

MINOR USE PERMIT

APPLICATION GUIDE AND INSTRUCTIONS

AN ENTITLEMENT SUBJECT TO THE DISCRETION OF THE PLANNING DIRECTOR

Overview

A Minor Use Permit (MUP) is required for a use or development standard determined to have a unique location, use, building, or traffic characteristic requiring discretionary approval from the Planning Director. MUPs are approved or denied based on staff recommendations. If approved, the MUP will include conditions for approval (**SZC 6.4.2.A**).

Examples of uses that may require a MUP include but are not limited to:

- on-sale of alcohol
- large wineries/breweries
- pawn shops
- smoke shops
- check cashing/payday loan businesses
- fences deviations
- barn setback deviations

Submittal Requirements

The table on page two lists the materials required for a complete MUP application submittal. The required materials and the flat fee of **\$1,337.60** must be provided upon submitting the application. Three sets of all required exhibits must be submitted (no smaller than 11" x 17").

Additionally, all of the application material must also be submitted on a CD/Flash Drive, with one (1) digital copy of each item saved separately in PDF format.

The application forms as well as the fee information can be found on our website www.per.saccounty.net.

Procedures

Once an application is deemed complete, a mailed notice is sent to property owners within 300 feet of the subject property boundaries. Notified parties have 15 days to comment and request written notification of the decision; most applications will also be distributed to the Sheriff Department for comments and conditions.

If Staff receives significant negative comments and/or there is a demonstration of significant crime activity, the MUP may be denied. Upon approval (or denial), a letter will be sent to the applicant and the neighboring parties that requested notification. Each letter will include findings, conditions, and appeal procedures. All applications are subject to CEQA review.

MUP Application Submittal Requirements

While it is not necessary for a professional to prepare your plans, the plans must be prepared in such a manner that a clear, understandable "picture" of the proposed project is easily seen. Acceptable self-prepared plans must have the following components: the plans must be neatly drawn using ruled lines, all dimensions must be shown, the plans must be drawn to scale, the scale be noted on the plans, and all improvements (existing and proposed) must be clearly labeled.

Application	<ul style="list-style-type: none"> ➤ General Application ➤ Applicable Supplemental Application (<i>if required</i>).
Site Plan	<ul style="list-style-type: none"> ➤ All plans must contain site dimensions, and a north arrow, and/or a visual scale. ➤ For commercial uses in existing buildings where no improvements to the property are requested, staff may waive site plan requirements and substitute an aerial photograph*. ➤ Photos of the interior are required.
Floor Plan	<p>Floor plan may be required dependent on the type of MUP and must include the following information</p> <ul style="list-style-type: none"> ➤ Use for which each room is intended ➤ Square footage of proposed structure separating habitable and non-habitable space ➤ Square footage for each room
Elevations (May not be required, check-in with PER Staff)	<p>Elevation plans shall be prepared for all views and contain the following minimal information:</p> <ul style="list-style-type: none"> ➤ Slope of the property in relation to the proposed structure(s); ➤ All sides of structures showing architectural features and access points (doors, windows etc.) ➤ Roof pitch and height of plate line and peak ➤ Drawing scale.
Context Photos	<ul style="list-style-type: none"> ➤ Photos of ALL existing structures to demonstrate the project's relationship to its adjoining environment.

* The suite must be outlined on the site plan if the site plan is submitted as an aerial photograph.