with minimum required by the Zoning Code ([SMMC Ch. 17.68](#)).

- 5) Existing and proposed loading spaces and size, including minimum standard required by the Zoning Code.
- 6) Existing and proposed Floor Area Ratio, including maximum allowed by the Zoning Code.
- 7) Existing and proposed Lot Coverage, including maximum allowed by the Zoning Code.
- 8) Existing and proposed building heights and number of stories.
- 9) Total area of project site proposed to be dedicated towards landscaping.
- 10) Total area of project site proposed to be dedicated towards hardscape/paving.
- 11) Existing zoning and land use designation.
- 12) Existing and proposed UBC occupancy group and construction type.

- Existing and Proposed Site Plan
- Existing and Proposed Floor Plan
- Existing and Proposed Roof Plan
- Existing and Proposed Building Elevations

**Projects requiring approval of a Design Review Permit or Administrative Design Review Permit.** Please refer to the submittal checklist for Design Review Permit and Administrative Design Review Permit. Materials that would be duplicated may instead be submitted as one combined material.

**Additional Documentation**

Additional documentation may be required at the City's discretion to fully document the scope, intent and details of the proposed project. These may include assessments of current conditions by qualified professionals, historical evaluations, samples of existing materials, etc.