

ADMINISTRATIVE USE PERMIT APPLICATION
(Section 9-2B-10 of the Lemoore Municipal Code)



The purpose of an administrative use permit is to allow for the individual review of land uses having unique or unusual site development features or operating characteristics to ensure consistency with this title and the general plan. These land uses benefit from focused, administrative review outside of the general business license and zoning clearance process.

Development Services
Department
711 W. Cinnamon Drive
Lemoore, CA 93245
(559) 924-6740
(559) 924-6708 Fax

An administrative use permit is required prior to the establishment of any use for which an administrative use permit is required as required by Title 9 of the Municipal Code. See section 9-2B-2, Table 9-4B-2. "Allowed Used and Required Entitlements for Base Zoning Districts", of this title, which identifies specific land uses that require an administrative use permit prior to issuance of subsequent permits (e.g., building permit, business license). Examples include, but are not limited to child day care facility - family day care home, large; dwelling, second unit in RN and DMX-2 zoning district, two-family in RLD zoning district; crop production in RLD district; and assembly uses.

The Development Services Director shall be the approving authority. A public hearing or notice is not required unless elevated to the Planning Commission as provided in subsection 9-2A-7 or appealed to Council.

The following material constitutes a completed application to be submitted to the Planning Department:

- a. Application form filled out completely
- b. One (1) set of an 8 1/2" X 11" or 11"x17" Site Plan drawn to scale: showing the location of all existing (or demolishing) and proposed structures or uses, setbacks, easements, ingress/egress to property (driveways and concrete paved areas), property line in relation to curb/parkway/sidewalk, existing and/or proposed fencing, landscaping and trees all drawn to scale.
- c. One (1) copy of an 8 1/2" X 11" or 11"x17" color building elevation and floor plan of proposed structure(s).
- d. Photographs of the site from the street and on the property showing rough elevation of proposed structure in their context.
- e. Applicable filing fees payable to the City of Lemoore.

GENERAL INFORMATION

1. APPLICANT/DBA: Name: _____ Address: _____ Telephone: _____ Email: _____	2. PROPERTY OWNER: <i>(if other than applicant, signature required)</i> Name: _____ Address: _____ Telephone: _____ Email: _____
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SITE & PROJECT SPECIFIC INFORMATION

3. Location/Address/Assessor Parcel Number of site where administrative approval is sought: _____

4. General Plan designation of project site: _____ 5. Zone District: _____

6. Existing Use: _____ 7. Proposed Use: _____

8. Type, location and size of any easements on the site? (a) Type of easement: _____
 (b) Width of easement: _____ (c) Location of easement: _____

9. Describe the use or structure and any changes being made to the site which require Administrative Approval: _____

10. Square Feet of Site Area: _____ 11. Percentage of Landscaping: _____

12. Size of Proposed Use: _____ 13. Height of Existing or Proposed Buildings: _____

14. Existing Parking Spaces: _____ 15. Proposed Parking Spaces: _____

16. Rent or Owned Property? _____ 17. Hours of operation: _____

18. How much and what portions of the site are already or are proposed to be landscaped? (Show on Site Plan)
 (a) Square footage: _____ (b) % of open Space: _____ (c) % of Site area: _____

19. Proposed construction of any fences or wall?
 (a) Height: _____ (b) Material: _____ (c) Location: _____

20. How much and what kind of outdoor lighting is proposed? _____

APPROVAL FINDINGS
(Section 9-2B-10E)

An administrative use permit shall be granted only when the designated approving authority determines that the proposed use or activity complies with all of the following findings:

1. The proposed use is consistent with the general plan, any applicable specific plans, and all applicable provisions of the Zoning Code; and
2. The establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case (location, size, design, and operating characteristics), be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such use or to the general welfare of the city.

SIGNATURE

I certify that the information provided on this form is true and correct and contains all the proposed work being done on the site. I understand that should I modify or add to the request described herein, I may have to submit a new application if the tasks require City approval. I further understand that if I have a previous Administrative Use approval for this site, I agree to rescind the approval with this signature.

21. Applicant Signature: _____ 22. Date _____

23. Print Name: _____

24. Property Owner Signature : _____ 25. Date _____

26. Print Name: _____

FOR OFFICE USE ONLY

Type of Administrative Use Permit: _____		
File Number: _____	Zone District: _____	Assessors Parcel Number: _____
Date filed: _____	Receipt No.: _____	Fees Paid: _____
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied by _____		Date: _____
Conditions of Approval: _____		
Reason for Denial: _____		Per Section 9-2A-8 Option for Appeal Expires: / /