



Town of Tiburon

Community Development Department - Planning Division

1505 Tiburon Boulevard

Tiburon, California 94920

(415) 435-7390

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.
- h. In multi-tenant buildings, a list of all other tenants, their square footage occupied, number of employees at maximum shift, and parking spaces available may be required.

(2) Written statement setting forth any lease controls or management programs that will ensure that the use will not be detrimental to surrounding uses in the area or to the Town in general.

(3) If the use is to be established in a location previously occupied by a different use, briefly describe the last use which existed there.

(D) Plans and Drawings:

(1) Five (5) copies of a **site plan** scaled and drawn to accurately and clearly show:

- a. All property lines with distances.
- b. Location of existing or proposed structures with dimensions of all wall lines and distances from structures to nearest property line (measured perpendicular to property line).
- c. Existing frontage improvements (curbs, gutters, sidewalks, edge of paving).
- d. A location map showing location of property in relation to the nearest major street.
- e. Existing or proposed on-site driveways, parking, and service areas fully dimensioned.

(2) Five (5) copies of architectural floor plans showing each level with rooms, uses, floor level, doors, windows, etc.

(E) Environmental Information and Fees:

(1) An Environmental Data Submission (unless the project is determined to be exempt from CEQA)

(2) Initial Study/Negative Declaration Fee (Unless the project is exempt from CEQA)