

What is the difference between permitted uses and conditionally permitted uses?

Each zoning district in the City has a list of allowed uses. Some are permitted uses and others are conditionally permitted subject to the granting of a use permit.

Permitted uses only need to obtain a zoning Certificate approval from the Planning Division and a Business License from the Business license Department.

A conditionally permitted use is required to obtain use permit approval prior to obtaining the zoning certificate approval and business license.

How do I know if my proposed use will be a permitted use or a conditional use?

Contacting the Planning Division is the best way to find out what the zoning district is and what the allowed uses are for a specific address.

What are the typical conditions applied to a conditional use permit?

Conditional use permits are typically limited in hours of operation. Specific uses, such as non exempt home occupations and tutoring centers will typically have parking and number of patron conditions also.

Still have Questions?



The City of Pleasanton is committed to helping you achieve your development goals. If you have any questions about the information in this brochure, please contact us.

Public Information Planner

Telephone:

925-931-5600

E-mail:

<http://www.ci.pleasanton.ca.us/services/contact/comments/>

Or

stop in to see a planner:

City Hall

200 Old Bernal Avenue

Monday* - Friday, 8:00 a.m. - 5:00 p.m.

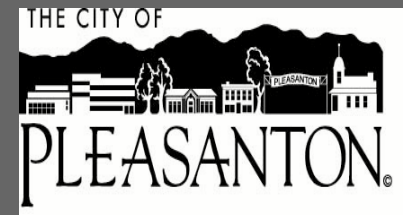
**Planners are not available on Mondays from 9:00 a.m. to 11:30 a.m.*

Brochure prepared by the Planning Division

Conditional Use Permit

What is a Conditional Use Permit?

A Conditional Use Permit allows the City to review a proposed use with respect to its effects on surrounding properties and to apply conditions of approval to minimize possible negative impacts.

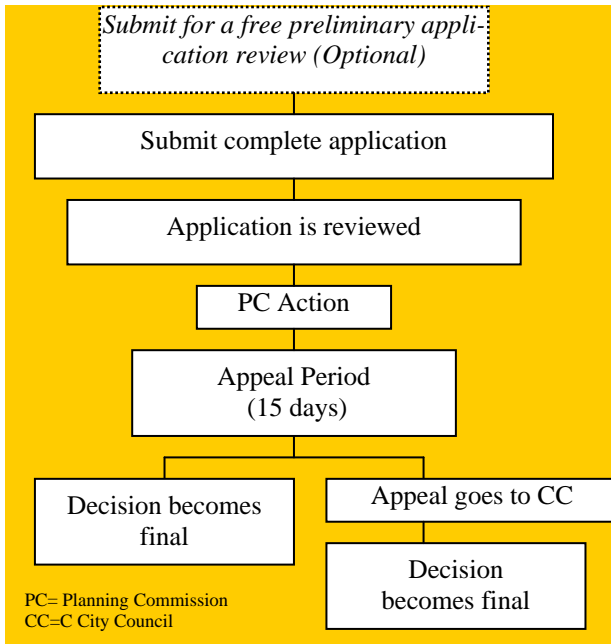


**City of Pleasanton
Community Development Department
Planning Division**

**200 Old Bernal Avenue
P.O. Box 520
Pleasanton, CA. 94566-0802**

**Tel: (925) 931-5600
FAX: (925) 931-5483**

What is the process?



Preliminary Review

Preliminary Review applications are an optional process that is recommended for projects that have non-traditional aspects to them or large scale projects that need direction on specific topics before plans are finalized. Please see the Preliminary Review handout for more information on this process.

Staff Analysis

When your application is submitted it will be assigned to a staff planner. Once a planner is assigned to the project, they will contact you to let you know that they will be managing your project. The project will be reviewed and the project planner will communicate if any additional information is needed.

The project will be scheduled for a public hearing with the Planning Commission (PC). The planner will write a staff report which contains staff's recommendation for action. The recommendation can be to

approve, deny, or approve with specific conditions. You will be provided with a copy of the staff report prior to the hearing.



Public Hearing

In compliance with State law, all property owners within a 1,000 foot radius of the subject site will be notified of the conditional use permit request and the time and location of the public hearing. It is at the public hearing that the actual decision concerning your application will be made. The PC will consider the information in the staff report and any testimony given at the hearing. It is strongly recommended that you attend the hearing to present your case and to answer any questions the PC may have. You will be informed in writing of the PC's decision and of any conditions that were attached to an approval. The PC must make the required conditional use permit findings before they can conditionally approve the requested use.

Can the action be appealed?

Appeal Period

The PC's action on a project does not become effective until 15 days after the ruling. During this time you or any concerned party may appeal the action to the next higher hearing body by submitting a written request and an appeal fee. An appeal will be scheduled for the first available City Council (CC) meeting. The decision of the CC is final. See the handout on appeals for additional information.

How long does the process take?

Normally, from the time the application is deemed complete, the process is about **four to six weeks** for Planning Commission approval*. This period may be longer if the plans require revisions or if the approval/denial action is appealed.

*These timelines are goals and a variety of factors can result in longer timelines.



Can the a use permit be revoked or suspended?

18.124.060 of the Pleasanton Municipal Code (PMC) states that a conditional use permit is revocable. 18.124.130 of the PMC states that upon violation of any municipal code or condition of approval, the conditional use permit

is automatically suspended. The Planning Commission will hold a public hearing within forty days of the suspension to review the situation and may revoke the use permit or take such action as may be necessary to ensure compliance with the regulations, general provision or condition.



What documents do I submit?

Application and fee: Applications can be obtained on-line or from the Planning Division counter.

<http://www.ci.pleasanton.ca.us/pdf/devapp.pdf>

Property owner signature or letter of authorization:

The property owner must sign the application form or provide a written letter of authorization prior to submittal of the application for review.

Letter of approval from the Owners Association: If the property is located in an Owners Association, an approval letter must be submitted with the application.

A total of 15 (fifteen) (3 full size and 12 reduced size) † complete sets of the following:

- **Site plan:** an exhibit which clearly shows the dimensions of the lot, the existing structure(s), any proposed new construction, existing and proposed parking information (if applicable), setbacks, and any other aspect of your site that could be an issue.
- **Floor Plan:** an exhibit which clearly shows all building dimensions, all interior walls, doors, windows, etc. (both proposed and existing) and a description of each room/ space.

All plans need to be drawn to scale and no smaller than 8 1/2"x11" nor larger than 24"x36".

- **A written narrative**— a letter which describes the purposed business operations. Please clearly state hours of operations, number of employees, impacts to parking, and if applicable, provide the number of students/patrons. State how the request conforms to the required conditional use permit findings.

† Additional plans and materials may be required if the project is appealed.