



**CITY OF DUBLIN**  
Community Development Department

**MINOR USE PERMIT (MUP)**  
**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).
- 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. Are there any ways in which your business, activity or use will have a negative effect on the health or safety of persons residing or working in the vicinity, or be detrimental to the public health, safety or general welfare?
  5. Describe how the design of the project including site layout, structures, vehicular access, circulation and parking etc. will provide a desirable environment for the future development.
  6. Is the site physically suitable for the type and intensity of development proposed?
  7. Describe how the proposed development may impact views.
  8. Describe the physical characteristics of the site including existing slopes and topographic features.
  9. Describe the architectural design/theme of the development including character, scale and quality of the design, and explain how the project will relate to and be compatible with the existing site and the character of adjacent buildings, neighborhoods and uses.
  10. Describe how the landscape features have been designed so as to insure visual relief and an attractive environment for the public.
  11. 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.
- Vicinity Map** showing the site in relation to nearest cross streets.

- Site Plan** drawn to 1" = 20' scale and fully dimensioned. The plans must graphically and understandably describe the proposal. The plans must show the following:
  1. North arrow and scale.
  2. Dimensioned property lines, existing and proposed easements and adjacent streets.
  3. Location, setback and dimensions of all existing and proposed structures on the site.
  4. Parking information, including:
    - a. Number of parking spaces
    - b. Number of disabled accessible spaces
    - c. Adequate back-up dimensions
    - d. Pedestrian circulation
  5. **Location, setback and dimensions of all existing and proposed:**
    - a. Driveways
    - b. Median openings
    - c. Loading areas
    - d. Disabled accessible ramps
    - e. Sidewalk/pathways
    - f. Landscaped areas
    - g. Fences
    - h. Retaining walls
    - i. Signage
    - j. Trash enclosure
    - k. Utility connections on site
  6. 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, and trash capture and stormwater treatment facilities.
  7. **Summary of development calculations including:**
    - a. Site area (gross and net)
    - b. Floor area of all buildings and uses
    - c. Number of parking stalls
    - d. When appropriate, number of beds, students, dining seats, auditorium/church seats, occupants, employees of largest work shift, or square feet of assembly floor area
  8. **Shopping Centers/Strip Malls**
    - a. List all existing tenants
    - b. Square footage of rental suites
    - c. Hours of operation
    - d. 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. Photos will suffice if no changes are proposed to the existing structures.
- 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 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).**