



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

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

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

Cross-Reference Information

Address/Location of Project Site:

Assessor's Parcel Number:

Conditional Use Permit Eligibility

A Conditional Use Permit (CUP) is a Planning Commission approval that is required to allow certain land uses on private property in the City of Mill Valley. To determine whether your proposed land use requires a CUP, review Mill Valley Municipal Code Chapter 20.40, Table 20.40-1 as established in [Ordinance 1368](#). Typical land uses requiring CUPs are large stores and services, hotels, schools, churches and other land uses with potential impacts appropriate for Planning Commission review.

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).
2. Plans. Submit site plan and floor plan showing location and size of the proposed use, bathrooms, trash control measures, parking, accessibility requirements per California Building Code Chapter 11b, and any proposed tenant improvements.
3. 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, staff will schedule the project for a public hearing at the Planning Commission. At least ten days before the hearing, staff will notify property owners within 300 feet of the subject property about the hearing. Applicants are encouraged to discuss projects with their neighbors before the City mails notices. The applicant must place a notice poster(s) at the site 10 days before the hearing.

Staff will prepare a report describing the proposal and recommend that the Planning Commission approve, conditionally approve or deny the application. The report will be available for review before the hearing. The applicant or his representative must be present at any public hearings for the project. Any member of the public may speak at the public hearing. The applicant or any interested party may appeal any decision by the Planning Commission to the City Council within ten calendar days of the decision by filing an appeal with the Planning Department.

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 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: _____