



# LAND USE APPLICATION

CITY OF CLAREMONT  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
207 HARVARD AVENUE, P.O. BOX 880  
CLAREMONT, CA 91711-0880  
(909) 399-5470

## TYPE OF APPLICATION

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Conditional Use Permit              | <input type="checkbox"/> Minor Exception Permit |
| <input type="checkbox"/> Zone Change            | <input type="checkbox"/> Conditional Use Permit Amendment    | <input type="checkbox"/> Environmental Review   |
| <input type="checkbox"/> Code Amendment         | <input type="checkbox"/> Special Use & Development Permit    | <input type="checkbox"/> Variance               |
| <input type="checkbox"/> Specific Plan          | <input type="checkbox"/> Mixed Use District Development Plan | <input type="checkbox"/> Other _____            |

## APPLICANT INFORMATION

Name of Applicant(s): \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Owner(s) of Record: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_

## PROPERTY INFORMATION

Location: \_\_\_\_\_

Assessor Parcel Number(s): \_\_\_\_\_

Tract and Lot Numbers(s): \_\_\_\_\_

Existing General Plan Designation: \_\_\_\_\_

Existing Zoning for each parcel: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

## CERTIFICATION STATEMENT **\*\*MUST BE SIGNED BY PROPERTY OWNER AND NOTARIZED**

I/we certify that I/we are presently the legal owner(s) of the above described property(ies). Further I/we acknowledge the filing of this application and certify that all the above information is true and accurate and that I/we have familiarized myself/ourselves with the relevant provisions of Claremont's codes. **(Note: A person acting as agent of the owner of record must attach a notarized letter of authorization from the legal owner.)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Signature of City Clerk or Notary Public (seal)

### City Staff Use Only

File Number:		Date:	
Fixed Fee:	Hourly Deposit:	Received By:	

<b>SUBMITTAL REQUIREMENTS</b>		<b>NUMBER OF COPIES</b>	
<input type="checkbox"/>	<b>SITE PLAN</b> (maximum size of 11" x 17")	<input type="checkbox"/>	18 copies
		<input type="checkbox"/>	10 copies
		<input type="checkbox"/>	4 copies
<input type="checkbox"/>	<b>REDUCTION OF PLAN</b> (8 1/2" x 11")		1 copy
<input type="checkbox"/>	<b>PRELIMINARY BUILDING ELEVATIONS</b> (8 1/2" x 11")		1 copy
<input type="checkbox"/>	<b>RADIUS MAP</b> (the specific radius from property boundaries as determined by the Community Development Director; at scale of 1" = ___100', or ___300', or ___500', or ___1000') **May be done by city staff upon request, fee required*		1 copy
<input type="checkbox"/>	<b>MAILING LIST</b> (properties within the designated radius on three column type labels form)		2 copies
<input type="checkbox"/>	<b>LEGAL DESCRIPTION OF THE PROPERTY</b>		1 copy
<input type="checkbox"/>	<b>JUSTIFICATION STATEMENT</b>		1 copy
<input type="checkbox"/>	<b>CURRENT PRELIMINARY TITLE REPORT</b>		1 copy
<input type="checkbox"/>	<b>CERTIFICATION STATEMENT</b> (from each property owner involved authorizing application)		1 copy
<input type="checkbox"/>	<b>FEE AGREEMENT</b>		1 copy
<input type="checkbox"/>	<b>ENVIRONMENTAL INFORMATION FORM</b>		1 copy
<input type="checkbox"/>	<b>ADDITIONAL SUBMITTAL DOCUMENTS:</b> _____ _____ _____ _____		

Please contact the Planning Division at (909) 399-5470 to determine which of these requirements are applicable.

## LAND USE APPLICATION JUSTIFICATION STATEMENTS

A written statement must accompany all applications. It needs to identify the reasons for the request and describe how the conditions or criteria listed below can be met. The relevant sections of the City's codes are identified for each application and should be consulted when preparing the statement.

### **Conditional and Special Use Permits (Chapter 16.303)**

Explain how:

1. The site for the intended use is adequate in size and shape to accommodate said use and all of the yards, setbacks, walls or fences, landscaping and other features required by this Code or by conditions imposed under this chapter; and
2. The site for the proposed use relates to streets and highways properly designed to carry the type and quantity of traffic generated by the subject use; and
3. The proposed use will not impair the integrity and character of the zone in which it is located or otherwise have an adverse effect on adjacent property or the permitted use thereof; and
4. The proposed use is not contrary to the General Plan; and
5. The proposed use will not endanger or otherwise constitute a menace to the public health, safety or general welfare.

### **Special Use and Development Permits (Chapter 16.306)**

Explain how:

1. The proposed site is adequate in size and shape to accommodate the proposed use or development.
2. The proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that the proposed use or development will or could reasonably generate.
3. The proposed use and development is compatible with other land uses on property adjacent to, or in the vicinity of, the proposed site, and will not negatively affect, or be injurious or detrimental to such uses or properties.
4. The proposed use and development will not impinge on the privacy of others or have a negative visual effect from the street.
5. The proposed use or development will not endanger or otherwise constitute a menace to the public health, safety or general welfare.

### **Minor Exception Permit (Chapter 16.312)**

Identify how the permit is needed due to the following:

1. Special circumstances applicable to the property including size, shape, topography, location, or surroundings which cause the strict application of this title to deprive such property owner of privileges enjoyed by other properties in the vicinity and under identical zoning classification.
2. The minor exception authorized shall not constitute a granting of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located.
3. The minor exception will not create a negative impact on other nearby properties.
4. The minor exception is consistent with the intent of this chapter and is not contrary to the goals and objectives of the General Plan.

### **Variance (Chapter 16.309)**

Describe how:

1. There are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to the intended use of the property, which do not apply generally to other property in the same zoning district.
2. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant, which right is possessed by other property owners under like conditions in the same zoning district.
3. The granting of the variance will not be materially detrimental to the public welfare or injurious to property and improvements in the area in which the property is located.
4. The granting of such a variance will not be contrary to the objectives of the General Plan.

### **Zone Change (Chapter 16.315)**

Discuss how the change conforms to the City's General Plan and is warranted based on considerations of:

1. Access;
2. Surrounding General Plan, zoning, land use, and developments; and
3. Timing of the project in relationship to adjacent properties and developments.

### **General Plan and Code Amendments (Chapters 16.318 and 16.315)**

Please provide written description of the proposed code or General Plan amendment, setting forth reasons warranting this change.