



# CITY OF EXETER

Planning Department  
P.O. Box 237  
Exeter, CA 93221  
559-592-9244

## Conditional Use Permit Application Checklist

*The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and as noted, some items are not normally required. If you are not sure, ask planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.*

1.  **Application Form.** Attached to this packet.
2.  **Application Fee:** \$1,110.
3.  **Environmental Description Form.** *Certain projects are required to be reviewed for their potential impacts on the environment. A fee is required for this review. Staff will inform you if your project is subject to this review.*
4.  **An Assessor's Parcel map** showing all properties within 300 feet of the subject property. *State law requires that all property owners within 300 feet of a Conditional Use Permit be notified of the public hearing for the permit. This information is available at the Tulare County Assessor's Office (733-6361).*
5.  **One set of stick-on address labels** for all property owners within 300 feet of subject property. You can contact the Planning/GIS Department (559-624-7000) of the County of Tulare, for a list of the APNs for properties within 300 feet of the subject property. Then using that list you can request a list of current property owners from the Tulare County Assessor's office (559-636-5159). *Staff will use these labels to mail notice of the public hearing to neighboring property owners.*

## SITE PLAN

6.  **Fifteen (15) prints of a site plan.** A site plan is a drawing showing the layout of your project. A sample of a site plan is attached to this application packet which shows examples of the items that must be shown on a site plan. (PDF version shall also be emailed to [tristan@weplancities.com](mailto:tristan@weplancities.com), [sonéal@exetercityhall.com](mailto:sonéal@exetercityhall.com), and [carias@exetercityhall.com](mailto:carias@exetercityhall.com)) **The site plan must be prepared by a licensed Engineer or a licensed Land Surveyor and must show the following information:**

- Site location and dimensions.** The exterior boundaries of the parcel with dimensions of each parcel line.
- Buildings and Structures.** Location, size, height and proposed use.
- Yards** and spaces between buildings
- Walls and fences:** show location, height and materials.
- Off-street parking** and off-street loading: location, number of spaces and dimensions of parking and loading areas and the internal circulation pattern.

**Signs**, including location, size, height and type of illumination.

**Lighting**, including location and general nature - indicate any hooding devices

**Street dedications and improvements** (if any are required). Existing street improvements that are adjacent to the project site shall be shown on all site plans.

**Landscaping**, including location and plant types, and irrigation equipment.

Such other data that may be required by staff or the Planning Commission and City Council to adequately evaluate your project.

## **FINDINGS**

**The site plan shall be prepared by the applicant to enable the Planning Commission and City Council to make the following findings:**

1. That there are circumstances or conditions applicable to the land, structure or use which makes the granting of a use permit necessary for the preservation and enjoyment of a substantial property right.
2. That the proposed location of the conditional use and the conditions under which it would be operated or maintained will not be detrimental to the public health, safety or welfare, or materially injurious to, or inharmonious with, properties or improvements in the vicinity.
3. That the proposed location of the conditional use is in accordance with the objectives of the zoning ordinance and the purposes of the district in which the site is located.
4. That the proposed use will comply with each of the applicable provisions of this ordinance. A use permit may be revocable, may be granted for a limited time period, or may be granted subject to such conditions as the Planning Commission may prescribe. The Planning Commission may deny an application for a use permit.

In making the above findings, the Planning Commission and City Council shall determine that approvals will be consistent with established legislative policies relating to traffic safety, street dedications and street improvements.

## What is a Plot Plan?

A Plot Plan is a scale drawing that shows the size and configuration of your property and the size and location of existing and proposed improvement features, such as buildings, driveways, sidewalks, etc. on the property.

A Plot plan shows both what currently exists and what physical changes you wish to make.

## When Do I Need to Draw a Plot Plan?

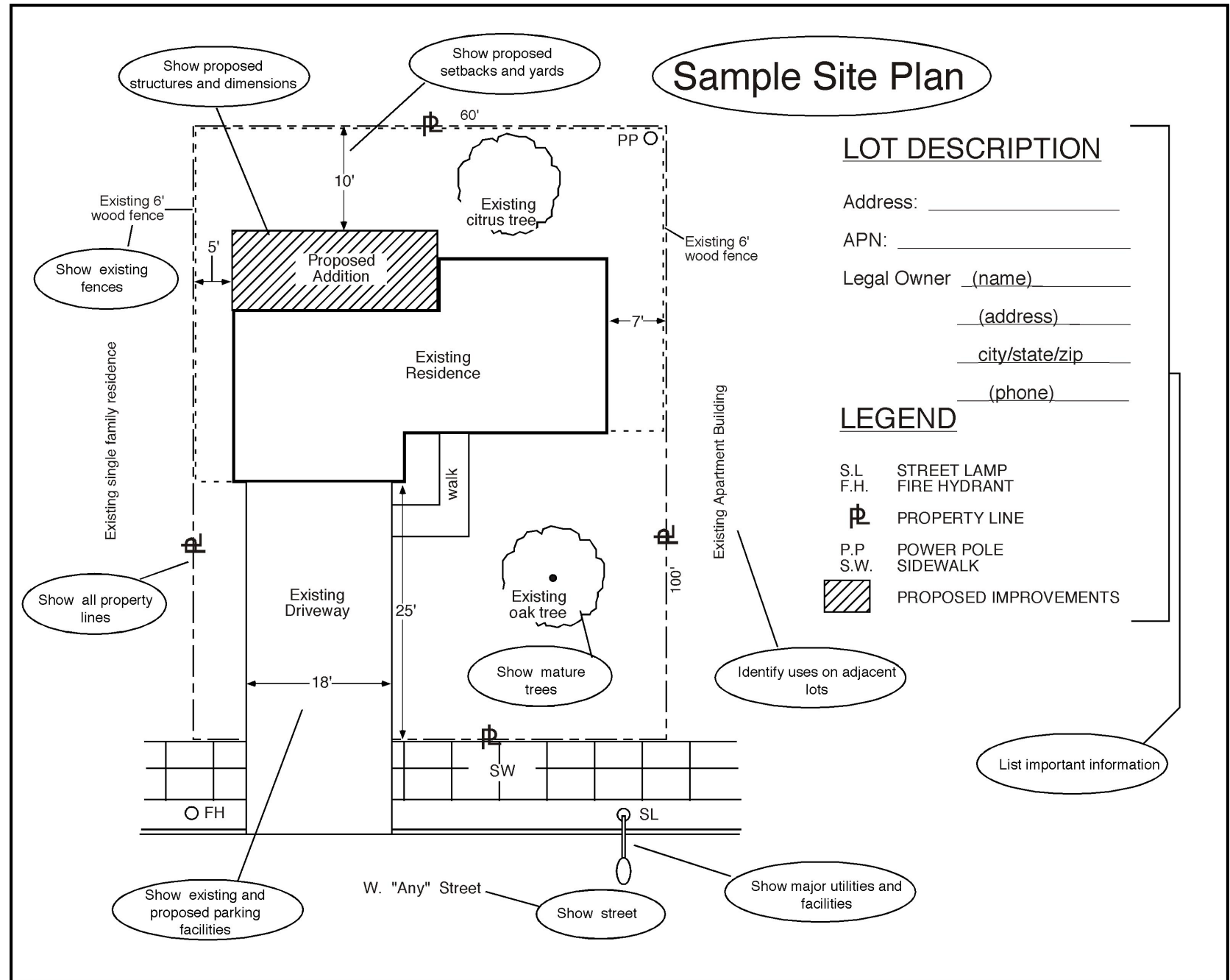
Plot Plans are required to accompany most applications that you will make to the City in order to get approval to change how your property is used. A Plot Plan is often used in conjunction with Site Plan Review, Conditional Use Permits and Variances.

## What Items Are to Be Shown on a Plot Plan?

The sample plot plan to the right shows key information that should be shown. In general, a Plot Plan should show the following information:

1. Name and address of the owner of the property.

*Continued on back panel*



2. Show Assessor Parcel Number (APN) of subject property. The APN can be obtained at City Hall or the County Assessor's office.
3. Address of the property (if different than the owner's address).
4. The location and dimension of existing and proposed building improvements. Show setbacks to all adjacent property lines.
5. The location and dimensions of all parking areas and driveways (existing and proposed).
6. Identification of adjacent streets (by name), alleys or other adjacent public property.
7. Any easements that cross the property or other pertinent legal features.
8. A north arrow and scale. Scale should be engineering style (e.g. 1" = 10 feet, for example).
9. Existing property lines and property easements.
10. Dimensions showing front, side and rear yard setbacks, size of structures, paving, porches and decks, as applicable.

11. Identification of what work is to be done, including the changes that are proposed to the physical features of the site or existing structures.
12. A vicinity map showing where the subject site is located in relation to streets and landmarks.
13. Show location of underground utilities, if known.
14. Plot plan should be shown at the largest scale possible.

The plot plan example shown on this brochure is for relatively simple projects. New multi-family, commercial or industrial projects typically require more detailed plans. The City has examples of site plans that it can share to illustrate what is required for these kinds of projects.

For more information on Plot Plans as well as general planning and zoning information, please contact Exeter City Hall at (559) 592-5558.

City of Exeter  
 137 N. F Street  
 Exeter, CA 93221

Collins & Schoetter Planning Consultants 11/20

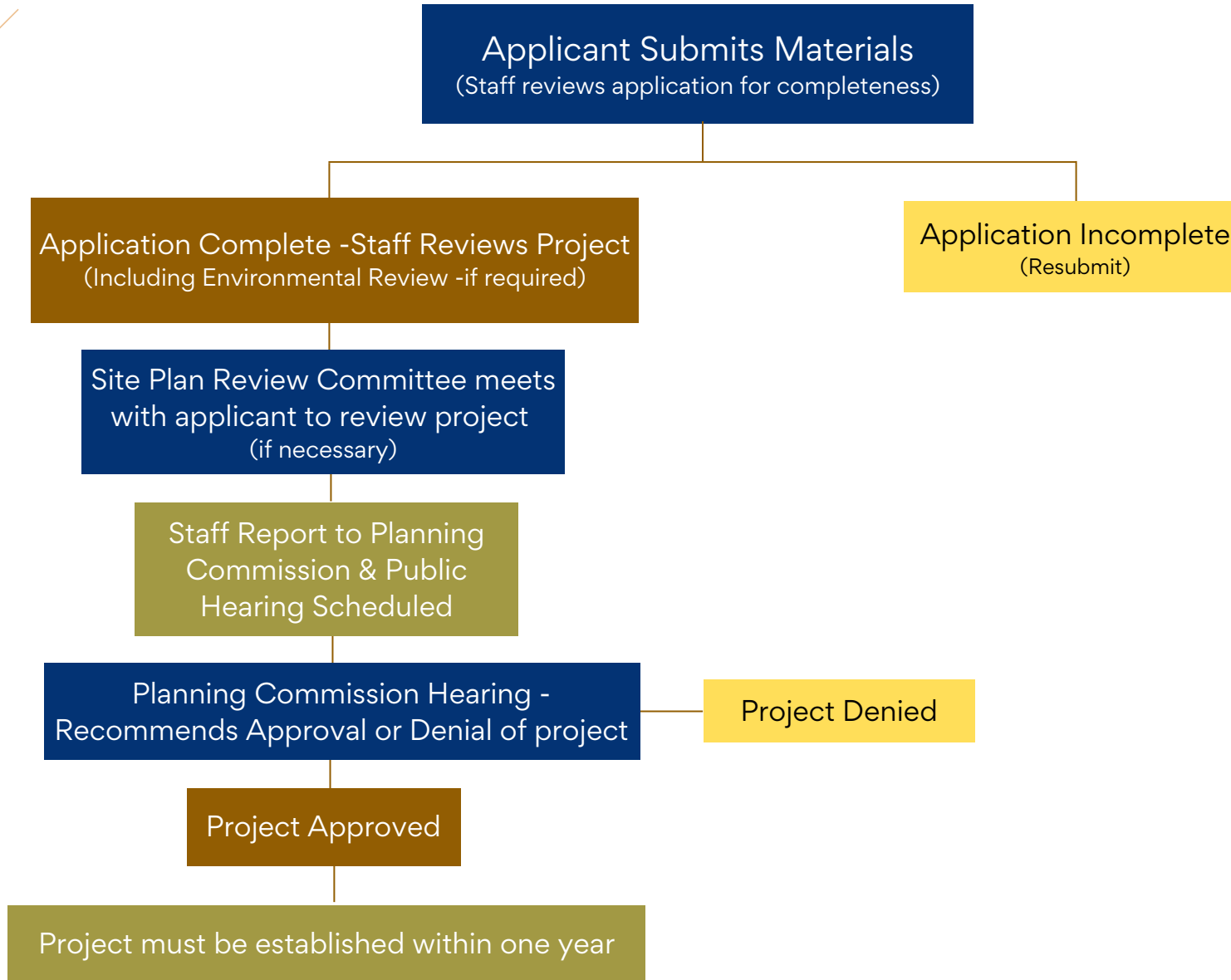
## How to Draw a Plot Plan



This informational brochure explains a plot plan, how to draw one and when it is needed. Additional information regarding planning and zoning issues can be obtained by contacting Exeter City Hall.

**Exeter City Hall**  
 137 N. F Street  
 Exeter, CA 93221  
 (559) 592-5558

# Conditional Use Permit Process Flow Chart





# CITY OF EXETER

Planning Department  
P.O. Box 237  
Exeter, CA 93221  
559-592-9244

APPLICATION NUMBER: Clerk Use Only

## Conditional Use Permit Application

*Please type or print clearly in ink. Incomplete applications will be returned.  
The application will not be processed until the fees and any applicable address labels have been received by the City.  
If submitting form online, fees can be paid by check only. Mail check — payable to "City of Exeter" at ATTN: Planning Department, PO Box 237, Exeter, CA 93221. Please include a copy of the completed application form with the check.*

### Applicant

### Applicant No. 2 (if more than one applicant)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### Property Owner (if different from applicant)

### Agent (engineer/surveyor)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Project Address or legal description: \_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_

Existing use of project site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the existing General Plan designation?

\_\_\_\_\_

What is the proposed use(s) of the site:

\_\_\_\_\_

What is the existing zoning classification for the site: \_\_\_\_\_

How many acres are involved: \_\_\_\_\_

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

\_\_\_\_\_  
Owner/Applicant Date

\_\_\_\_\_  
Agent Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name