



AN APPLICANT'S GUIDE Conditional Use Permit

City of Pomona Planning Division

PURPOSE

Certain uses of land possess unique or special characteristics which make it undesirable for them to be automatically permitted uses within the various zoning districts. Therefore, a Conditional Use Permit is necessary to ensure that such uses will be compatible with the surrounding area, and to stipulate reasonable conditions to ensure that the basic purposes of the zoning ordinance are being served.

To determine if a Conditional Use Permit is required for a specific use of land, reference must be made to the zoning ordinance. Some examples of uses requiring Conditional Use Permit are on-sale and off-sale alcoholic establishments, automobile service stations, dance halls, churches, and kennels.

APPLICATION SUBMITTAL REQUIREMENTS

- ☐ One copy of completed and notarized application signed by property owner.
- ☐ One copy of a radius map provided by applicant showing all properties within 400 feet of the subject property (**other local, state and federal agency notifying requirement may be different**).
- ☐ List of property owners and occupants within 400 feet of proposed project typed on **two (2)** sets of mailing labels. A Certified Property Owners' List Affidavit must be provided by the company/firm preparing the labels.
- ☐ Twenty (20) complete sets of plans, including site development plan, floor plans and building elevations (all four sides), preliminary grading plan, and conceptual landscape plan with the percentage of landscaping in the parking lot setback areas and tree size and species. All plans are to be individually folded to 8 ½" by 14" or 8½" by 11" size and drawings must be to scale.
- ☐ For residential Projects (single-family residential and multi-family residential) the following additional items are required:
 - a fencing/wall plan with elevation details and dimensions
 - a tree removal plan (when applicable)
 - a security lighting plan (for multi-family projects)
- ☐ Photographs of the site, and adjacent areas to the north, south, east and west, if there are existing building photos illustrating all elevations must be included.
- ☐ One colored elevation or rendering-maximum size: 24" x 36".
- ☐ Color and materials sample board.
- ☐ 8 1/2" x 11" reductions of the plans (site plan, floor plans and elevations) on photographic paper (KPS) or equivalent.
- ☐ Environmental Information Form.
- ☐ Fees-refer to fee schedule (also include two \$75 Environmental filing fees on separate checks - make checks payable to Los Angeles County).
- ☐ A copy of title report or grant deed for the property.

☐ Sign program (not for residential projects).