



City of Mill Valley Planning Department Supplemental Application for Administrative Use Permit

26 Corte Madera Ave., Mill Valley, CA 94941 ▪ 415-388-4033 ▪ cityofmillvalley.gov

Applicants: Please submit along with the Main Application. Please print or type.

Cross-Reference Information

Address/Location of Project Site:

Assessor's Parcel Number:

Administrative Use Permit Eligibility

An Administrative Use Permit (AUP) is a staff-level approval that is required to allow certain new land uses in commercial zone districts in the City of Mill Valley. To determine whether your proposed land use requires an AUP, review Mill Valley Municipal Code Chapter 20.40, Table 20.40-1. Typical land uses requiring AUPs are medium-sized stores and services, ground floor offices outside downtown, and various non-commercial land uses. Use permits “run with the land” meaning that there may already be a use permit for any given property. Before submitting a new AUP application, please verify with Planning Department staff that there is not already an existing use permit that can be exercised or amended for your new land use.

Application Requirements

1. Project Narrative. On a separate sheet, provide the following information:
 - a. Describe the proposed use.
 - b. If the space where the use will occur is existing, describe the existing or most recent previous use.
 - c. The size in square feet (gross floor area) of the use. If there are other uses on the property, also provide the size in square feet of each of those uses if possible.
 - d. The days and hours of operation.
 - e. The anticipated number of employees.
 - f. The anticipated number of customers per day and the average anticipated length of each visit.
 - g. The number of parking spaces available on the property for the proposed use. Include information about special situations such as shared parking or leasing arrangements for parking spaces on the property or on other properties.
 - h. The anticipated project scheduling and phasing.
 - i. A description of how the use will meet the six required use permit findings (see page 2 of this application form and M.V.M.C. section 20.64.040).
1. Plans. Submit a site plan and a floor plan showing the location and size of the proposed use, bathrooms, trash/litter control measures, parking, accessibility requirements per California Building Code Chapter 11b, and any proposed tenant improvements.
2. Applications for specific land uses must provide additional information and may be subject to additional findings (see M.V.M.C. Table 20.40-1).

Findings

Required use permit findings per M.V.M.C. section 20.64.040:

1. The proposed use and the conditions under which it will operate is consistent with the General Plan.
2. The proposed use is consistent with all applicable provisions of this Title and Municipal Code.
3. The design, location, size and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity.
4. The site is physically suitable for the type, density, and intensity of the use being proposed, including access, utilities and the absence of physical constraints.
5. Granting the permit would not be detrimental to the public health, safety, convenience or welfare or materially injurious to uses, properties or improvements in the vicinity and zoning district in which the property is located.
6. The proposed conditions of approval will ensure compatibility with surrounding uses.

Application Review Process

This application will be assigned to a staff Planner. Within 30 days, the staff Planner will contact the applicant and confirm whether the application is complete. If it is not complete, staff will provide a list of information that will be required to complete the application.

Once a complete application is received, the Director of Planning and Building or staff designee will take action to grant or deny the AUP and may impose conditions of approval, as applicable. The effective date of the decision will be 10 calendar days after the date of the written determination.

The Planning Department shall provide notice of the decision approving an AUP to all property owners within 300 feet of the subject property at least 10 days prior to the effective date of the decision. In addition, a notice poster shall be displayed on the property in a location visible from the public right of way. The AUP action will be final unless written request for an appeal is received by the Planning Department before the effective date of the decision.

The Director of Planning and Building shall have the discretion to elevate an AUP for review and processing by the Planning Commission based on unique circumstances such as an unusual potential impact to the neighborhood or to the greater community. In this case, the AUP proposal will be noticed as described in Section 20.64.025(C)(2).

Certification

I, the undersigned owner of the subject property, have read this application and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Property Owner's

Signature

Date: _____

I, the undersigned applicant, have read this application and certify that the information, drawings and specifications herewith submitted are true and correct to the best of my knowledge and belief and are submitted under penalty of perjury.

Applicant's

Signature

Date: _____

Staff Use Only:

Received By: _____

Date: _____