



711 W. Cinnamon Drive • Lemoore, CA 93245 • Planning (559) 924-6744, Ext. 740  
Community Development Department

**ADMINISTRATIVE USE PERMIT APPLICATION  
(General)**

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.

An administrative use permit is required prior to the establishment of any use for which an administrative use permit is required by Title 9 of the Municipal Code. See Section 9-2B-2. "Allowed Uses 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).

*The Community Development 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 submitted to Planning:**

- a. Application form filled out completely
- b. One (1) set of an 11"x17" or larger 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 11"x17" or larger color building elevation and floor plan of existing and or proposed interior.
- d. Applicable filing fees payable to the City of Lemoore. (Cash or Check)

<p><b>1. APPLICANT/DBA:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>	<p><b>2. PROPERTY OWNER: (if other than applicant, signature required)</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>
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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? \_\_\_\_\_
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**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.

*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: / /