



Planning Division

6617 Third Street
Riverbank, CA 95367

Tel: (209) 863-7138
Fax: (209) 863-7126

INFORMATION FOR FILING A COMPLETE APPLICATION FOR A CONDITIONAL USE PERMIT

Conditional uses are permitted uses and are appropriate in the zoning district only when all conditions are met. For example, a house of worship may be desirable in a residential area but controls over parking, circulation, setbacks, and landscaping may be needed to prevent them from adversely affecting surrounding residences. By classifying them as conditional uses, separate regulations can be imposed to mitigate the adverse impacts.

A use that would not be appropriate generally or without restriction throughout a zoning district but which, if controlled as to number, area, location, or relation to the neighborhood, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity, or general welfare.

INITIAL SUBMITTAL

Prior to the City of Riverbank accepting a complete application, the Community Development Department will provide a precursory review of your proposed project. The following items need to be submitted for this review.

- **Completed standard application and environmental information form**
- **5-sets 24x36 Plans**
- **5-sets elevations/floor plans**
- **5-sets lot layout**
- **5-sets 11"x17"**
- **Electronic format on PDF**
- **Applications statement in support addressing specific findings of fact (*RMC 153.216(c)*)**

Once the precursory review has been completed, the following requirements are to be followed:

Each application must contain specific information, unless waived by the Community Development Director. Incomplete applications will not be processed or considered by the Planning Commission or City Council. The information described below is required for nearly all Use Permit applications. Some specialized applications may require additional information. Please consult with the staff of the Community Development Department as to whether additional information is required.

To minimize delay and duplication, the Community Development Department encourages applicants to **apply for all the discretionary permits and approvals** needed for the review of their project(s) **at the same time.** The concurrent review of these applications will also facilitate the environmental review process. Where the same information is required for more than one (1) permit or approval, **it is not necessary to duplicate the information submitted.** If you have any questions about the information required for an application or the number of copies that must be submitted with the application, please call the Riverbank Planning Division at (209) 863-7138 for assistance.

There may be certain conditions imposed by the City of Riverbank for your application that are not established by the City of Riverbank City Code, which can relate to the aesthetics of your project (ie: block wall, colors, materials, trash enclosures, etc.) and other criteria. These conditions shall be implemented and interpreted at the discretion of the Community Development Director. This may create costs to your project which are not clearly identified.

In order to process the application **ALL** of the following items must be presented:

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| <p>1</p> | <p>Completed Application Form, including:</p> <p style="padding-left: 40px;">Signature of all property owners and Applicant Environmental Questionnaire Form Indemnification Form Hazardous Waste Form</p> |
| <p>2</p> | <p>Payment of all application fees. Applicants are responsible for all fees and costs (cost of postage for Public Hearings, engineer initial review, consultants, etc.) of processing an application with the City of Riverbank. Where a deposit is required, an applicant is responsible for maintaining a positive balance with the City. A negative balance will cause an application to become incomplete, and work on the application may be halted until sufficient funds are deposited with the City of Riverbank.</p> |
| <p>3</p> | <p>Plans and Exhibits as described below. All plans shall be prepared by the appropriately licensed and qualified professional architect, engineer, or surveyor, (<i>Business & Professions Code Chapter 3 Division 3</i>). All plans must be drawn to scale and dimensioned appropriately. Five full size sets of each plan (24 x 36) and 10 copies of each set of plans reduced to 11" by 17" and (1) copy of each set of plans reduced to 8 ½" by 11" are required.</p> <p style="color: red;">Applicant shall also be required to submit to the City of Riverbank Community Development Department the proposed said Architecture and Site Plans in an electronic format (i.e. pdf)</p> <p>Map showing or containing the following:</p> <p>a. Site Plan showing all existing and proposed buildings, structures, and other physical features, including: parking areas, drainage system, driveways, streets, curbs, walkways, fences, walls, light standards, signs, large trees, etc. The site plan shall also indicate the use of directly adjoining properties and include any buildings or other structures within 50-feet of the proposed project site.</p> |

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| | <p>b. Building Elevations showing the front, side and rear views of typical buildings and structures, including all mechanical, duct work, utility boxes, etc. The building elevations shall identify the type of color of the building materials proposed for all buildings or structures, (color renderings are encouraged.)</p> <p>c. Floor Plans showing entryway, windows, walls, gross floor area, seating arrangements (if applicable) and the intended use of each interior area.</p> |
| 4 | Applicant statement to support CUP findings. |
| 5 | Site Photos (one set) of the site and surrounding area to include a photo location map |
| 6 | Legal Description (one) of the properties proposed for the use permit. |
| 7 | Preliminary Title Report , not less than six months old, for all properties involved in the proposed subdivision. |
| 8 | Landscape Plan showing the type, size and location of all proposed plant materials and irrigation system, etc. Landscape Plan must be prepared by a licensed landscape architect or other legally qualified design professional or contractor. |
| 9 | Assessor's Parcel Map (one) identifying the site of the proposed project. |
| 10 | Preliminary Grading and Drainage Plans |
| 11 | <p>*TO THE APPLICANT: The City of Riverbank requires that all applications submitted for public hearing by the Planning Commission and/or City Council shall include a list of the current owners of property within 300-feet from the perimeter of the project site. The list shall include the property owners name, mailing address and their Assessor's Parcel Number(s) as identified in the example below.</p> <p>*Preparation, verification and submittal of property owners list shall be the responsibility of the applicant/most commonly obtained by a <u>Title Company</u> and shall include the following.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 to 4-sets of postage-paid self-addressed envelopes without a return address <input type="checkbox"/> 1 copy of the mailing labels as shown on the mailing envelopes <input type="checkbox"/> 1 copy of the 300-foot radius map <p><u>To Title Companies:</u> Please prepare the property owner's list as follows:</p> <p>Type the assessor's property number, property owner's name and mailing address on self-adhesive address label sheets. CONTINUOUS TRACTOR-FED LABELS WILL NOT BE ACCEPTED. The mailing labels will be used in the Public Hearing notices to the property owners. Please include the names and mailing addresses of the applicant and owner of the subject parcel(s).</p> |

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| | <ol style="list-style-type: none"> 1. This list shall be certified by a title insurance company as being from the most recent Stanislaus County Tax Roll. 2. A copy of the most current assessment roll including parcel number used to compile the mailing list, which should be all those that you have typed mailing labels for. 3. Example mailing labels: (THE LABELS MUST BE IN APN ORDER) <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>000-00-00 John Smith 12 Some Street Anywhere, CA 93246</p> </div> <p>Failure to meet these standards for mailing labels may result in a delay in the Public Hearing date. If there are any questions, you may call the Community Development Department at (209) 863-7138.</p> |
| 12 | Declaration of Posting of NOTICE OF DEVELOPMENT PERMIT APPLICATION (attached) <u>Sign must be posted on the project property 10-days prior to the Planning Commission Meeting. (See attached last page of the Standard Application)</u> |
| 13 | Fees Due payable to City of Riverbank \$ _____ Fees Due payable to Stanislaus County Clerk Recorders \$ _____ |