



## CITY OF DUBLIN

Community Development Department

### CONDITIONAL USE PERMIT (CUP) PLANNING APPLICATION SUBMITTAL REQUIREMENTS

All applicants should consult with a City Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

- ☐ **Planning Application Form** including the address and signatures of Applicant(s) and Property Owner(s).
- ☐ **Environmental Information Form** (Initial Study) including signatures of Applicant(s) and Property Owner(s).
- ☐ **Processing Fee Agreement Form**
- ☐ **Consent Form for Architectural Drawings** for any applications that include the submittal of architectural drawings by a design professional or the owner of the copyright.
- ☐ **Written Statement** Describe the requested use in detail and give reasons why the application should be approved. Provide factual information supporting the following:
  1. What type of business, activity or use are you proposing?
  2. How many employees will you have or propose to have?
  3. What are the proposed hours and days of operation?
  4. Will your business, activity or use target a specific segment of the community?
  5. In what ways will your business, activity or use benefit the community?
  6. Are there any ways in which your business, activity or use may disrupt the peace of the surrounding residents or businesses?
  7. Will your business, activity or use have any negative effects on the health or safety of people residing or working in the vicinity?
  8. Will your business, activity or use create any negative impacts on property, transportation systems, or existing improvements in the neighborhood?
  9. Is the proposed project located on a hazardous waste and substances site (pursuant to Government Code Section 65962.5)?
- ☐ **Preliminary Title Report/Property Profile** to document ownership, prepared within three months of application submittal.
- ☐ **Public Notice Materials**
  1. Reproduced copy of Alameda County Assessor's Parcel map showing the Project parcel(s) outlined in **RED** and a 300-foot radius in **BLUE** drawn from the perimeter of the parcel(s).
  2. An Excel spreadsheet showing all property owners and occupants within 300 feet of the project parcel. The spreadsheet should show the Assessor's Parcel Number, owners' name, situs address, and mailing address.
  3. Applicant is responsible for paying the cost of postage. Cost of postage is calculated: Number of postcards x Current Postage Rate.
- ☐ **Project Plans**
  1. **Vicinity Map** showing the site in relation to nearest cross streets.

2. **Site Plan** drawn to 1" = 20' scale and fully dimensioned. The plans must be prepared and signed by a licensed civil engineer, surveyor, architect, or designer. The plans must graphically and understandably describe the proposal. The plans must show the following:

- a. North arrow and scale.
- b. Dimensioned property lines, existing and proposed easements and adjacent streets.
- c. Location, setback and dimensions of all existing and proposed structures on the site.
- d. Parking information, including:
  - Number of parking spaces
  - Number of disabled accessible spaces
  - Adequate back-up dimensions
  - Pedestrian circulation
- e. Location, setback and dimensions of all existing and proposed:
  - Driveways
  - Median openings
  - Loading areas
  - Disabled accessible ramps
  - Sidewalk/pathways
  - Landscaped areas
  - Fences
  - Retaining walls
  - Signage
  - Trash enclosures
  - Utility connections on-site
- f. Location, setbacks and dimensions of all existing and proposed structures, parking, driveways, walkways, landscape areas, fences, retaining walls, signage and trash enclosures **within 50 feet** of the project site. Please consult with the City of Dublin Public Works Department regarding requirements to provide a solid waste enclosure, trash capture and stormwater treatment facilities.
- g. Summary of development calculations including:
  - Site area (gross and net)
  - Floor area of all buildings and uses
  - Number of parking stalls
  - When appropriate, number of beds, students, dining seats, auditorium/ church seats, occupants, employees of largest work shift, or square feet of assembly floor area
- h. Shopping Centers/Strip Malls:
  - List all existing tenants
  - Square footage of rental suites
  - Hours of operation
  - Uses (retail, office etc.)

- ☐ **Building Elevations** fully dimensioned and drawn to a 1/8" = 1' scale of all sides of all proposed structures. Elevations must include building materials, colors, solid waste enclosures, fencing, roof screening details and signage.
- ☐ **Floor Plans** fully dimensioned, drawn to scale, showing exterior doors and windows, stairways, mechanical rooms and hallways.
- ☐ **Traffic Data** specific to the site or proposed project: traffic generation rates, peak hour counts, trip distribution and similar information. (Applicant must check with the Public Works Department for additional information.)
- ☐ **Special Information** or information in such form and number as may be required by the Planning Division.

For assistance or questions regarding submittal requirements, please contact: Planning Division Staff at (925) 833-6610 or [planningpermits@dublin.ca.gov](mailto:planningpermits@dublin.ca.gov).