



## City of Dixon

# Dixon Planning Application Submittal Checklist for Conditional Use Permits

### WHAT IS A CONDITIONAL USE PERMIT AND WHY DOES DIXON DO IT?

Conditional Use Permits (aka Use Permit, UP, or CUP) regulate land “uses” and specific types of development within a zoning district. They are done in cases where it is recognized that a particular use (e.g. an apartment building within a Multi-family Residential zoning district or a liquor store in a Neighborhood Commercial) may fit in a particular location, but is also recognized that, if allowed by right, without additional limits beyond the development standards identified for the zoning district and the Dixon Municipal Code to be imposed, has the potential to have negative impacts on a community. As such, this type of use may be approved, conditionally approved, or even denied by the Dixon Planning Commission.

This type of permit, which must be approved before a building permit can be approved, gives Dixon the latitude to allow for more uses in its zoning districts while also protecting surrounding properties and local residents. Findings for approval can be in Dixon Municipal Code Section 18.25.070A which can be found on the City’s website: [www.ci.dixon.ca.us](http://www.ci.dixon.ca.us) under the “City Municipal Code” link or can alternatively be found at: <http://www.codepublishing.com/CA/Dixon/>. Uses identified as conditional uses can also be found in their respective zoning district chapters in Title 18 - Zoning.

### HAVE YOU SUBMITTED THE FOLLOWING REQUIRED ITEMS?

✓	#	Required Plan Sheets and Information
	1	Site Plan
	2	Public Noticing (Labels), including subject property and those in a 300 foot buffer
	3	(General) Project Information
	4	Preliminary Title Report

In addition to a Planning Application, the items identified above are described in detail below. Please review this submittal checklist thoroughly. Depending on the full scope of your project, additional items, as identified in the Complete Dixon Planning Application Submittal Checklist may be deemed necessary in the review of your application. The complete submittal checklist can be found at the front counter of City Hall or online.

### **Plans**

A Conditional Use Permit requires the submittal of five (5) complete copies of the full-size set of plans, plus twelve (12) reduced plan sets that are 11 inches by 17 inches in size, and one electronic copy of the complete set of plans in pdf format, provided on a flash drive, CD/DVD, or by a common file share program such as Dropbox or File Share. Each full sized set of plans should not exceed 24 inches by 36 inches, be drawn to scale, and must be collated and folded to a size no larger than 11 inches by 17 inches. All plans and reports need to be dated.

Items required on the checklist (e.g. site plan and general project information) may be combined on the submitted plans so long as all of the pertinent information is present and is easy to find.

In addition, other than plan sets, two copies of any studies or supporting documents must be provided when submitting an application.

# PREPARING APPLICATION MATERIALS

**PLANS** – The following items, on more complicated projects, are often best completed by an architect, civil engineer, or surveyor, but can be done without if you closely adhere to the following criteria.

## 1. Site Plan

A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale, preferably a 1:10 or 1:8. Where this is not possible, a focused site plan may be required. The name, address, and phone number of the plan preparer shall be included on the plans.

### A. *Vicinity Map and Directions*

A vicinity map shall be shown on the site plan that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road

### B. *Boundaries*

The site plan must show all existing and proposed lot (property) lines, labeled with property line distances, open space, and the boundaries of existing and proposed easements and rights of way. If the property is split zoned, the zoning boundary must be indicated.

### C. *Structures*

The footprints of all existing and proposed structures and buildings on the subject property, including any structures proposed to be removed, must be indicated and drawn to scale. Existing, proposed, and structures and buildings to be removed or demolished shall be clearly identified. Their use, location, and setbacks to all property lines, as well as other structures, must be indicated. The minimum setbacks from the exterior walls of the buildings to property lines and access easements must be dimensioned on the plans.

Plans for retaining walls shall indicate the top and bottom of wall elevations.

For projects that involve additions, the additional building area shall be shaded, walls to be demolished shall be dashed, and setbacks shall be called out. Areas proposed for demolition shall be hatched.

D. *Roofs and Building Height*

Roof plans that indicate existing and proposed pitch, slope direction, hips, valleys, and size and location of any mechanical equipment, vents, ducts, skylights, and chimneys must be shown on the site plan. If possible, the roof plans must be overlaid on the topographic contours and include roof corners and ridgeline elevations.

E. *Lighting*

All exterior lighting (for structures and landscaping), including the location and type of lights, must be shown.

F. *Noise Generators*

The location of any proposed swimming pool equipment, air conditioners, generators, or other noise generators, must be indicated, and specifications including the size, height, and if deemed necessary, details.

G. *Natural Features*

All natural features, such as wetlands, creeks (flow line and top of bank), ponds, water bodies, and all existing significant vegetation, including significant vegetation to be removed as part of the project, must be shown. The approximate location of all areas subject to inundation or storm water overflow and the location, width, and direction of flow of all watercourses must be shown.

The trunk location, dripline, and common and scientific names of all existing trees on the subject property with a 6-inch or greater trunk diameter at breast height measured at a height of 4.5 feet above grade must be shown. Any trees proposed for removal must be indicated.

H. *Topography*

All natural features such as creeks, flood zones, and human-made improvements must be shown. For properties that contain a creek (perennial, intermittent or ephemeral), the plans must show the creek bank contours, approximate centerline of the

creek, the low flow channel, and top and toe of both banks of the creek. In some cases, a topographic survey may be required.

I. *Parking and Access*

Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. The necessary turning radius for backout maneuvers, dimensioned parking stalls, driveway profiles, cross-sections through the driveway, turnouts, turnarounds, and access driveway dimensions must be shown.

Unless deemed unnecessary by staff typical cross sections and proposed grades of all streets, and details of curbs, gutters, sidewalks, and other improvements must be included. The site plan must show the legal access from the property to a public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified. Loading and unloading areas, as well as parking spaces meeting State accessibility requirements and accessible paths of travel, must be shown for non-residential projects. If a waiver or exception from the Engineering Department's standards is necessary, submit a written request and supporting documentation.

## PROJECT INFORMATION AND SPECIAL STUDIES AND DOCUMENTS

In addition to a Planning application, the following items are commonly largely completed by architects and landscape architects. Per the complete submittal checklist referenced above, while required, the work does not need to be completed by these individuals.

2. **Public Noticing**

Include a list of the current owner of the subject property, as well as all owners within 300 feet of the project site. The list must include the property owners' names, addresses, and Assessor's Parcel Number. Preparation, verification, and submission of the property owners list is your responsibility as the applicant. The list must be certified by a title insurance company as being from the most recent County tax roll. Your application cannot be deemed complete without the mailing list and labels and base map. An additional red line must be drawn at a 300 foot radius from the subject parcel(s). Please be aware that the public noticing requirements can differ based on the entitlement needed (e.g. Conditional Use Permit, Design Review, Variance, etc.). If more than one entitlement is required in the processing of an application, the most stringent noticing is what is required.

### 3. Project Information

A written description must be included that describes the key components of the project, including a full description of the proposed use(s) and improvements for the site.

All sheets of all maps and plans should not exceed 24 inches by 36 inches and must include the following information:

- North arrow. North should be labeled at the top of every site plan, floor plan, grading plan, and landscape plan sheet. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.
- Scale reference. Scales used for floor plans and elevations should not be less than 1/8 inch to 1 foot, preferably it should be 1/4 inch to 1 foot. Scales used should be consistent between different drawings.
- Contact data. Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on the plans.

Project data must be provided on the site plan, based on applicable definitions in the Dixon Code, including the following information:

1. Existing and proposed lot area
2. Existing and proposed Building Area
3. Existing and proposed Floor Area
4. Proposed Area of additional disturbance
5. Existing Lot Coverage –
  - Impervious coverage
  - Pervious coverage
6. Proposed Lot Coverage –
  - Impervious coverage
  - Pervious coverage
7. Grading calculations (cubic yards) –
  - Cut

- Fill
  - Off-haul
8. Existing and proposed parking
  9. Minimum setbacks for exterior walls of proposed building area
  10. Maximum height of proposed building area

**4. A current Preliminary Title Report (2 copies)**

The preliminary title report must reflect the current status of the property and include all recorded easements, provide proof of ownership, and be issued from a Title Company.

**5. Operational Characteristics**

Information regarding the proposed use of the project must be prepared by the applicant, including but not limited to the following items:

- A. The maximum number of staff on site at any one time.
- B. The hours of operation, including hours open to the public as well as hours closed to the public where operations are taking place that could affect exterior lighting, noise, odors, traffic or parking.
- C. Projected peak hours of operation, with the total number of staff, customers and other visitors on the site indicated.
- D. The schedule and projected peak hours of operation for special events, with maximum number of staff, customers and visitors that would be in attendance.
- E. The schedule, frequency and nature of expected deliveries to the site.
- F. Noise levels proposed for the operation of the project, which specify what is causing various noise levels.
- G. The path of travel for pedestrians and vehicles at the site.