



INSTRUCTIONS FOR CONDITIONAL USE PERMIT APPLICATIONS

General Information

The City of Galt Zoning Ordinance requires Conditional Use Permits for certain uses of land which may be suitable only in specific locations or which may be suitable only if designed or situated on the site in a certain manner. The purpose of the permit is to allow for public notice and review of the request by the City, which has the authority to approve, approve with conditions, or deny and conditional use permit request.

Environmental Review

A Conditional Use Permit Application may be processed only after the environmental review has been completed in accordance with the Galt City Code and the California Environmental Quality Act. The size and scope of the proposed project will determine the extent of information the applicant is required to provide regarding the environmental impacts of the project. The applicant should discuss the proposal with a member of the City Community Development Department.

Required for Submission

- ___ 1. Completed General Application Form (including 500' Radius Property Owners List)
- ___ 2. Environmental Information Form
- ___ 3. Fees as required pursuant attached Fee Schedule
- ___ 4. Five (5) full-size (24" x 30" minimum) and twenty (20) 11" x 17" copies of each sheet of the required plans, **FOLDED** to 8 ½" x 11", an electronic version of all plans and documents in Microsoft Word or TIF format, as applicable (CD), and one (1) 8 ½" x 11" photo ready reduction, showing the following information:
 - ___ A. Title Block of:
Applicant, agent, engineer/surveyor/architect address, email and telephone numbers.
 - ___ B. Summary legend describing projects information including zoning and lot size. For new construction, provide summary of units permitted and footage breakdown.
 - ___ C. North Arrow - (Site Plan must be oriented so that north is towards the top of the plan).
 - ___ D. Vicinity Map - unless the intersection of two streets shows on the Site Plan.
 - ___ E. All plans must be drawn to scale, dimensioned and have all the following items (existing and proposed) clearly and accurately located and labeled.

- ___ 1) Property lines
- ___ 2) Structures (including uses)
- ___ 3) Abutting streets and street widths
- ___ 4) All use within 100 feet of the project site
- ___ 5) Off-street parking spaces (numbered), including handicapped parking
- ___ 6) All utilities and easements (i.e., sewer, water, drainage, electric, gas) including widths and purposes
- ___ 7) Existing site features, including trees over 6-inch diameter, breast high (show size/species)
- ___ 8) Signs (existing and proposed)
- ___ 9) Fences/walls/trash collection areas
- ___ 10) Exterior lighting
- ___ 11) Preliminary landscaping to include trees and major planting areas (specific materials, sizes, and numbers to be part of final detailed plans following approval)
- ___ 12) Height of all existing and proposed structures
- ___ 13) Exterior building materials (labeled).
- ___ 14) Colors (all exterior surfaces and materials)
- ___ 15) Mechanical equipment and appurtenances including roof units, air conditioners, gas and water meters, and electrical boxes, including screening.

Landscaping

Landscaping will normally be required for an approved conditional use. The Site Plan required with the Conditional Use Permit application must show generalized landscape information; existing and proposed trees, major planting areas, and ground covers.

Once approval is granted for a conditional use, and when landscaping is required by a specific condition, a detailed landscape and sprinkler plan must be submitted to and approved by City Staff prior to issuance of any building permits.

YOU MAY BE REQUIRED TO PROVIDE ADDITIONAL INFORMATION THAT RELATES TO SPECIAL, UNUSUAL, OR SPECIFIC CIRCUMSTANCES AS DISCUSSED WITH PLANNING STAFF:

NOTE: Submittal of an application does **NOT** imply application acceptance. Staff will review the application and materials which will be deemed complete and accepted **ONLY** if all required items have been included.