



CITY OF DELANO

Community Development Department

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CONDITIONAL USE PERMIT REQUIRED APPLICATION INFORMATION

- A completed City of Delano Master Development Application Form
- Provide an Operational Statement with the Conditional Use Permit application. Please use this template as a guide to explaining the scope of your project. **Please include the following information for your operational statement**
- Operational Narrative:** This is your opportunity to communicate in detail all other characteristics of your property that would be important to consider when reviewing for completeness and contemplating approval. Describe your proposed operation/development in as much detail as possible including information such as name of business, product or service, anticipated traffic- customers, deliveries, etc., any special events, number of employees, required equipment, on-site storage, demolition or adaptive reuse of existing structures, noise generation, any hazardous materials, etc. The information you supply will assist individuals, departments, and other agencies in their review and drafting of comments, conditions and project suggestions. Our goal is to facilitate an accurate and complete description of your project in order to avoid unnecessary delays in gathering information. If you need help in completing the narrative please contact the Planning Division at 661-720-3340. **Please include the following information for your operational statement**
 1. Type of proposed business
 2. Project site address and assessor's parcel number
 3. Describe in detail the proposed use
 4. Existing Zoning District and General Plan Designation
 5. Hours of operation and the projected number of employees
 6. Projected number of customers, users or guests
 7. Will the business have any on-site storage
 8. Will the business require any delivery trucks or vehicles
 9. Number of Parking Spaces
 10. Will there be demolition of any existing structures or buildings
 11. Will the use of the site produce any noise generation
 12. Describe any foreseeable effects from construction and/or operation of the site that may impact neighboring properties
 13. Describe how the proposal is complementary to the surrounding neighborhood
 14. Detail all security measures

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- Provide Project Plans Project plans are preferred to be submitted in a digital format in lieu of plans printed on paper. (If plans are submitted in a paper format provide ____ copies of the site and elevation plan) The site and building plan need to include the following:
- 1) Lot lines and dimensions
 - 2) Existing and proposed uses and structures and dimensions of same
 - 3) All yard setbacks from existing and proposed structures
 - 4) All on-site parking, with location, number, and dimensions of spaces, handicapped parking, internal circulation (with arrows depicting direction of traffic flow), points of entry and exit, loading areas, type of paving, pedestrian access
 - 5) Location, height and material of existing and/or proposed fences and walls
 - 6) Location of existing and/or proposed public improvements (such as curbs, gutters, sidewalks, sewers, utility poles, fire hydrants, street lights, traffic-control signing, traffic signal devices, etc.)
 - 7) On-site drainage and method of storm water disposal; method of sewage disposal
 - 8) Locations of on-site signs (existing and proposed). (If full details of proposed signs including size, height, material, color and lighting are included, a future sign permit application fee may not be required, but a building permit may be necessary)
 - 9) Location and size of trash refuse areas and open storage areas
 - 10) Existing and proposed landscaping (location, plant type, watering system)
 - 11) Width, location and names of surrounding streets
 - 12) Location, dimensions and uses of all existing structures on adjacent property
 - 13) Statistical information, including the following: net and gross acreage in property; height, ground floor area and total floor area for each building; building area expressed as a percent of net site area; parking ratio, expressed as the ratio of total floor area used for commercial purposes, to the area devoted to off-street parking spaces, aisles and driveways, excluding walkways, landscaped areas, loading areas and unused land
 - 14) A detailed floor plan specifying each proposed use and/or occupancy and proposed square footage
 - 15) Building elevations and renderings showing the architectural design concept of the proposed development
 - 16) a preliminary landscape plan, drawn to scale not less than 1 inch equals 8 feet. Plan shall show property lines, important dimension lines, setback lines, outlines of all structures, and plants clearly located and labeled. A plant list shall be included, giving the common and botanical names of plants to be used, each plant identified by a key number corresponding to each plant on the landscaping plan
 - 17) Other information as may be determined to provide additional for the Site Plan Review Application.

The Planning Commission will consider all aspects of the Conditional Use Permit application before making a determination to approve, conditionally approve, or deny the request. The ruling of the Planning Commission is subject to appeal with the City Council.

