



City of Temple City

CONDITIONAL USE PERMIT & VARIANCE

SUBMITTAL CHECKLIST

ITEMS FOR APPLICATIONS

In addition to the items listed in the *Master Application*, the following items are required for the *Supplemental Conditional Uses Permit & Variance Supplemental Application*.

REQUIRED

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included for all applications. Certain types of projects may require additional items, as specified on this checklist and supplemental application forms. If any item(s) identified on this checklist is/are not included with the submittal and full payment has not been tendered, the project will not be accepted for submittal. Issuance of a full payment receipt serves as the "Statement of Application," pursuant to GCS 65940. All applicable fees can be found in the city's most current fee schedule. Prior to submittal, consultation with the Planning Division is required to confirm all necessary submittal items to deem the application materially-complete. This checklist is intended to guide applicants in submitting a complete application. The determination of application completeness will be made in accordance with the Permit Streamlining Act.

- ☐ Fully-executed *Supplemental Application – Conditional Use Permit & Variance*. (Attachment 1)
- ☐ Pay applicable fees (See current fee schedule)
- ☐ Public hearing information prepared in accordance with the *Public Notice Requirements*. The Zoning Code requires a 300-foot radius from the outside property lines.
- ☐ Development plans/business plans
- ☐ Copy of the Grant Deed

OTHER MATERIALS

- ☐ Fully-executed *Supplemental Application – Environmental*.
- ☐ Grading Plans
- ☐ Topographic Map
- ☐ Circulation Plan
- ☐ Photo Simulations
- ☐ Sign Inventory
- ☐ Development Schedule
- ☐ Escrow Title Papers
- ☐ Three Dimensional Digital Model
- ☐ Parking Study
- ☐ List & Map of Other Businesses:

1. Provide a map and list with the name and address of all establishments that sell alcohol for on-site and off-site consumption within a 1,000 foot radius of the project site.

2. Provide a map and list with the name and address of each individual building occupant within a 300 foot radius of the project site.

☐ Other Items: _____



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ATTACHMENT 1

CONDITIONAL USE PERMIT

SUPPLEMENTAL APPLICATION

FILL IN THE FOLLOWING INFORMATION FOR CONDITIONAL USE PERMIT APPLICATIONS

Building Information:

Building Size: _____ sq. ft.

Business Size: _____ sq. ft.

Operating Characteristics:

Business Name: _____ Business Type: _____

Type of Merchandise (if applicable): _____

Type of Service (if applicable): _____

Hours of Operation: _____ Number of Employees: _____

Alcohol License Type: _____

Proposed Capacity (Maximum Number of tables, students, etc.): _____

No. of Parking Spaces Required: _____ No. of Parking Spaces Provided: _____

Please answer the following questions. (Be as specific as possible, attach sheets if necessary)

1. Is the site for the proposed use adequate in size, shape, topography and circumstances?

2. Does site have sufficient access to streets and highways, adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use?

3. Will the proposed use have an adverse effect upon the use, enjoyment or valuation of adjacent or neighboring properties or upon the public welfare?

OTHER PERTINENT INFORMATION: (Be as specific as possible, attach sheets if necessary)



City of Temple City

ZONING VARIANCE

SUPPLEMENTAL APPLICATION

FILL IN THE FOLLOWING INFORMATION FOR VARIANCE APPLICATIONS

List the development standard(s) requesting Variance for:

1. _____
2. _____
3. _____
4. _____
5. _____

Please answer the following questions. (Be as specific as possible, attach sheets if necessary)

1. Are there exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of such property, which do not generally apply to other properties in the same zone?

2. Is the variance necessary for the preservation and enjoyment of a substantial property right possessed by other property similarly situated, but which is denied to the property in question

3. Will the granting of the variance be materially detrimental to the public welfare or injurious to the adjacent or neighboring properties?

4. Are there any special circumstances as provided in section 65906 of the California Government Code?
