



Planning Division  
Community Development Department  
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[www.townoftiburon.org](http://www.townoftiburon.org)

## **SUBMITTAL REQUIREMENTS – CONDITIONAL USE PERMIT**

The following information and materials shall accompany each application for a Conditional Use Permit:

- (A) A completed Land Development Application Form, along with the filing fee (See Fee Schedule).
- (B) Ownership, applicant and property identification:
  - (1) Names and addresses of all persons who own an interest in the subject property and identification of the interest (option, fee title, etc.). Also include four sets of pre-printed mailing labels containing the name and current mailing address of the applicant, property owner, and representative (if any).
  - (2) Names and addresses of all representatives of the owners authorized to represent the project to the Town.
  - (3) Authorization signed by the owners of the subject property requesting the Town to: (a) process the application; and (b) recognize specified persons as representatives of the owners in connection therewith.
  - (4) A legal description of the parcel and a statement of the area contained therein.
  - (5) A title report verifying the description and vestees (not to be required if use is to be conducted in existing structure and no structural changes are proposed).
- (C) Use and management information:
  - (1) Written statement(s) describing the characteristics of the use proposed, including, but not limited to, the following:
    - a. Number of people involved either as employees, clients, students, customers, etc.
    - b. Type of vehicular traffic involved--auto only, truck deliveries, parent drop off/pick up, etc.
    - c. Hours of operation.
    - d. Product produced.
    - e. Outdoor activities (storage, work, auto-stacking for drive-up windows).
    - f. Odors, noise, dust, or glare involved.
    - g. Hazardous or volatile materials or chemicals involved.

