



## CONDITIONAL USE PERMIT SUBMITTAL REQUIREMENTS

Planning Division

Revised: November 18, 2008

**Public Hearings Required** - One (1) before the Planning Commission.

**Processing Time** - Normally eight (8) to twelve (12) weeks depending on the number of similar requests before the City. Minor permits can normally be processed within four (4) to six (6) weeks.

Applicant or their representative must be present at all public hearings to answer questions.

**Procedure** - No application will be accepted for processing until the information listed below is submitted to the satisfaction of the Community Development Department:

1. One (1) copy of the completed application and filing fees.
2. Written statement describing the project and the reason for it and a detailed description of proposed use including hours of operation, number of employees, number of customers at peak hours of use, any other permits or licenses required for use, and any other use-related information.
3. One copy of a location map, 8 ½ X 11, indicating the subject parcels and adjacent streets. List of other businesses sharing the building or center with their square footage and hours of operation.
4. Ten (10) copies of a site plan to include: 8 ½ X 11
  - a. Location of existing and propose structures.
  - b. Location of off-street parking and loading facilities.
  - c. Location of points of entry and exits for vehicles and internal circulation patterns.
5. Ten (10) copies of the proposed floor plan with areas labeled as to proposed uses.
6. Preliminary landscaping plan, if appropriate.
7. One (1) copy of the preliminary title report on the subject property no more than six (6) months old at the time of submittal.
8. Prior to determination that your application is complete, signage must be posted on the property in accordance with the Brentwood City Council Ordinance 665 as determined by Community Development Staff.
9. Other information which is pertinent and/or which the Community Development Director may require all applicants to furnish, by general policy.
10. One (1) CD-RW disk containing all plans in PDF format.
11. Policy No. 110-3 states that members of the public wishing to make an audio/visual presentation of an agenda item must submit their item to the Planning Division office at least 24 hours prior to the start of the Planning Commission meeting.

**NOTE: All maps larger than 8 ½" x 11" must be FOLDED and COLLATED prior to submittal**

If you have any questions, call the Community Development Department at (925) 516-5405.