

Special Instructions for:

**DEEMED-TO-BE-APPROVED OR CONDITIONAL USE, PLAN APPROVAL
ZONE VARIANCE, PUBLIC BENEFIT PLAN APPROVALS
DIRECTOR'S DETERMINATION 12.21 G (OPEN SPACE)**

The **MASTER LAND USE APPLICATION INSTRUCTION SHEET-ABUTTING OWNERS** should also be followed.

ZONING CODE SECTIONS: Conditional Uses 12.24 M; Variances 12.27 U; Open Space 21.21 G; Public Benefits 14.00.

FINDINGS: You may attach additional sheets.

- 1. That the project will enhance the built environment in the surrounding neighborhood or will perform a function or provide a service that is essential or beneficial to the community, city, or region.

- 2. That the project's location, size, height, operations and other significant features will be compatible with and will not adversely affect or further degrade adjacent properties, the surrounding neighborhood, or the public health, welfare, and safety.

- 3. That the project substantially conforms with the purpose, intent and provisions of the General Plan, the applicable community plan, and any applicable specific plan.

ADDITIONAL QUESTIONS: You may attach additional sheets if there is not enough room to answer in the spaces provided. Please answer all questions **that are applicable**.

- 1. Explain why this application is being filed at this time.

- 2. Is the application for a deemed-to-be-approved conditional use permit or a conditional use plan approval? Check one.

Deemed to be Approved Plan Approval 12.21 G (Open Space)

- 3. What is the current zoning on the property? _____
What was the zoning when the building was built? _____

- 4. Subject property is level _____ sloping _____ rectangular _____ irregular-shaped _____ parcel of land.

- 5. Describe how the site is presently developed, including details such as square footage of buildings, occupancy loads, stories, number of seats, etc. If the site has been destroyed, provide detail of what was destroyed and what remains.

6. Surrounding properties. Fill in the following matrix:

	zones	uses
Northerly		
Southerly		
Westerly		
Easterly		

7. If you are rebuilding, is it on the same foundation? yes/no _____ Are you adding floor area? yes/no _____ If yes, how much? _____ sq. ft., _____ %

8. Is a conditional use permit now on the property? yes/no _ If yes, what type?. ____
 What section of the Municipal Code permits this use(s)? Section 12.24 _____ Attach a copy of all prior conditional use cases to this application.

9. Is the use site the same size it was when it was established? yes/no ____ If the site has changed in size please explain.

10. Was the use discontinued for a year or more? yes/no ___ If yes, please explain:

If the use was discontinued for a period less than one year, give dates.

11. How many parking spaces are now on the site? _____ How many parking spaces were on the site on the date that the use became established? _____ How many spaces will be required by Code for the proposed addition? _____ What will be the total number of parking spaces required by Code for this site, if the Plan is approved? _____

12. Improvements were originally permitted on _____ Building Permit Number _____ and Certificate of Occupancy issued on _____ (Attach copies.)

The Office of Zoning Administrative Research will primarily be based on business licenses, field check, prior cases and building permits. If you will provide a business license history, copies of building permits, certificates of occupancy and photographs, it will help the staff process this request. Please provide a list of all prior cases and plan approvals.

13. How many retail uses did you have originally? _____ How many are you proposing? _____
 Parking spaces to be provided _____

14. Describe the public open space and recreational amenities available to the occupants of the project within a 500-foot radius.