



LAND USE APPLICATION

CITY OF CLAREMONT
DEPARTMENT OF COMMUNITY DEVELOPMENT
207 HARVARD AVENUE, P.O. BOX 880
CLAREMONT, CA 91711-0880
(909) 399-5470

TYPE OF APPLICATION

- ☐ General Plan Amendment
☐ Permit Zone Change
☐ Code Amendment
☐ Specific Plan

- ☐ Conditional Use Permit
☐ Conditional Use Permit Amendment
☐ Special Use & Development Permit
☐ Mixed Use District Development Plan

- ☐ Minor Exception
☐ Environmental Review
☐ Variance
☐ Other _____

APPLICANT INFORMATION

Name of Applicant(s): _____

Address: _____

Email: _____

Phone Number: _____

Owner(s) of Record: _____

Owner(s) Address: _____

PROPERTY INFORMATION

Location: _____

Assessor Parcel Number(s): _____

Tract and Lot Numbers(s): _____

Existing General Plan Designation: _____

Existing Zoning for each parcel: _____

Existing Land Use: _____

Purpose of Request: _____

CERTIFICATION STATEMENT

****MUST BE SIGNED BY PROPERTY OWNER AND NOTARIZED****

I/we certify that I/we are presently the legal owner(s) of the above described property(ies). Further I/we acknowledge the filing of this application and certify that all the above information is true and accurate and that I/we have familiarized myself/ourselves with the relevant provisions of Claremont's codes. **(Note: A person acting as agent of the owner of record must attach a notarized letter of authorization from the legal owner.)**

Signature _____

Date _____

Signature _____

Date _____

Subscribed and sworn to me this _____ day of _____, 20____

Signature of City Clerk or Notary Public (seal) _____

COPYRIGHT MATERIALS RELEASE: To the extent that your application submittals include plans or drawings prepared by a licensed, registered or certified professional, as defined pursuant to the California Health and Safety Code Section 19851 or Business and Professions Code Section 5536.25, such as a licensed engineer, architect or other design professional, the City must first obtain the signature release and permission of said professional prior to publication or reproduction of any such plans or drawings. Such drawings and plans may also be protected by copyright laws and/or California Government Code Section 65103.5. The City of Claremont hereby requests permission to reproduce, publish, and otherwise make publicly available plans and drawings submitted with your submittal for purposes of more effectively and efficiently facilitating the entitlement review process, including making plans and drawings available on the City's website for public review and providing paper and/or electronic reproductions to the City's Commissioners and Councilmembers, City staff and consultants, and members of the public. If you grant such permission, please provide below the signatures of all of those who have prepared plans and drawings submitted with this application.

Copyright Holder's Name _____

Signor's Name (Printed) _____

Email Address & Phone Number _____

Signature _____

City Staff Use Only

File Number:	Fixed Fee:	Hourly Deposit:
Date:	Received By:	CEQA: _____ Exempt _____ Initial Study

SUBMITTAL REQUIREMENTS		NUMBER OF COPIES
☐	PROJECT PLAN (Vicinity Map – Site Plan, Elevations, Parking Plan, Floor Plan, Landscape Plan)	4 copies
☐	REDUCTION OF PLAN (8 1/2" x 11")	1 copy
☐	PDF Version (8 1/2" x 11")	1 copy
☐	RADIUS MAP (Scaled to fit 8" 1/2 x 11" or 11" x 17" paper) Mailing Radius: ☐ 100ft ☐ 300ft ☐ 500ft ☐ Other _____	1 copy
☐	MAILING LIST (properties within the designated radius on three column type labels form)	2 copies
☐	LEGAL DESCRIPTION OF THE PROPERTY	1 copy
☐	JUSTIFICATION STATEMENT (see next page for details)	1 copy
☐	CURRENT PRELIMINARY TITLE REPORT	1 copy
☐	CERTIFICATION STATEMENT (from each property owner involved authorizing application)	1 copy
☐	FEE AGREEMENT	1 copy
☐	ENVIRONMENTAL INFORMATION FORM	1 copy
☐	ADDITIONAL SUBMITTAL DOCUMENTS: 	

Please contact the Planning Division at (909) 399-5470 to determine which of these requirements are applicable.

LAND USE APPLICATION JUSTIFICATION STATEMENTS

A written statement must accompany all applications. It needs to identify the reasons for the request and describe how the conditions or criteria listed below can be met. The relevant sections of the City's codes are identified for each application and should be consulted when preparing the statement.

Conditional and Special Use Permits (Chapter 16.303)

Explain how:

1. The site for the intended use is adequate in size and shape to accommodate said use and all of the yards, setbacks, walls or fences, landscaping and other features required by this Code or by conditions imposed under this chapter.
2. The site for the proposed use relates to streets and highways properly designed to carry the type and quantity of traffic generated by the subject use.
3. The proposed use will not impair the integrity and character of the zone in which it is located or otherwise have an adverse effect on adjacent property or the permitted use thereof.
4. The proposed use is not contrary to the General Plan.
5. The proposed use will not endanger or otherwise constitute a menace to the public health, safety or general welfare.

Special Use and Development Permits (Chapter 16.306)

Explain how:

1. The proposed site is adequate in size and shape to accommodate the proposed use or development.
2. The proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that the proposed use or development will or could reasonably generate.
3. The proposed use and development is compatible with other land uses on property adjacent to, or in the vicinity of, the proposed site, and will not negatively affect, or be injurious or detrimental to such uses or properties.
4. The proposed use and development will not impinge on the privacy of others or have a negative visual effect from the street.
5. The proposed use or development will not endanger or otherwise constitute a menace to the public health, safety or general welfare.

Minor Exception Permit (Chapter 16.312)

Identify how the permit is needed due to the following:

1. Special circumstances are applicable to the property including size, shape, topography, location, or surroundings which cause the strict application of this title to deprive such property owner of privileges enjoyed by other properties in the vicinity and under identical zoning classification.

2. The minor exception authorized shall not constitute a granting of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located.
3. The minor exception will not create a negative impact on other nearby properties.
4. The minor exception is consistent with the intent of this chapter and is not contrary to the goals and objectives of the General Plan.

Variance (Chapter 16.309)

Describe how:

1. There are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to the intended use of the property, which do not apply generally to other property in the same zoning district.
2. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant, which right is possessed by other property owners under like conditions in the same zoning district.
3. The granting of the variance will not be materially detrimental to the public welfare or injurious to property and improvements in the area in which the property is located.
4. The granting of such a variance will not be contrary to the objectives of the General Plan.

Zone Change (Chapter 16.315)

Discuss how the change conforms to the City's General Plan and is warranted based on considerations of:

1. Access;
2. Surrounding General Plan, zoning, land use, and developments; and
3. Timing of the project in relationship to adjacent properties and developments.

General Plan and Code Amendments (Chapters 16.318 and 16.315)

Please provide a description of the proposed code or General Plan amendment, setting forth reasons warranting this change.