



CITY OF ISLETON PLANNING DEPARTMENT CONDITIONAL USE PERMIT APPLICATION CHECKLIST

TO APPLICANTS: The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your proposal or individual application. If you are not sure, ask staff. **Planning Staff will use a copy of this list to check your application for completeness after it is submitted.** If your application is not complete, or information is omitted, then a copy of the list will be returned to you marked according to the legend at the end. This may prevent or delay processing your application. If submitting blueprints, Planning Staff encourages that you submit one copy of the plans to allow for application completeness check and, if necessary, allow you to revise the plans and then submit the required number of plan sets.

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When a Conditional Use permit application is submitted, staff will conduct an environmental compliance evaluation to determine the project's application to the CEQA (California Environmental Quality Act) as mandated by state law. Based on this assessment additional information may be required above than required in this checklist, such as a preliminary geotechnical study, archaeological inventory, traffic impact analysis and/or biological inventory. To expedite processing staff will parallel this review with the normal City Conditional Use Permit review process.
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APPLICATION NUMBER: _____

- A. **Planning Application Form** complete and signed.
 - 1. Copy of a preliminary title report (legal property description and legal property owner) prepared within 90 days.
 - 2. Pursuant to Section 1403 (D) of the Isleton Municipal Code, a Statement setting forth the precise 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, together with any other data pertinent to the findings prerequisite to the granting of a use permit
- B. **Base Application Fee:** In accordance with the City's Planning Fee Schedule. May be a deposit as determined needed by City Manager to off-set City costs for more elaborate applications.
- C. **Site Plan:** One copy reduced to 8-1/2" x 11".

D. **Fifteen (15) Copies of Plan Sets** on standard 24" X 36" size paper fan-folded to 9" X 12". fan-folded to 9" x 12" and including:

1. Project Site Plan drawn to scale and indicating dimensioned property lines, north arrow, building setbacks, points of access, circulation, location and dimension of parking areas; walkways; ; trash enclosures; the location, type and trunk diameter, and status (e.g. to be saved, removed, relocated) trees on the site; indication of structures to be removed, and the location of existing and proposed buildings, including the location and use of the nearest structures on adjacent property and any easements on the site, and a vicinity map showing the location of the project in relation to major city streets (Recommend using a City street map to identify location).

2. Statistics and Descriptive Information, including:
 - (a) The zoning and current uses of the site and adjacent properties.
 - (b) The square footage of the project site.
 - (c) A calculation of the number of parking spaces required and provided.
 - (d) The area of the site to be covered by buildings and paved surfaces.
 - (e) Square footage of planted areas.

3. Schematic Floor Plan showing interior building layouts, rooms or use areas, square footages of bedrooms, entrances and relationship to exterior use areas.

4. *May be required if Project involves new development: Site Features Plan* showing details on location and design of trash/recycling enclosures, outdoor seating areas, walls, benches, tables, bicycle parking and outdoor storage facilities.

5. *May be required if Project involves new development: Architectural Plans*, including elevations views of all sides of the building indicating the form and general exterior treatment of the building and overall height at points adjacent to property lines, roof plan, proposed exterior

mechanical equipment, building lighting, building materials and colors. Include eight copies of reduced to 8-1/2" x 11" colored architectural elevations renderings.

6. *May be required if Project involves new development: Preliminary Landscape and Irrigation Plans indicating proposed plant materials (including common and botanical names of all plant materials (including common and botanical names of all plants), hardscape areas, existing trees to be retained, removed or replaced. Plans need to comply with State Model Water Efficient Landscape Ordinance (MWELo). The MWELo is also referenced by Title 24, Part 11, Chapters 4 and 5 CalGreen Building Code. Requirements include plan preparation by a licensed landscape architect, landscape contractor or certified landscape designer and specific design standards See Attachment).*

7. *May be required if Project involves new signs or alteration of existing signs: Signs: General locations of contemplated signage on the building or grounds should be included. Additional details, such as sign construction and materials should also be included if available. If a major feature of the project involves signage, then the following additional information should be included in the package:*
 - (a) Dimensions and square footage of all signs.
 - (b) Dimensions and square footage of building walls on which signs are located.
 - (c) Means of lighting.
 - (d) Heights of all signs.
 - (e) Message that will appear on each sign.
 - (f) Description of materials and colors for letters and background.
 - (g) A scaled drawing of each sign showing typeface and desi

8. *May be required if Project involves new development: Exterior Lighting Plan including locations of all light standards and placement of building lighting. This plan shall include power rating details, heights, shielding design and cut sheets of lighting designs.*

**Project Subject to CalGreen Recycling Compliance see Requirement see Section 5.04 of The Isleton Municipal Code (attached).*

E. **Site Photographs** of the project site, including neighboring development and including a key map of where each photo has been taken.

Additional Staff Comments: _____

Received By: _____

Checked By: _____

Date Received: _____

Compliance with CALGreen Recycling Requirements

***Property owners or their building or landscape designers, including anyone requiring a building or planning permit, plan check, or landscape design review from the City, who are constructing a new Single-Family, Multi-Family, public, institutional, or Commercial project with a landscape area greater than 500 square feet, or rehabilitating an existing landscape with a total landscape area greater than 2,500 square feet shall comply with the requirements of Section 7-1 8 -11 (Model Water Efficient Landscaping Ordinance Requirements) found in Chapter I B (Organic Waste Disposal Reduction) of Title 7 (Health and Sanitation)."**

Chapter 5.04 the Isleton Municipal Code:

A. Persons applying for a permit from the City for new construction and building additions and alternations shall comply with the requirements of this Section and all required components of the California Green Building Standards Code, 24 CCR, Part 11, known as CALGreen, as

amended, if its project is covered by the scope of CALGreen. If the requirements of CALGreen are more stringent than the requirements of this Section, the CALGreen requirements shall apply.

B. Project applicants shall refer to City's building and/or planning code for complete CALGreen requirements.

C. For projects covered by CALGreen, the applicants must, as a condition of the City's permit approval, comply with the following:

1. Where five (5) or more Multi-Family dwelling units are constructed on a building site, provide readily accessible areas that serve occupants of all buildings on the site and are identified for the storage and collection of Blue Container and Green Container materials, consistent with the three• container collection program offered by the City, or comply with provision of adequate space for recycling for Multi-Family and Commercial premises pursuant to Sections 4.408.1, 4.410.2, 5.408.1, and 5.410.1 of the California Green Building Standards Code, 24 CCR, Part 11 as amended provided amended requirements are more stringent than the CALGreen requirements for adequate recycling space effective January 1, 2020.

2. New Commercial construction or additions resulting in more than 30% of the floor area shall provide readily accessible areas identified for the storage and collection of Blue Container and Green Container materials, consistent with the three-container collection program offered by the City's franchise waste hauler, or shall comply with provision of adequate space for recycling

for Multi-Family and Commercial premises pursuant to Sections 4.408.1, 4.410.2, 5.408.1, and 5.410.1 of the California Green Building Standards Code, 24 CCR, Part 11 as amended provided amended requirements are more stringent than the CALGreen requirements for adequate recycling space effective January 1, 2020.

3. Comply with CALGreen requirements and applicable law related to management of C&D, including diversion of Organic Waste in C&D from disposal. Comply with City's C&D regulations, and all written and published City policies and/or administrative guidelines regarding the collection, recycling, diversion, tracking, and/or reporting of C&D.

Model Water Efficient Landscaping Ordinance Requirements

- A. Property owners or their building or landscape designers, including anyone requiring a building or planning permit, plan check, or landscape design review from the City, who are constructing a new Single-Family, Multi-Family, public, institutional, or Commercial project with a landscape area greater than 500 square feet, or rehabilitating an existing landscape with a total landscape area greater than 2,500 square feet, shall comply with Sections 492.6(a)(3)(B) (C), (D), and (G) of the MWELO, including sections related to use of Compost and mulch as delineated in this Section.

The following Compost and mulch use requirements that are part of the MWELO are now also included as requirements of this Chapter.

Property owners or their building or landscape designers that meet the threshold for MWELO compliance outlined in 6-3-710(a) above shall:

- I. Comply with Sections 492.6 (a)(3)(B)(C),(D) and (G) of the MWELO, which requires the submittal of a landscape plan with a soil preparation, mulch, and amendments section to include the following:
 - (a) For landscape installations, Compost at a rate of a minimum of four cubic yards per 1,000 square feet of permeable area shall be. Incorporated to a depth of six (6) inches into the soil. Soils with greater than six percent (6%) organic matter in the top six (6) inches of soil are exempt from adding Compost and tilling.
 - (b) For landscape installations, a minimum three- (3-) inch layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife up to five percent (5%) of the landscape area may be left without mulch. Designated insect habitat must be included in the landscape design plan as such.
 - (c) Organic mulch materials made from recycled or post-consumer materials shall take precedence over inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local fuel modification plan guidelines or other applicable local ordinances.
 2. The MWELO compliance items listed in this Section are not an inclusive list of MWELO requirements; therefore, property owners or their building or landscape designers that meet the threshold for MWELO compliance outlined in this Section shall consult the full MWELO for all requirements.
- B. If, after the adoption of this Article, the California Department of Water Resources, or its successor agency, amends 23 CCR, Division 2, Chapter 2.1, Sections 492.6(a)(3)(B) (C), (D), and (G) of the MWELO September 15, 2015 requirements in a manner that requires the City to incorporate the requirements of an updated MWELO in a local ordinance, and the amended requirements include provisions more stringent than those required in this Section, the revised requirements of 23CCR, Division 2, Chapter 2.7 shall be enforced.