City of Vallejo

Planning Division

555 Santa Clara Street, Vallejo, CA 94590 Phone: (707) 648-4326 Fax: (707) 552-0163

Planning Handout No. PH-23

MAJOR USE PERMIT

What is a Major Use Permit?

The City of Vallejo is divided into zoning districts which govern the uses that owners may have on their property. A conditional use permit is a Planning Commission approval allowing a use or activity not granted as a matter of right within a zoning district. It allows the City to evaluate uses which may be suitable only in certain locations or only if designed or operated in a particular manner.

What are some of the uses requiring a use permit?

Conditional uses subject to a use permit are identified in the Zoning Ordinance for each zoning district. For residential districts, projects requiring a use permit include: multi-family developments containing nine or more dwelling units, churches, recreational and educational facilities, and community services. For commercial areas, conditional uses vary according to the particular zoning district, but usually include service stations, fast food or take out restaurants, medical services, sale of alcoholic beverages, operation of a business between the hours of twelve (12 midnight) and six (6) a.m., and vehicle sales, leasing and repair.

Why do I need a Business License and a Use Permit?

The Business License is granted to the individual and is essentially a tax. The Use Permit is granted to the land/location after review of the use relative to certain criteria. A use permit may be transferred to a new business in the same location if there are no changes in the use.

What are the steps in the process?

You may request preliminary review of your project by the Planning Division and/or Technical Project Review Committee. This process takes approximately 3 weeks but can save time later by resolving issues early in the review. Please refer to PH-34, "Preliminary Review."

A planner will review the application for completeness. State law requires that staff determine whether the application is complete within 30 days. Planning staff usually does this within 3 weeks, depending on workload.

Some use permit applications are subject to the Environmental Review process. If staff advises you that your project is subject to Environmental Review, please refer to PH-13, "Environmental Review."

What is required for plan submittal?

- Application: Completed planning application signed by the property owner and applicant.
- ◆ **Description:** Detailed written description of your project/use which may include square footage of proposed and existing, Construction Type, Occupant Load, Occupancy Classification, Fire Sprinkler System: existing and/or non-existing, Days/hours of operation, Number of employees, Number of persons (if public assembly area), Restroom facilities, Trash/litter control methods, Storage, including any hazardous materials, On-site parking available to use, Proposed signs (sign application may be needed), Security and public safety measures, if applicable, Interior modifications to the building relative to the proposed use, Site Improvements and Utility Plan. (See VSFCD handout) and Site Development Plan including site improvement and utility plans (for vacant lots)
- ◆ Supplemental questionnaire refer to PH-24 "Major Use Permit Supplemental Information"
- ◆ Plans: Eight (8) set of plans: Site plan, building elevations, utility site plan and floor plans. Please refer to PH-19, "How to Draw a Site Plan." Also, please provide one 8 ½ x 11 reduction of all plans. Plans must show all structures, street rights of way, driveways and vegetation within 100 feet of subject parcel. The plans must indicate the proposed occupancy classification, occupancy load and show buildings less than 20 feet from property line. Landscaping both existing and proposed.
- Site Photos: Color photos showing the existing property and the adjacent properties.

♦	Fees:	A filing fee of \$
		A notice fee of \$

How long does the approval process take?

A planner will review the application for completeness. State law requires that staff determine whether the application is complete within 30 days.

Upon submittal of a complete application, planning staff will route the plans to the appropriate departments and agencies for comments. These may include Public Works, Fire Prevention, Vallejo Sanitary and Flood Control District (VSFCD) and others. A project will then be scheduled for a public hearing before the Planning Commission once the application is accepted as complete.

What is involved in a public hearing?

At least 10 days (21 days if an Initial Study has been prepared) prior to the Planning Commission hearing, property owners within 500 feet of the boundaries of the subject property will be notified of the public hearing. At the hearing, the Commission will consider the information provided by the Planning Division staff and hear comments from the public. After the public hearing portion of the meeting is concluded, the Commissioners will use the information presented to make a decision on your request. Their decision may be to approve, conditionally approved or denied the project.

Can a decision be appealed?

Yes, any Planning Division determination may be appealed to the Planning Commission Secretary. To appeal, a completed application stating the reasons of the appeal and how it affects the applicant must be filed with the Planning Division within 10 calendar days after the decision is made. A public hearing

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will then be set for the Planning Commission to consider the appeal. If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination/approval date your project is approved subject to any conditions noted in your staff report.

When are hearings held?

The Planning Commission usually holds public hearings on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 555 Santa Clara Street.

The City Council holds public hearings every Tuesday at 7:00 p.m.

When does my use permit expire?

Use permit approval is valid for 24 months unless authorized construction has begun prior to the expiration date. If a use permit is approved in conjunction with an approved tentative map of 5 or more lots, it may be extended an additional 36 months.

What do I need after my Use Permit approval?

The Planning Commission Staff Report will typically contain several Conditions of Approval from several departments and agencies that will need to be satisfied in addition to conditions from the Planning Division. For example, you may have to comply with certain conditions from the City's Water Division to receive water service and conditions from VSFCD to receive a sewer connection and/or conditions from the City Engineer. Additionally, you may be required to secure a grading permit and an encroachment permit, and Construction Plans for Site Improvements from the Public Works Department and a building permit, from the Building Division.

The following additional handouts or approvals may be useful or necessary to you:

- 1. Processing your project through VSFCD Contact VSFCD at 644-8949
- 2. Approval of site improvement plan by VSFCD, Water 648-4307, Fire 648-4474, PW 648-4315
- 3. Guidelines for obtaining a grading permit Contact Public Works at 648-4315
- 4. Building permit application & fees
- Contact Building at 648-4374
- 5. Landscaping/Irrigation Standards
- Refer to PH-20
- 6. On-Site/Off-Site Improvement Plans
- Contact Public Works at 648-4315

What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.

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Planning Handout No. PH-24

MAJOR USE PERMIT SUPPLEMENTAL INFORMATION

PROJECT	INFORMATION			
PROPERTY	Y ADDRESS			
ASSESSOR	SESSOR'S PARCEL NOEXISTING ZONING			
APPLICAN	NT			
NAME				
ADDRESS:	·	DAYTIME PHONE		
PURPOSE	D USE			
DESCRIPT	TON OF PROPOSED USE (incl	lude products/services provided, alcohol sales, etc	c.)	
Additional I	Licenses/Approvals Required: S	State: Regional		
BUILDING	GS			
Existing Gro	oss Floor Area Porti	cions Thereof to be Used New Cons	struction	
PARKING	Current Spaces	Proposed Spaces		
TYPICAL	OPERATION – Complete for a	all uses, as applicable.		
Days of Ope	eration	Hours of Operation		
Number of I Outdoor Act	Full-time Employees tivities (storage, work areas, etc.)	Number of Part-Time Employees)		
SUPPLEM	ENTAL INFORMATION FOR	R SELECTED USES		
Medical Ser	vices: Number of Full-time Prac	ectitioners Number of Additional Full-time	Employees	
Religious As	ssembly: Number of Fixed Seats	s (20" of pew = 1 seat) or Gross Floor Area	w/o seats	
Day Care: 1	Name & Address of Agency of L	Licenses Operator & Facility		
-				
1	Maximum Number of Persons to	o be cared for Under the License		
1	Number of Persons Residing Ful	Il-time in the Facility		