

**CITY OF SELMA  
CONDITIONAL USE PERMIT APPLICATION**

THE BASIC PURPOSE OF THE CONDITIONAL USE PERMIT ARTICLE OF CITY CODE, TITLE XI IS TO ASSURE THAT THE DESIGN AND SUBSEQUENT OPERATION OF A CONDITIONAL USE WILL BE REVIEWED IN ORDER TO CARRY OUT THE PURPOSES OF THE ORDINANCE AND TO PROTECT THE PUBLIC HEALTH, SAFETY AND WELFARE AND BECAUSE OF THE UNIQUE AND SPECIAL CHARACTERISTICS OF SUCH USE. CONDITIONAL USES ARE SOMETIMES REQUIRED TO BE PERMITTED IN ZONES OTHER THAN WHICH REGULARLY CLASSIFIED OR SOMETIMES ARE NOT INCLUDED WITHIN A SPECIFIC ZONE.

Applicant(s) \_\_\_\_\_

\_\_\_\_ (is)(are) the owner(s) of property

Date acquired: \_\_\_\_\_

\_\_\_\_ (is not)(are not) the owners of property

The property is situated on/at:

Address: \_\_\_\_\_

between \_\_\_\_\_ Street and \_\_\_\_\_ Street.

Exact legal description of said property (may be attached):

**REQUEST:** The applicant(s) request(s) a Conditional Use Permit to use the above described property for the following purposes. (State exactly what is intended to be done on, or with, the property.)

1. If applicant is the lessee, give date property was leased.
2. List below the original deed restrictions, if any, that were placed on the property which pertain to the type of improvements permitted. Give date said restrictions expire. (You may attach copy of original printed restrictions in answer to this question after properly underlining those features controlling the type and class of uses permitted thereby.)

<p><b>FOR STAFF USE ONLY:</b> Application Received by: _____ Date: _____ Fee Received: Amount: _____ Receipt No. _____ SUBMITTAL NO. _____</p>
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3. State below how the proposed use will not be materially detrimental to the public welfare or

injurious to property or improvements in such vicinity and zone in which the use is proposed to be located.

- 4. Principal requirements of intended use:
  - a. Total number of people that the building (or grounds, if the use is not conducted in a building) can Accommodate at one time (seating capacity).\_\_\_\_\_
  - b. Total number of employees that will work on the property.\_\_\_\_\_
  - c. Total number of off-street parking spaces planned.\_\_\_\_\_
  - d. Maximum height of building or structures. \_\_\_\_\_
  - e. If the application is not intended to be for a permanent conditional use, state the length of time for which it is requested.\_\_\_\_\_
  - f. Copy of all plans digital (JPG, TIFF or PDF)
  - g. All required fees and deposits

**APPLICANT'S DECLARATION**

I (We),\_\_\_\_\_, being duly sworn, declare and say that I am (we are) the owner (lessee or agent) of property involved in this application and that I (we) have completed this application and all other documents and maps required hereby to the best of my (our) ability and that the statements and information above referred to are, in all respects, true and correct except as to the matters stated to be on my information and belief.

I declare under penalty of perjury that the foregoing is true and correct, executed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_.

Signature:\_\_\_\_\_ Phone:\_\_\_\_\_

Address: \_\_\_\_\_

**REQUIREMENTS FOR FILING A  
CONDITIONAL USE PERMIT APPLICATION**

**INFORMATION REQUIRED ON PLANS:**

**SITE PLAN:** Maps shall be folded to 8 1/2 x 11 inches. The site plan shall be drawn to scale at a minimum of 1 inch = 10 feet or

scale as appropriate to the size of the project. Photographs of structures are also helpful. The plans shall contain the following minimum information:

1. Show all lot dimensions.
2. Show all existing and proposed buildings and structures and their pad elevation, area and proposed use.
3. Show all required yards and the distance between buildings.
4. Show all existing and proposed fences and walls with their location, height and materials shown.
5. Show all off-street parking and its location, number of spaces (including handicapped spaces), dimensions of spaces, and the vehicular circulation pattern.
6. Show the project access, including pedestrian, vehicular and service. Show the points of ingress, egress and any associated circulation.
7. Show all loading facilities.
8. Show all easements on the site plan.
9. Show all fire prevention, physical security and electrical equipment (such as power poles and transformers) on the site plan.
10. Show the location of all proposed landscaped areas.
11. Show all existing and proposed free-standing signs.
12. Show all existing and proposed light poles.
13. Show the ultimate right-of-way for all streets and alleys.
14. Provide additional information as requested by the Planning Division as may be necessary to review the proposal.

**The following are required for submittal:**

- \_\_\_\_\_ Complete the Conditional Use Permit Application Form
- \_\_\_\_\_ 2 sets of mailing labels
- \_\_\_\_\_ 35 FOLDED copies of Site Plans (if applicable)
- \_\_\_\_\_ 35 FOLDED copies of Floor Plans (if applicable)
- \_\_\_\_\_ 20 FOLDED copies of Elevations (if applicable)
- \_\_\_\_\_ All plans, drawings, in digital form {Word, Publisher, PDF}
- \_\_\_\_\_ Color Pallet with rendering (if applicable)
- \_\_\_\_\_ Completed Environmental Assessment Application (if applicable)
- \_\_\_\_\_ Initial Study with fees
- \_\_\_\_\_ Legal Description (if applicable)

1. The Conditional Use Permit Application Form must be filled out with complete answers to every statement and question. The application must be signed by owner or authorized agent. The agent must file a letter of authorization signed by the property owner.
2. Two sets of mailing labels identifying property owners' names and addresses within the 300' radius and map of the 300' radius.

**ELEVATIONS:** Maps shall be folded to 8 1/2 x 11 inches. Elevations shall be drawn to scale at a minimum of 1 inch = 10 feet or scale as appropriate to the size of the project. The plans shall contain the following minimum information:

1. Provide fully dimensioned drawings for all building elevations.
2. Show all doors, windows and architectural features.
3. Show all down spouts, electrical, gas, and water equipment.
4. Show the roof line of the building and all roofs mounted equipment.
5. Show what materials and colors will be used on the exterior of the building.