



CITY of CALABASAS

Community Development Department
Planning Division
100 Civic Center Way
Calabasas, CA 91302
T: 818.224.1600
F: 818.225.7329

www.cityofcalabasas.com

Supplemental Application CONDITIONAL AND MINOR USES

For Conditional Use Permit and Minor Use Permit Applications

CONDITIONAL USE PERMIT SUMMARY

Building Area:

Building Size: _____ sq. ft. Area Occupied by Proposed Use: _____ sq. ft.

Operating Characteristics:

Hours of Operation: _____ AM to _____ PM

Number of Employees: _____

MINOR USE PERMIT SUMMARY

Site Size: _____ sq. ft.

Large Farm Animals:

List the number at type of animal(s):

#	Animal
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Hobby Farms:

Agricultural Area Size: _____ sq. ft.

Slope of Agricultural Area: _____ %

List types of crops to be grown:



Application Filing Requirements

SUBMITTAL CHECKLIST

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate materials and documents to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist is not used to determine whether a project application is complete for purposes of the Permit Streamlining Act.

Conditional Use Permit:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application – Conditional and Minor Uses*.
- Completed Supplemental Application – *Environmental Assessment Information*.
- Three (3) complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½”X11”. Plans shall include the following:
 - Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations
 - Floor Plan(s) (Existing and Proposed)
 - Roof Plans (Existing and Proposed)
 - Elevations (All Sides, Existing and Proposed)
 - Landscape Plan (if applicable)
 - Demolition Plan (if applicable)
 - Photometric Plan (if applicable)
- Ten (10) complete set of required plans reduced to 11”X17”.
- One (1) set of colored plans, to include illustrative site plan and building elevations, and any necessary cross-sections reduced to 11”X17”.
- One (1) color and materials samples mounted on an 8½”X11” board.
- Pictures of the site and surrounding area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF, provided a list is also submitted with the file name, date the photo was taken, the photographer, brief description, and diagram or site plan showing the point and direction for each photograph taken.
- The project description shall include a complete description of the proposed use, including, but not limited to, use(s) proposed, hours of operation, number of employees, number of seats provided, number of students, etc., and answers to the following questions:
 1. How does the proposed use comply with all of the applicable provisions of this development code?
 2. How is the proposed use consistent with the General Plan and any applicable specific plan or master plan?
 3. How are the location and operating characteristics of the proposed use compatible with the existing and anticipated future land uses in the vicinity?
- Public hearing information prepared in accordance with the *Public Notice Requirements*.
- Any other plans or information that the Community Development Director deems necessary to facilitate processing of the application.

APPLICATION REVIEW AND APPROVAL BODIES:
Development Review Committee
Planning Commission

Minor Use Permit:

- Completed *General Land Use and Development Application* and filing fees.
- Completed *Supplemental Application – Conditional and Minor Uses*
- Completed *Supplemental Application – Environmental Assessment Information*.
- Three (3) complete sets of plans prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½”X11”. Plans shall include the following:
 - Site Plan (Existing and Proposed) with Site coverage and Pervious Surface Calculations
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- The project description shall include a complete description of the proposed use, including, but not limited to, improvements proposed for the property, and answers to the following question:
 - How is the proposed use designed to respect and integrate with the existing surrounding natural environment to the maximum extent feasible?
- Public hearing information prepared in accordance with the *Public Notice Requirements*.

APPLICATION REVIEW AND APPROVAL BODIES:

Development Review Committee
Community Development Director