



# APPLICATION REQUIREMENTS FOR: LAND USE PERMIT

PLANNING



## PURPOSE

The Town's Zoning Ordinance cannot be drafted to equitably deal with every circumstance. The purpose of a land use permit is to allow for special consideration of uses which are neither permitted by right nor prohibited in a designated zoning district. The applicant is advised to review the proposal with surrounding residents, property owners, and other affected parties prior to initiating an application.

## EVALUATION

The Planning Division reviews the application with the following criteria:

- Consistency with the General Plan, Zoning Ordinance, and/or Specific Plan
- Compliance with the California Environmental Quality Act (CEQA)
- Compatibility of use with adjoining properties
- Assessment of specific impacts such as traffic, noise, stormwater, and odors
- Design considerations and mitigations
- Conditions may be imposed as necessary to ensure that the proposed use will be compatible with and not adversely affect the environment and adjacent properties. (i.e. parking needs met)

## PROCESS

Applications cannot proceed through the review process until all the application requirements are met. The application is assigned to a Project Planner, who is your main contact throughout the review process, leads the evaluation of the application, and advises you of any items required to complete the application. Once deemed complete, a Land Use Permit is issued listing the findings of the decisions and conditions of approval. Some applications may require a public hearing.

## APPLICATION REQUIREMENTS

1. **Application form.** Available at the Town of Danville's Permit Counter or online at <http://www.ci.danville.ca.us>
2. **Fee.** Payment of fee in effect at the time of application submittal, payable to the Town of Danville.
3. **A letter** describing the proposed use in detail and giving reasons why this application should be granted. Information should include the nature of the use, type of operation, potential traffic generations, why the project will benefit the surrounding neighborhood and the community, and any other data pertinent to the proposal.
4. **Site photographs** showing topography, vegetation and landscaping, existing and adjacent structures, as relevant to providing contextual information.
5. **Site Plans:** Three (3) copies of plans no larger than 24"x36", folded to approximately 9"x12", and an electronic PDF copy, containing the following:
  - Note scale, including a graphic scale, and north arrow on plans.
  - Vicinity map indicating adjacent street and/or rights-of-way.

- Exterior boundary lines of the property indicating easements, dimensions, and lot size.
- All adjacent street or rights-of-way.
- All existing trees on the site identifying species, size, and location.
- Any existing significant natural features.
- Location, building elevations, size, height, dimensions, materials, and proposed use of all buildings and structures including walls, fences, sign, and lighting existing and proposed.
- Distances between all structures and between all property lines or easements.
- Any nearby buildings which are relevant to the application.
- Location, number of spaces, and dimensions of off-street parking spaces.
- Pedestrian, vehicular, and points of ingress and egress.
- Proposed landscaping includes quantity, location, varieties, and size.
- Proposed grading plan for sites having over 5-foot grade differential showing direction and path of drainage on, through, and off the site; indicate any proposed drainage swales, channels, or facilities.
- Any required and existing street dedications and improvements.
- Stormwater Control Plan that addresses all C.3 requirements as outlined in the Stormwater C.3. Guidebook which is available at the front counter and online at [www.cccleanwater.org](http://www.cccleanwater.org)
- Other data as required by Planning Services or the Planning Commission to make the required findings for approval of the application.