CITY OF FIREBAUGH
Conditional Use Permit
Application Packet/Checklist

The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.

1. **Application Form.** Attached to this packet.

2. **Application Fee:** Conditional Use Permit: $1,765. Environmental analysis (if required): Initial Study/Negative Declaration: $2,555; Full EIR $550 deposit plus actual cost. Environmental recording fees charged by State of California and Fresno County also apply. Check with staff for these fees.

3. **Environmental Description Form.** Certain projects are required to be reviewed for their potential impacts on the environment. A fee is required for this review. Staff will inform you if your project is subject to this review.

4. **Ten prints of a site plan.** A site plan is a drawing showing the layout of your project. A sample of a site plan is attached to this application packet which shows examples of the items that must be shown on a site plan. The site plan must show the following information:

   **SITE PLAN**

   ( ) **Site location and dimensions.** The exterior boundaries of the parcel with dimensions of each parcel line.

   ( ) **Buildings and Structures (Existing and/or proposed).** Location, size, height and proposed use.
( ) **Yards** and spaces between buildings.

( ) **Walls and fences**: show location, height and materials of existing and/or proposed walls and fences.

( ) **Off-street parking** and off-street loading: location, number of spaces and dimensions of parking and loading areas and the internal circulation pattern.

( ) **Signs**, including location, size, height and type of illumination of existing or proposed signs.

( ) **Lighting**, including location and general nature - indicate any hooding devices for existing and/or proposed.

( ) **Street dedications** and improvements (if any are required). Existing street improvements that are adjacent to the project site shall be shown on all site plans.

( ) **Landscaping**, including location and plant types, and irrigation equipment for existing and/or proposed.

( ) **Elevation Drawings** (for new construction) shall be shown on a separate sheet. Elevations of all surfaces of proposed structures shall be shown.

( ) Such other data that may be required by staff or the Planning Commission and City Council to adequately evaluate your project.
Findings . . .

The site plan shall be prepared by the applicant to enable the Planning Commission to make the following findings:

1. That the site for the proposed use is adequate in size and shape to accommodate said use and all yards, spaces, walls and fences, parking, loading, landscaping and other features required by this chapter to adjust the use with land and uses in the neighborhood.

2. That the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use.

3. That the proposed use will have no adverse effect upon adjoining or other properties. In making this determination, the commission shall consider the proposed location of improvements on the site; vehicular ingress, egress and internal circulation; setbacks; height of buildings; walls and fences; landscaping; outdoor lighting; signs, and such other characteristics as will affect surrounding property.

4. That the site and the proposed use are consistent with the objectives and policies of the Firebaugh General Plan.

5. That the conditions established by the Commission for the conditional use permit are deemed necessary to protect the public health, safety and general welfare.
Conditional Use Permit process
Flow Chart

Applicant Submits Materials
(Staff reviews application for completeness)

Application Incomplete
(Resubmit)

Application Complete

Staff reviews project
(Including Environmental Review if required)
Staff publishes and mails public hearing notices

Planning Commission Public Hearing

Project Denied

Project Approved

Decision may be appealed

City Council Hearing to consider appeal
What is the project address or legal description?

What is the Assessor Parcel Number(s) of the site(s)?

What is the existing use of project site?

What is the current zoning of the site?

For **residential projects**, describe the number of units, number of buildings, range of square footage for each unit, number of parking spaces, and other improvements such as landscaping, carports, trash enclosures, fencing, etc. Describe the exterior materials proposed for the buildings and architectural style. Describe any phasing or incremental development of the site. For multi-family projects including information on whether on-site management will be provided.

For **commercial, industrial or institutional** projects, describe the number of buildings and floor area, along with proposed uses for each building. Describe other improvements proposed such as parking (number of spaces) loading areas, walkways, trash enclosures, landscaping, lighting, fencing, etc – as appropriate. Describe the exterior materials proposed for the buildings and architectural style. Include hours of operation, number of employees by shift, operating hours and vehicles (such as trucks) expected to be operated as part of the business.
Please type or print clearly in ink. Incomplete applications will be returned.

Applicant Name: ________________________________________________________
Address:  _______________________________________________________________
City:  ______________________________ State:  ______ ZIP:  _________________
Phone/Email:  ___________________________________________________________

Agent/Representative:  ___________________________________________________
Address:  _______________________________________________________________
City:  ______________________________ State:  ______ ZIP:  ________________
Phone/Email:  ___________________________________________________________

Property Owner:  _______________________________________________________
Address:  _______________________________________________________________
City:  ________________________________ State:  ______ ZIP:  _______________
Phone/Email:  ___________________________________________________________

Please indicate if correspondence is to be sent to:  
__ Applicant   __ Agent   __ Property Owner

Specific Description of Request (ATTACH ADDITIONAL SHEET IF NECESSARY)
_______________________________________________________________________

Project Location:  ________________________________________________________
Assessor’s Parcel Number(s) __________________________________________
Current Zoning:  _____________ Current Land Use Designation:  __________________

Check planning permit(s) that apply to your project  
(If you are applying for more than one permit, you need to fill out only one Master Application form)

☐ Annexation
☐ Conditional Use Permit
☐ Site Plan Review
☐ Director Review & Approval
☐ Variance
☐ Environmental Assessment
☐ General Plan Amendment
☐ Zone Change
☐ Lot Line Adjustment
☐ Tentative/Final Parcel Map
☐ Tentative/Final Subdivision Map
☐ Lot Merger
☐ Certificate of Compliance

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

Print Applicant’s Name  Applicant’s Signature  Date
Print Property Owner’s Name  (if different from applicant)  Property Owner Signature  Date
Print Agent’s Name  Agent’s Signature  Date

Note: The City must have signed consent of all property owners of the project site.