



## Conditional Use Permit Submittal Requirements and Checklist

The granting of a conditional use permit (CUP) is a discretionary act which authorizes a particular use at a particular location subject to specific conditions. The conditional use permit procedure is established because of the unusual or unique characteristics of the included uses, the need to give special consideration to the proper location of such uses in relation to adjacent uses, and the lack of criteria for the inclusion of or exclusion of such uses in any existing zone.

Applications for a CUP require a public hearing where the planning commission (City Council) may, by resolution, grant a conditional use permit to the applicant if the City Council finds, from the evidence presented in the application or at the hearing, that the project meets the issuance criteria per Imperial Beach Municipal Code (IBMC) Section 19.82.040.

Contact Planning staff if you need assistance determining if your project would require a CUP at (619) 628-0858.

The purpose of this form is to inform applicants of the basic submittal requirements in order to allow staff to accurately analyze and process a Conditional Use Permit (CUP) application. The following must be included for the application to meet the minimum submittal requirements:

1.  Deposit in the amount of \$2,000 for the Conditional Use Permit (CUP)
2.  Completed Discretionary Permit Application Package
3.  Completed Public Notice Package
  - i. A typed list containing the assessor's parcel number, name and address for all property
  - ii. Owners within a 300 foot radius, and all occupants within a 100 foot radius.
  - iii. Owner information shall be from the San Diego County Assessors Office latest equalized rolls.
  - iv. One (1) set of stamped envelopes with addresses of all owners and occupants listed above
  - v. One (1) set of mailing labels of the above owners and occupant
  - vi. One (1) set of self-addressed stamped envelopes for the applicant(s) and/or owner(s)
4.  A Statement of Justification that provide findings/evidence per Imperial Beach Municipal Code Section 19.82.040.
  - a. That the proposed use at the particular location is necessary or desirable to provide a service or facility which will contribute to the general well-being of the neighborhood or community;
  - b. That such use will not, under the circumstances of the particular use, be detrimental to the health, safety or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity;
  - c. That the proposed use will comply with the regulations and conditions specified in this title for such use and for other permitted uses in the same zone; and
  - d. That the granting of such conditional use will be in harmony with the purpose and intent of this code, the adopted general plan and the adopted local coastal program. (Ord. 94-884; Ord. 601 § 1, 1983)