



# CITY OF SIERRA MADRE

Planning & Community Preservation Department  
232 W. Sierra Madre Blvd. Sierra Madre, CA 91024

**SUPPLEMENTAL**

## **SUBMITTAL CHECKLIST FOR MINOR CONDITIONAL USE PERMIT**

*This checklist should be reviewed together with a planner and must be submitted with the complete application. **Incomplete applications will not be accepted***

### **Minimum Submittal Requirements:**

*Listed below are the minimum submittal requirements for Minor Conditional Use Permits. If there are multiple entitlements, they may be combined under one submittal.*

- Electronic Submittal**  
All required submittals listed below shall be provided in electronic format via flash drive or CD.
  
- Master Zoning Application Form – One (1) copy**
  - a) Cover sheet with applicant signature, notarized
  - b) Environmental Assessment
  - c) Tree Inventory
  - d) Entry onto Private Land
  - e) Owner's Affidavit
  
- Ownership Verification – One (1) copy**
  - a) Copy of Grant Deed, Deed of Trust, or Title Report showing ownership
  - b) Written consent from property owner to authorize representative to submit an application on behalf of the property owner, if applicable
  
- Notification Packet**
  
- Application Fees – See adopted fee schedule, viewable at:**  
<https://www.cityofsierramadre.com/cityhall/finances/fees>

It is recommended that the following submittal requirements be completed by a licensed architect.

***Any checklist items that would duplicate a checklist item required by a different application may be submitted together as one.***

**Project Findings** – One (1) 8 ½” x 11” copy.

For all Minor Conditional Use Permits, provide a written narrative that thoroughly describes the proposed project and why the project requires a minor conditional use permit. In the case where the proposed project requires relief of development standards or other limitation of the zoning code, the narrative shall describe a just cause for this relief. The narrative shall also describe how the project meets the following required findings for approval of a Minor Conditional Use Permit.

Findings. Before a conditional use permit is granted, the application shall show, to the reasonable satisfaction of the reviewing authority, the existence of the following facts:

1. That the proposed request will not be detrimental, or otherwise be inconsistent with the residential character of the neighborhood.
2. That the site of the proposed request is adequate in size, shape and topography to accommodate the request.
3. That the proposed request will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent property owners.
4. That there is a demonstrated need for the use requested.
5. That the proposed request will be arranged, designed, constructed, operated and/or maintained so as to be compatible with the intended character of the surrounding area and shall not change the essential character of the surrounding area from that intended in the general plan.

**Additional Findings** – In addition to the above findings, approval of certain projects requires one or more of the following additional findings:

1. Where a project requires exemption from the parking requirements, the application must demonstrate that the parking deficit will not unreasonably overload street parking or public parking facilities nor create a nuisance.

**Operations Plan** – One (1) 8 ½” x 11” copy.

The Operations Plan shall detail the primary functions of the business with goals and objectives as a contributing function in the city. Based on the proposed use, a planner will provide additional segments to be included in the operations plan. Application that do not request a minor change of use (for example, a significant conversion of a residence to an office), may not require an operations plan. Please consult with a Planner regarding this checklist item.

**Project Drawings** – Two (2) 11” x 17” copies (Additional 11” x 17” copies may be required for Planning Commission reviews, subsequent to initial submittal). Project Drawings shall be drawn to scale and shall include the preparer’s contact information, a north arrow, date prepared, the scale, a vicinity map and a legend identifying symbols and abbreviations.

- Vicinity Map showing ½-mile radius street system with project site highlighted

- Cover Sheet with a project data table containing the following information:
  - 1) Total area of site in square footage
  - 2) Gross and Net building area calculations:
    - a. Existing and proposed square footage
    - b. Existing and proposed number of buildings and dwelling units
  - 3) Existing building construction dates
  - 4) Existing and proposed vehicular parking spaces with minimum required by the Zoning Code ([SMMC Ch. 17.68](#)).
  - 5) Existing and proposed loading spaces and size, including minimum standard required by the Zoning Code.
  - 6) Existing and proposed Floor Area Ratio, including maximum allowed by the Zoning Code.
  - 7) Existing and proposed Lot Coverage, including maximum allowed by the Zoning Code.
  - 8) Existing and proposed building heights and number of stories.
  - 9) Total area of project site proposed to be dedicated towards landscaping.
  - 10) Total area of project site proposed to be dedicated towards hardscape/paving.
  - 11) Existing zoning and land use designation.
  - 12) Existing and proposed UBC occupancy group and construction type.
- Existing and Proposed Site Plan
- Existing and Proposed Floor Plan
- Existing and Proposed Roof Plan
- Existing and Proposed Building Elevations

**Additional Documentation**

Additional documentation may be required at the City's discretion to fully document the scope, intent and details of the proposed project. These may include assessments of current conditions by qualified professionals, historical evaluations, samples of existing materials, etc.